

**Parish Church of St James with St Matthew**

**St James's Lane**

**Muswell Hill**

**London**

**N10 3DB**

**Reg. charity 1134716**

**Annual Report and Financial Statements  
for the year ended 31 December 2023**

**Incumbent:**

**The Reverend Chris Green**

**Statutory auditors:**

**Lakin Rose Limited  
Chartered Accountants  
Cambridge CB24 9NL**

**Bankers:**

**HSBC Bank plc  
Muswell Hill  
London N10 3RX**

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

<b>Pages</b>	<b>Statement</b>	<b>Description</b>
<b>3 - 16</b>	<b>Annual Report</b>	Describes the activities of the PCC and related committees with particular attention to the financial activities of the Parish.
<b>16</b>	<b>Summary of a PCC's Financial Responsibilities</b>	This summarises the financial responsibilities of Parochial Church Councils.
<b>17 – 20</b>	<b>Independent Auditors' Report</b>	Where the auditors give their opinion on these financial statements; in particular, whether they comply with the various accounting rules and regulations applicable to the Parish.
<b>21</b>	<b>Statement of Financial Activities for 2023</b>	This summarises the income and expenditure of the Parish, across all its funds, for the year 2023.
<b>22</b>	<b>Balance Sheet as at 31 December 2023</b>	This sets out the Parish's various assets and liabilities at that date.
<b>23</b>	<b>Cash flow statement for 2023</b>	This summarises the cash flow generated and utilised by various activities during the period.
<b>24 - 28</b>	<b>Notes to the Financial Statements</b>	These provide additional detail on key elements of the Statement of Financial Activities and Balance Sheet.

## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2023**

#### **Background**

The PCC of St James with St Matthew has the responsibility, together with the Incumbent, for promoting the whole mission of the Church of England in its local parish. This responsibility covers evangelistic, pastoral, social and ecumenical matters. It also has maintenance responsibilities for the Church building, Parish Centre, Birchwood Centre, houses occupied by clergy and staff and a commercially let property.

The PCC is pleased to present its report for 2023. As a church, we have continued to grow steadily through the year, in person and online. We are grateful for all our members who are serving - and especially to all those who serve in the area of music and youth, until we can appoint in those areas. Those gaps on the staff team are a matter of urgent prayer.

Set out below are a few highlights from the past year, which are expanded in the rest of this report.

#### **Preaching Series**

The year began with a series from Proverbs looking at the topic of wisdom, specifically in connection with feeling, speaking, loving, spending and justice. Handouts referencing the relevant verses from Proverbs were particularly helpful.

In March, preaching centred on our identity and covered topics such as honouring our bodies, singleness and marriage.

John's gospel was the focus for April to July. On 2 July we were visited by Emma and Michael Kenyon who gave us an update on their work in Cambodia, and on 16 July a representative from Operation Mobilisation spoke about its mission work globally.

August saw a study of some of the Judges, namely Ehud, Deborah, Gideon, Abimelek and Samson.

On 1 October our guest speaker was Joseph D'Souza, who spoke powerfully about his work among the Dalit community.

In the Autumn, we looked at the topic of 'Together: God's plan for people like us.' The areas covered each Sunday were Belong, Worship, Believe, Give, Grow, Serve and Share. Our Gift Day was on 5 November 2023.

Our All-Age Worship services on the last Sunday of each month explored the subject of Praise, with a 'Halleluyah Challenge' activity for the children.

The year culminated with our Christingle service and Traditional Carol Services.

#### **Staff Changes**

Simone Elia Sarta was appointed as our Production Manager in June 2023, and quickly familiarised himself with our sound desk and tech system. His skills in filming have been particularly appreciated.

Sam Ngoke joined us for a short period of time from July 2023 as part-time Worship Pastor; he movingly led the worship for our Church Weekend at Home.

Janeth Obalim, our cleaner and one of our longest serving members of staff, left the team in January. She had an amazing servant heart, and we are very grateful for all she did and meant to us.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

We said a sad farewell to Dave Cornes, our Youth Minister, in September. Dave was on the staff team for a total of nine years and helped countless young members come to and grow in their faith. He and his wife Kat moved to the Isle of Wight where they hope to lead a church plant.

On 1 December 2023, Steve Arkell joined the staff as our Operations Assistant, helping Enoch and Anand and happily relieving the workload of the administrative team.

**Special Events**

- On 5 March the Bishop of Edmonton came to our evening service to conduct services of baptism and confirmation, a joyous occasion.
- More than 40 people attended a course called 'Walk Through the Old Testament' in March, where the speaker took us on a humorous and memorable journey.
- On 4 April there was a taster evening for the Pilgrimage to the Holy Land, which is sadly postponed to 2025.
- St James School held a fund-raising dinner on 9 June in church.
- On 16 June one of our church family members held a Women's Garden Party in her stunning garden. Ellie Lyon, our Head of Community Ministries, and Kat Cornes (Dave's wife) gave moving testimonies.
- The school holidays were rounded off by a circus-themed holiday club called The Big Top.
- On 24 September the church was garlanded with flowers and produce for our Harvest Festival.
- From 13 to 15 October, we had our Church Weekend Together, a wonderful opportunity for church family members across services and generations to come together in study and fellowship. We enjoyed a lively ceilidh, a delicious curry and a hog-roast as well as worship, prayer and talks.
- Our Women's Advent Evening was on 1 December.

**Music Ministry**

Our sung worship is an integral part of our services and events at St James. The music team ranges from core instruments, solo instruments, and vocalists. It has been such an encouragement to see the team pull together as one. Particular thanks should go to Graham Wright for his faithful leadership in this; and for his taking the choir through regular rehearsals to perform moving and inspiring pieces. The Traditional Carol services were particularly powerful.

We continue to pray that God would help us recruit to the Worship Pastor role, in his timing, and we are especially grateful to those band leaders who have generously stepped up and who put together the music for our services each week. You are such a blessing to us all - thank you!

Many people visited the church for our delightful monthly lunchtime concerts, organised by Viv Roberts until the Summer and then Caroline Soresby, to whom we are extremely grateful.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

**Community Ministry**

**James Place**

It really feels like the Lord has blessed this little project. We open every Monday, except Bank Holidays. James Place receives over £130 worth of food donations from our local COOK weekly, and kind members of the church family provide desserts. We serve over 40 hot meals and get opportunities to meet people from all walks of life within the local community.

We are then able to invite those who attend to the other activities we run and to church. Through James Place we have had individuals attend Alpha and families joining the congregation.

One of my highlights was our Christmas party, where we served over 60 traditional Christmas dinners and shared the story of Jesus' birth.

**Community Café**

Community Café is a very popular weekly event with the local community. Numbers are rising and we now have the local police visit once a month to provide advice and listen to residents' concerns. Tree House School and a charity based in Barnet working with adults who have additional needs still attend. We call them our 'Super Soup Makers'. The group make fresh soup each week and then serve it to our guests, allowing them to build confidence, learn basic cooking skills and join in activities. We are very blessed also to receive food donations from M&S each week, providing sweet treats, pastries, and bread. We also receive donations from Dunns Bakery. For me, the best part is sharing the 'thought for today'. The Gospel message, Bible reading and prayers.... It's wonderful, and now some of the Met Police get to hear the Gospel too!

**Tea time**

Gill Brazier and team are providing a vital life-line to the seniors living in Muswell Hill and the surrounding area, by running this group that provides an opportunity to meet and make friends over home-made tea. They run a varied programme including music, senior keep fit and other entertainment. This year Tea Time celebrated its 38<sup>th</sup> anniversary.

**Muswell Hill Soup Kitchen**

The soup kitchen is still well attended every Thursday and Sunday evening in the hall at the Baptist Church. It is so wonderful that our church family support this project. They are still the main beneficiary of our Harvest collection and last year it was lovely that Martin Stone (Manager) provided us with a short video clip that was played to the pupils and parent/carers at the Harvest service. St James family is also very generous when responding to requests in CFN for items of clothing. I know the guests at the Soup Kitchen appreciate these donations very much.

**Besom**

It was so lovely to hear Cath Mercer and Guy Carter share an update on the Christmas hampers, that blessed so many vulnerable families in the Haringey area. We were also delighted to be able to offer Besom our Woodside Garage for storage of household items, beds, tables, and chairs until they can be delivered to those in need. They do incredible work at Besom, and I have had first-hand experience on a Saturday morning run that filled me with delight, witnessing the children having a bed to sleep in and receive their little furry teddy bears.

## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2023**

#### **Signing Course**

I also organised and ran a successful Signing Course - teaching British Sign Language for the local community. What was wonderful about this was we had 30 participants, some from the church family, most from the community. The age ranges were 6 years to 65! Delightful.

I have continued to receive enquiries from people requesting another course and plan to run another course later this year. It shows that here at St James we recognise the importance of inclusion.

#### **Home visits and 'catch up calls'**

On any given day often, you will not find me in my office at church. I am a strong believer a community worker should spend about half their time out there in the community. An important part of my role is home visits and calling individuals. Both church family members, those that may be struggling with their faith, struggle with mobility or would simply benefit from a visit and a nice cup of tea. I also try and maintain a high profile within the local community and this last year I have realised how 'village-like' Muswell Hill is. Everyone seems to know everyone. This has proved very beneficial as last year I was able to support 5 Year 9 students from Fortismere School find placements for their Duke of Edinburgh Award, two of whom volunteered with us at James Place.

I wish to take this opportunity to thank all our wonderful volunteers – without them the majority of St James Community Ministries would not be possible.

Ellie Lyon

#### **WAVE: We're All Valued Equally**

*Now you are the body of Christ, and each one of you is a part of it. 1 Corinthians 12:27*

The ecumenical **WAVE Church Muswell Hill** (which comes under the governance of St James) meets on the second Sunday of every month (except August) at the Methodist Church. We have a group of around 40 who attend regularly, about a third of whom have a learning disability. The others are family members or friends or simply people who appreciate the warm, informal and inclusive nature of the service.

WAVE's 'With Not For' approach means this is **not** a service led by people without disabilities for those with disabilities. Rather, we have a mixed ability team who plan our meetings and ensure that everyone can play a part. Our services are interactive and visual with Makaton signing when we sing, arts and crafts, and drama.

In the first half of 2023 we took the sermon on the mount as our theme, looking at how Jesus talked about God's kingdom. In the latter half of the year we focused on the Holy Spirit and how Jesus knows that we need help. We make the teaching as practical as possible, always considering what does this mean for each of us today.

*If you'd like to experience a WAVE Church service then please join us on the second Sunday of the month (except August): 4pm at the Methodist Church on Pages Lane.*

**The Challenge Group** meets weekly at St James and welcomes parents/carers who have a baby or toddler with additional needs. It's been described as a place of "abundant love and friendship" where everyone is welcome. We are delighted to have two new leaders who help with the running of the group. We're also so grateful for the beautiful flowers given each week by Floral Design House and the delicious homemade cakes baked by members of the congregation. A highlight of the year was an

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

exhibition of photos of 'Challenge children', many taken with a sibling, as part of WAVE's LIVING WITH exhibition event at Alexandra Palace, celebrating mixed-ability families.

Both WAVE Church and The Challenge Group are very grateful for the practical and prayerful support they receive from the St James Church leadership and the wider congregation.

**WAVE for Change** (of which Bishop Sarah is patron) is the charity that has come out of our work in Muswell Hill. The charity aims to encourage and enable WAVE-style activities in more communities. There are now 10 WAVE Church groups across the country. If you know a church or group who might be interested (we have support funds available) please ask them to contact us. ([hello@waveforchange.org.uk](mailto:hello@waveforchange.org.uk)).

As always, we are truly thankful to all the people who make WAVE possible – those who support us with practical help, financially and in prayer.

*Finally, our sister organisation, **Wave Hub** (previously Wave Café - a separate charitable organisation but with the same inclusive ethos), is open on Thursdays at the United Reformed Church and we encourage you to support it, perhaps by popping in for a delicious lunch ([wavehub.org.uk](http://wavehub.org.uk)).*

**Children's Ministry**

This ministry is led by our Head of Kids, Alice Shaw. She has a wonderful team of competent volunteers for whom we are very thankful. This report will provide you with an insight into what's happened in our Children's ministry over the last year.

**Children's Ministry Groups**

**Promiseland (4-10s)** Promiseland is our provision for children who are 4-10 years old. Alice has a team of about fifteen leaders. In this group we care about getting to know the kids well and we prioritise teaching the Bible exegetically and creatively. In these sessions, we worship together, listen to one of the team members teach the Bible, play a game, do craft and discuss the passage in groups. As most of the team serve weekly, they get to know the children really well. There were about 35 children who attended weekly last year.

**Promiseland Junior (0-4s)** Promiseland Junior is our provision for children who are 0-4 years old. Alice has a team of about fifteen leaders. In this group, we care about making the little ones feel loved and well cared for so they have a positive experience of church at a young age. Each week we prioritise teaching them the Bible in an age appropriate way. In these sessions we welcome and play with the children, teach the Bible, sing songs together, and do a craft. There were about 20 children who attended weekly last year.

**Inclusion** Inclusion is our provision for children with additional needs. Helen Watts does a brilliant job leading this ministry. There is a group for young people to meet together and some of the children access the mainstream Promiseland group with the support of a one-to-one leader.

**Bumps and Babes** This is our group for parents and carers and their babies. Each week on Wednesday mornings we welcome parents, carers and their babies to our church. The babies have a chance to play, the parents and carers have the chance to chat and we finish each session with some Christian songs and a thought for the day from the Bible. There were about 20 people attending each week last year. Siv and Helen help run this group with Alice.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

**Events**

**Easter Treat:** Julia Rank organised an event called Easter Treat for the under 5's in our church family. It was on 25th March and included a super chef theme, family activities, craft, a talk, singing and coffee and cake for the grown-ups. We taught the children that God loves you so much!

**Big Big Top Holiday Club:** From 30th August to 1st September we had a holiday club for the 4-10s. The children learned from the Bible about a Big Big Maker, a Big Big Mess and a Big Big Rescue. We had about 50 children attend this club and we had a picnic on the Friday to get to know better those who came. A special thanks to Julia Rank, Lisa Murthen, Helen Notter and the rest of the team for helping make this happen.

**Light Party:** On 31st October we had a Light Party for 4-10s. There was teaching on Joseph. The children enjoyed food, an escape room, games and craft. About 40 children attended. A special thanks to Julia Rank, Lisa Murthen, Helen Notter and the rest of the team for helping make this happen.

**Crib Service:** On 24th December we had a Crib Service for families. Many children took part in this service in various ways. Many visitors came along and heard the good news about Jesus. There were about 500 people at this service. This has been a wonderful year serving the Lord alongside a great team of faithful leaders.

**Youth Ministry**

What has happened in Youth Ministry the past year? Quite a lot! But the most important thing to highlight is the joy it has been to see young people growing in knowledge, understanding, and love of God's Word, in seeing their heart for growing in their faith, in living for Jesus in a culture that is often hostile, in their commitment to church, their service as part of the church family, and their desire to reach out with the gospel. Our numbers may be smaller than they once were, but we have a fairly stable, core group of young people coming both morning, evening, and midweek, and it's been a joy to see their commitment and their growth.

We enjoyed some meaty series' last year. Before summer we did a Bible overview, tracking God's promises of people, land, and blessing from start to eternity, seeing how God is seeking to bring about Eden again. Last term in Younger Youth we went through chapters 1-5 of Romans, thinking about what the gospel is. The new Youth Christianity Explored resource that Dave had been developing was released in September and we enjoyed going through this with Older Youth in November. It's a great resource, and something the Older Youth can use on their own with their friends as well as at Youth Group.

Younger Youth Fridays grew to a steady number last year and had been really encouraging, with one boy coming with his friends and becoming a Christian. Unfortunately, this group had to stop in September because of lack of volunteers on both Sundays and Fridays. We made the difficult decision to pool our resources into Sundays rather than try to keep both groups running insufficiently. Older Youth Wednesdays has also continued to be a great encouragement and a joyful time with a handful of young people regularly attending. This is unfortunately also having to stop until a new Youth Minister is recruited.

We have a wonderful team across both Younger and Older Youth and it is a real privilege and joy to serve alongside them as we seek to disciple the young people each week. I am very grateful to God for each of them and their hearts for the young people. It was of course very sad to say goodbye to



**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

Dave and Kat in September, but we cheer them on in God's plans for them. We continue to have fewer volunteers than we need to run Youth Ministry as effectively and fully as we would like to which has been a sadness and struggle.

A few highlights from the year:

- Celebrating three of our Older Youth baptised/confirmed/reaffirming baptismal vows last March
- Running sessions in church in May with the Year 7s from Fortismere and having the opportunity to share the gospel and invite them to Youth
- Taking a few students from Blanche Nevile school round the church, sharing the gospel and how we worship
- Taking groups of young people to the Sorted Nano and Sorted conferences in May and November
- Older Youth trip to the British Museum to look at archaeological evidence for the Bible in February
- The Big Weekend in January with 120 young people and leaders looking at what it means to be human, being image-bearers
- Contagious Summer camps in July/August

**Women's Ministry**

The emphasis in Women's ministry is about enabling, encouraging and supporting one another in developing and deepening a relationship with God, our Lord and Saviour.

It typically involves studying the Bible together; prayer; mentoring; discipleship; retreat, conferences, and outreach.

**Events**

There have been a number of outreach and 'in-house' events over this past year attended by women from across the congregation. These have included some coffee mornings, two pudding evenings with approximately 25 women attending, and a summer garden party with a speaker and testimony; this was attended by around 60 women. An Advent Evening was held on 1st December with approximately 80 women attending for some food, music and sharing of personal testimonies.

**Women's Focus/pastorate**

FOCUS is a weekly bible study group for women of all ages which aims to grow our love of God by reading His word and praying together as well as building friendships and encouraging one another in our faith.

FOCUS meets on a Thursday morning and has three groups that meet in the church building, and one other group that meets online.

## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2023**

Over the past year we have studied: Revelation, Hebrews, Prayer, the life of David and the images of Christ.

#### **Women's discipleship**

One to ones and prayer ministry continues.

#### **Some views offered by women on women's ministry**

"Women's ministry ideally needs to be a team ministry, not just event based, that builds each other up, inclusive of all women in the church."

"I think there is a need for ministry aimed at women as women really flourish in such a setting. I've loved being able to come into contact with women of different ages and experiences and at different points on the road of faith."

#### **Looking ahead**

- There are two women's socials planned, one on 16th May and one in July.
- Possibly a visit to the British Museum to look at artefacts and pieces related to the OT in July or September
- Women's Advent in late November/ early December.

We lift up His name; we lift up our faith, and lift up our service in the work of His church.

'Therefore encourage one another and build each other up, just as in fact you are doing.'

If you would like to help in planning for, providing for, or helping to enable Women's ministry to grow, please get in touch with Debbie, Sharon, or Kim. If you are interested in connecting with Focus, please contact Lisa. We would love to encourage you to take part, to join and contribute. The Lord Jesus Christ is before all things, and in Him all things hold together.

#### **Support Team**

Throughout the year the Support Team continued to offer the best support possible across all ministry areas. In 2023, there were 379 on the electoral roll. Our DBS Administrator, Jean Airey, supervised the administration of 19 DBS checks: 14 for those working with children, 0 for those working with adults and 5 for both.

During 2023 there was 1 wedding, 1 infant baptism, 1 adult baptism, 1 re-affirmation of baptismal vows, 1 confirmation and 5 funerals. The team continued to administer bookings at the Birchwood Centre, where there were six regular weekly bookings. The income from regular and one-off bookings (including the receipts from the Preschool) came to a total of £30,966. Income from bookings for St James Church (not including weddings but including one memorial service) was £4,515.

## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2023**

#### **St James Primary School**

Our partnership with St James Primary School continues to thrive. Staff and church members regularly take assemblies at the school and four times a year the school comes into the church building for special assembly services. These occasions are also great opportunities for parents to attend, and they have appreciated the warm welcome. We've also been able to host a Promises Auction for Friends of St James Primary, which was a tremendous fund raiser. Church members continue to play an active role on the Governing Body of the school.

#### **Evangelism Team**

Over the past year we have run Hope Explored once and Alpha twice. An enthusiastic team has supported the clergy in getting alongside those who attended.

A new team has started to pray and plan our evangelism, and is meeting regularly for prayer, encouragement and training. We have started to imagine how we can use our online presence with more evangelistic intent.

#### **Pastorates**

Pastorates and other small groups continue to be central to our life at St James - excluding Focus, we have around 20, and this year started a new one out of The Gathering (Sunday evening service). This is now meeting in the Church Centre rather than in a home, which means it is able to grow rapidly.

#### **Eco St James – Caring for God's Creation**

Having achieved EcoChurch Bronze status in 2022, the group continued to use the EcoChurch survey to advise on actions. The Carbon Footprint of the church was measured to raise awareness and provide a baseline for future monitoring, and a number of actions taken to reduce the environmental impact of our operations and regular activities. A noticeboard was erected to maximise visibility.

Our founding team has had very limited capacity since the middle of the year – so, having established this platform, a new team is now needed to take forward the next phase of improvement.

*EcoStJames brief:* The PCC acknowledges the Church's responsibility of Creation Care and commits to acting this out in all areas of life of St James. As a practical first step the PCC endorses St James embarking on the EcoChurch pathway, and tasks the St James EcoChurch Group with investigating ways in which we as a church family can progress on this journey.

#### **Deanery Synod Report**

##### **Disability and Inclusion in Worship**

At the Synod in February 2023, John Beauchamp, the Diocesan Disability Ministry Enabler, gave another thought-provoking presentation. As there was no audio/visual presentation, Synod had to listen rather than watch. According to John, this made for a more engaging Question and Answer session.

John focussed on how those with disabilities can be made to feel more inclusive without the need for a parish to obtain expensive aids or equipment. While some aids are required, we need to include

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

theology, listen to those around us, and not be afraid to approach and ask questions of the experts in this area – those with disabilities.

**Church Leadership and Oversight**

**PCC**

<i>Incumbent:</i>	Revd Chris Green (Vicar)
<i>Other ministers:</i>	Revd Mark Murthen (Associate Vicar)
<i>Wardens:</i>	Paul Mercer (to April 2023) Debbie Wright Dave Williams (from April 2023)
<i>Other representatives on the Deanery Synod (in addition to the Wardens):</i>	Ajay Gohil Caroline Streets-Law Gillian Dunkeld Gina Titheridge
<i>Other members, all elected unless otherwise indicated:</i>	Jonathan Stone - Honorary Treasurer Lydia Bartlett Nigel Young Helen Watts
<i>These members were elected in April 2023</i>	Ian Whitehead Gregory Yap Jeff Skinner David Airey Katharine Allenby Jessica Glencairn-Campbell Patrick Haines Celia Eldridge Steve Sexauer
<i>These members stood down in April 2023</i>	Richard Brueton Michael Dufour Jo Hutchinson Andrea Bleakley
<i>Ex-Officio members</i>	Carolyn Ritchie (Safeguarding Officer) Gabrielle Moris (Secretary)

## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2023**

#### **PCC Sub-Committees**

The PCC operates through a number of sub-committees, which meet between full meetings of the PCC. These sub-committees comprised the following people since the Annual Parochial Church Meeting ("APCM") in April 2023 (see the 2022 Annual Report and Financial Statements for sub-committee membership up to that date):

#### **Standing Committee**

This committee has responsibility to transact the necessary business of the PCC between its meetings, subject to any directions given by the Council. It comprised Chris Green (Chair), Mark Murthen, Paul Mercer (Churchwarden to April 2023), Dave Williams (Churchwarden from April 2023), Debbie Wright (Churchwarden), Jonathan Stone (Hon Treasurer), Andrea Bleakley (to April 2023) and Lydia Bartlett (from April 2023.)

#### **Finance Committee**

This committee oversees the financial affairs of the parish, by monitoring income and expenditure, cash flow, budgeting and accounting. Its members comprised John Waters (Chair), Jonathan Stone, Jonathan Thornton, Gina Titheridge, Tim Bartlett, Alison Tyndall, and Graham Wright.

#### **Buildings Committee**

The Buildings Committee is responsible for maintaining the parish church itself, and all its associated buildings, including staff housing. Its members comprised Chris Law (Chair), Ruth Greenwood (Vice Chair), Gill Brazier (to May 2023), Ian Roberts (to September 2023), Louise Spalding, Marc Fuhrmann and Nigel Young.

#### **World Mission Group**

The World Mission Group is responsible for developing mission links outside the parish, and the distribution of the bulk of the funds set aside for mission giving (10% of the parish's unrestricted donation income is designated for mission giving.) Its members comprised Chris Green (Acting Chair), Richard Bird, Richard Fowler, Deborah Kiwanuka, Gina Titheridge, Esther Sharma, Richard Brueton, Nicholas Durden and Virginia Knox (to October 2023.)

#### **PCC Activity in 2023**

The PCC met in February, April, June, July, September and November. At each meeting, the PCC spent time looking at the Bible, praying and conducting normal business including updates on buildings work, World Mission Group and finance, as well as safeguarding, data protection and ecological concerns. In preparation for the Annual Meeting (APCM) in April 2023, these items were approved: the 2022 Annual Report and Financial Statements, and the Financial Budget for 2023.

#### **Our Patrons, the Diocese of London and Common Fund**

We continue to enjoy an open and productive relationship with the Patrons of the Church, The Bishop of Edmonton, and the Church Pastoral Aid Society. The Common Fund we pay to the Diocese of London fully covers the direct costs of employing our Vicar, and in addition contributes to other costs of the Diocese of London. Our contribution to the Common Fund in 2023 was £87,775.

#### **Finance**

After a number of years of underlying surpluses (whilst in 2022 a deficit was reported, this was after a significant but one-off expenditure of £130,000 on the church roof, with the structural position being one of a surplus), we have a deficit in the year of £68,328.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

However:

- The deficit partly reflects a conscious decision by the Word Mission Group to make use of its reserves.
- As at 31 December, the church has net assets of £1.23m and over £237,000 in cash & short-term investments.
- The church is focused on increasing the level of congregational giving, congruent with giving being an important form of worship.

The Finance Committee would like to express its gratitude to Anand Achuthan for faithfully and diligently serving the church as Financial Controller for over a decade, and wish him continued success as he steps up to the challenges of a larger Christian organisation in early 2024.

**Buildings Committee**

There were 5 meetings of the full Buildings Committee during 2023. Having completed two huge projects in 2022 (the roof and the main church boilers) 2023 has been a year marked by significant personnel change.

Two long-standing members stood down: Gill Brazier, who spearheaded the roof project, stood down in May; Ian Roberts, who was indefatigable as Vice Chair, stood down at September's meeting. Both Gill and Ian have moved mountains (as well as roofs and boilers) over their years of valued service and St James owes them huge thanks for their long, tenacious and loyal service to the church.

We are therefore very thankful to welcome Marc Fuhrmann to the team and look forward to his input and fresh energies. Ruth Greenwood has stepped into the role of Vice Chair. The rest of the Buildings Committee are: Chris Law (Chair), Nigel Young and Louise Spalding.

Notable items of expenditure from the Buildings Committee budget included:

1. In the main Church building, electrical work included new LED lamps being added to the existing fittings, providing brighter light and lower running costs. New CCTV was also added to the outside of the Centre to cover the Easter Garden.
2. Also in the main Church, a survey of the roof spaces of the nave and chancel was commissioned. The report produced established there is insulation to the main church roof but a significant scale of works would be required to insulate the building further.
3. At the Birchwood Centre, the hoppers had spiral brushes ('hedgehogs') fitted to the gutters to remedy leaves being swept from the roofs and clogging the downpipes during heavy rain and rainwater overflowing.
4. The Birchwood Upper Flat was properly insulated in the loft, and secondary glazing was added to the front windows. Prior to the works, this residential property used by church staff was previously E-rated on the EPC assessment. Further work on large, rotten, single-glazed windows is required and is due in 2024.
5. The Ground Floor Flat at the Birchwood Centre had a sound deadening ceiling added to reduce sound transfer, with additional plastering and decorating works.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

6. In the Centre, the toilets in the basement had new ceiling tiles and improved lighting added.

These activities and other works all require co-ordination behind the scenes to make them happen and for this we are grateful to the St James operations team, and in particular to Enoch Cheng and Anand Achuthan for their resourcefulness, willingness and good humour.

Chris Law - Chair, Buildings Committee

**World Mission Group**

In 2023 the World Mission Group (WMG) distributed over £71,000 to Mission Partners. This was achieved by using £13,420 of our reserves on top of the PCC allocation of £57,600.

The PCC allocates 10% of unrestricted giving received each year to the charitable giving fund, which the WMG is tasked with distributing. In 2023 the WMG therefore distributed all the funds that it received.

Two exceptional payments were made: travel costs for Chris Green to visit Tam Szilárd in Budapest, and £500 (via the Vicar's Discretionary Fund) to the Church of England Evangelical Council towards the travel cost of Archbishop Kanishka Raffel, who preached here. The WMG also passed on a £3000 collection to TearFund for their Syria earthquake appeal.

The maximum amount distributed to individual Mission Partners (or related recipients in combination) in 2023 was £7,200, with 4 long term Mission Partners receiving at least £6,000 (Jane Ingle with Wycliffe, Emmanuel Church in New York, Michael & Emma Kenyon in Cambodia, Pathway). Large organisations we support tend to receive a lower amount, with A Rocha, Crosslinks and OM all receiving £3,300 each.

There were no new mission partners in 2023, although we made a one-off grant to Temi Noah.

**Safeguarding**

The PCC adopted the 2023 Parish Safeguarding Policy Statement and the 2022 Safeguarding Audit and Action Plan in June, and the outstanding actions were completed during 2023. There were no serious Safeguarding incidents in 2023 that needed to be notified to the Charity Commission.

Progress was made on implementing new Safeguarding processes following the introduction of the Safer Recruitment & People Management Guidance (2021) and the Learning and Development Framework (2021). However, St James is not yet fully compliant with the Safer Recruitment guidance but plans are in place to achieve this in 2024.

The online Parish Dashboard that was launched by the London Diocese in 2022 enables us to progress with Safer Recruitment & People Management and with Safeguarding Training. Action Summaries are circulated at each PCC meeting so that members are kept aware of progress and outstanding actions.

**Governance, Internal Control, and Risk Management**

It is through the various committees and sub-committees that the PCC has addressed the key operational and financial control requirements of the Parish. St James is subject to the full accounting and auditing requirements established by UK law and practice. In addition, the PCC and staff team have addressed some of the non-financial risks associated with the activities of the church, such as Child Protection policy and the health and safety of its employees, members, visitors and contractors.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2023**

They have established appropriate risk management policies and procedures, including where necessary, appropriate insurance cover.

The PCC is grateful for the considerable efforts of volunteers for its successful operation. Without that help, the church would not be able to carry out its many and varied ministries and neither would we as individuals have opportunity to serve our Lord God as he would have us.

**Auditors**

Lakin Rose Limited acted as auditors during the year. A resolution for their re-appointment will be put forward at the 2024 APCM, as required by law.

On behalf of the PCC



Revd Chris Green (Vicar)  
22nd April 2024

**Summary of a Parochial Church Council's Financial Responsibilities:**

1.	The PCC shall prepare accounts of the ecclesiastical parish and be accountable in particular to all whose names are on the electoral roll ( <i>Church Accounting Regulations 2006</i> ).
2.	Every PCC shall furnish to the Annual Parochial Church Meeting the audited accounts of the council for the years ending 31 December immediately preceding the meeting and an audited statement of the funds and property, if any, remaining at that date ( <i>Parochial Church Councils (Powers) Measure 1956</i> ).
3.	The charity trustees ( <i>for which read PCCs</i> ) shall ensure that accounting records are kept in respect of the charity which is sufficient to show and explain all the charity's transactions ( <i>Charities Act 2011, Part VIII Charity Accounts, Reports and Returns, Section 130 Accounting records</i> ).



**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Opinion**

We have audited the financial statements of Parish Church of St James with St Matthew (the 'charity') for the year ended 31 December 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the PCC members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the PCC members with respect to going concern are described in the relevant sections of this report.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Cashflow Statement for the year ended 31 December 2023**

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the PCC members' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of PCC members**

As explained more fully in the PCC members' responsibilities statement, the PCC members are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the PCC members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the PCC members are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC members either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

**Parish Church of St James with St Matthew, Muswell Hill**  
**Cashflow Statement for the year ended 31 December 2023**

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

**Extent to which the audit was considered capable of detecting irregularities, including fraud**

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

**Identifying and assessing potential risks related to irregularities**

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we considered the following:

- the nature of the sector, control environment and charity performance;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- any matters we identified having obtained and reviewed the charity's documentation of their policies and procedures relating to:
  - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
  - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
  - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.
- the matters discussed among the audit engagement team and involving relevant internal specialists regarding how and where fraud might occur in the financial statements and any potential indicators of fraud.

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in relation to income recognition. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the charity operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Charities Act.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charity's ability to operate or to avoid a material penalty. We identified no such laws and regulations applicable to the charity.

**Audit response to risks identified**

As a result of performing the above, we identified income recognition as a key audit risk related to the potential risk of fraud. Our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims;
- performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance;
- obtained an understanding of provisions and held discussions with management to understand the basis of recognition or non-recognition of provisions; and

**Parish Church of St James with St Matthew, Muswell Hill**  
**Cashflow Statement for the year ended 31 December 2023**

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2023**

- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members including internal specialists, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

**Use of our report**

This report is made solely to the PCC members, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the PCC members, as a body, for our audit work, for this report, or for the opinions we have formed.

**Lakin Rose Limited**

Chartered Accountants  
Statutory Auditors

Vision Park  
Histon  
Cambridge  
CB24 9NL

Date: 3 May 2024

**Parish Church of St James with St Matthew, Muswell Hill**  
**Statement of Financial Activities for the year ended 31 December 2023**

		UNRESTRICTED				RESTRICTED	TOTAL	
		General Fund	Capital Fund	Charitable Giving	Property Fund	Total	Special Collection Fund	
		£	£	£	£	£	£	2023
								2022
								£
								£
<b>INCOME AND ENDOWMENTS FROM</b>								
Donations	Note 2(a)	582,299	-	-	-	582,299	38,603	620,902
Legacies	Note 2(b)	7,450	-	-	-	7,450	-	7,450
Other trading activities	Note 2(c)	78,083	-	-	-	78,083	-	78,083
Other	Note 2(d)	14,121	-	-	-	14,121	-	14,121
<b>TOTAL</b>		681,953	-	-	-	681,953	38,603	720,556
<b>EXPENDITURE ON:</b>								
<b>CHARITABLE ACTIVITIES</b>								
Grants	Note 3(a)	-	-	71,226	-	71,226	6,056	77,282
Activities directly relating to the work of St James	Note 3(b)	509,783	-	-	29,412	539,195	33,500	572,695
Church management and administration	Note 3(c)	129,637	-	-	-	129,637	-	129,637
Governance costs	Note 3(d)	9,270	-	-	-	9,270	-	9,270
<b>TOTAL</b>		648,690	-	71,226	29,412	749,328	39,556	788,884
<b>NET INCOME/ (EXPENDITURE)</b>		33,263	-	(71,226)	(29,412)	(67,375)	(953)	(68,328)
<b>TRANSFERS BETWEEN FUNDS</b>								
To the Special Collection Fund, General Fund	Note 9	1,083				1,083	(1,083)	-
To the Charitable Giving Fund	Note 9	(58,230)		58,230		-		-
<b>NET MOVEMENT OF FUNDS</b>		(23,884)	-	(12,996)	(29,412)	(66,292)	(2,036)	(68,328)
<b>RECONCILIATION OF FUNDS</b>								
<b>TOTAL FUNDS BROUGHT FORWARD</b>		273,950	0	45,834	957,203	1,276,987	22,088	1,299,075
<b>TOTAL FUNDS CARRIED FORWARD</b>		250,066	0	32,838	927,791	1,210,695	20,052	1,230,747

**Parish Church of St James with St Matthew, Muswell Hill**  
**Balance Sheet as at 31 December 2023**

	Note	2023			2022		
		Property Fund	Other Funds	Total Funds	Property Fund	Other Funds	Total Funds
		£	£	£	£	£	£
FIXED ASSETS							
Tangible fixed assets	5	993,041	80,037	1,073,078	1,019,078	93,276	1,112,354
CURRENT ASSETS							
Debtors	6	-	13,054	13,054	-	30,814	30,814
Cash at bank and in hand	7	-	237,125	237,125	-	305,424	305,424
		-	250,179	250,179	-	336,238	336,238
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR							
	8	(65,250)	(27,260)	(92,510)	(61,875)	(87,642)	(149,517)
NET CURRENT ASSETS							
		(65,250)	222,919	157,669	(61,875)	248,596	186,721
NET ASSETS							
		927,791	302,956	1,230,747	957,203	341,872	1,299,075
FUNDS							
Unrestricted		927,791	282,904	1,210,695	957,203	319,784	1,276,987
Restricted	9	-	20,052	20,052	-	22,088	22,088
		927,791	302,956	1,230,747	957,203	341,872	1,299,075

Approved by the PCC on 22nd April 2024, and signed on its behalf by:



Revd Chris Green (Chair)



Jonathan Stone (Honorary Treasurer)

The notes on pages 23 to 28 form part of these accounts

**Parish Church of St James with St Matthew, Muswell Hill**  
**Cashflow Statement for the year ended 31 December 2023**

**Statement of cash flows**

**Table 1**

		<b>2023</b>	<b>2022</b>	<b>Note</b>
		<b>£</b>	<b>£</b>	
	<b>Cash flows from operating activities:</b>			
	<i>Net Cash provided by (used in ) operating activities</i>	(106,518)	(83,048)	(Table 2 below)
	<b>Cash flows from investing activities:</b>			
	Dividends, interest and rents from investments	43,351	30,760	
	Proceeds from the sale of property, plant and equipment	36	-	
	Purchase of property, plant and equipment	(5,168)	(60,589)	
	Proceeds from sale of investments	-	-	
	Purchase of investments	-	-	
	<i>Net Cash provided by (used in ) investing activities</i>	38,219	(29,829)	
	<b>Cash flows from financing activities:</b>			
	Repayments of borrowing	-	-	
	Cash inflows from new borrowing	-	-	
	Receipt of endowment	-	-	
	<i>Net cash provided by (used in) financing activities</i>	-	-	
	<b>Change in cash and cash equivalents in the reporting period</b>	<b>(68,299)</b>	<b>(112,877)</b>	
	<b>Cash and cash equivalents at the beginning of the reporting period</b>	<b>305,424</b>	<b>418,301</b>	(Table 3 below)
	<b>Cash and cash equivalents due to exchange rate movements</b>	<b>-</b>	<b>-</b>	
	<b>Cash and cash equivalents at the end of the reporting period</b>	<b>237,125</b>	<b>305,424</b>	(Table 3 below)

**Reconciliation of net movement to net cash flows from operating activities**

**Table 2**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	<b>Net movement in funds for the reporting period (as per the statement of financial activities)</b>	<b>(68,328)</b>	<b>(113,414)</b>
	<b>Adjustment for:</b>		
	Depreciation charges	44,444	39,757
	Dividends, interest and rents from investments	(43,351)	(30,760)
	Loss/(profit) on the sale of fixed assets	(36)	-
	(Increase)/decrease in stocks	-	-
	(Increase)/decrease in debtors	17,760	(18,653)
	Increase/(decrease) in creditors	(57,007)	40,022
	<b>Net cash provided by (used in) operating activities</b>	<b>(106,518)</b>	<b>(83,048)</b>

**Analysis of cash and cash equivalents**

**Table 3**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
	Cash in hand	150,964	220,267
	Notice deposits (less than 3 months)	86,161	85,157
	Overdraft facility repayable on demand	-	-
	<b>Total cash and cash equivalents</b>	<b>237,125</b>	<b>305,424</b>

# Parish Church of St James with St Matthew, Muswell Hill

## Notes to the 2023 Financial Statements

### 1 ACCOUNTING POLICIES

#### **Basis of preparation**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities SORP (FRS 102)" effective 01 January 2019. They have been prepared under the historical cost convention. The Parish Church of St James with St Matthew meets the definition of a public benefit entity under FRS102.

#### **Fund accounting**

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts 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 main affiliation to another body nor those that are informal gatherings of Church members.

#### **Incoming resources**

##### *Voluntary income and capital sources*

Collections and Planned giving (donations) are recognised when received by or on behalf of the PCC. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt is reasonably certain.

##### *Income from investments and other income*

Interest entitlements (including any tax recoverable thereon) are accounted for as they accrue. Rental income from the letting of the church premises or related property is recognised when the rental is due.

#### **Resources used**

##### **Grants and donations**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

##### **Activities directly relating to the work of the Church**

The Common Fund is accounted for when payable. Any amount unpaid at 31 December is provided for in these financial statements as an operational (though not legal) liability and is shown as a creditor in the Balance Sheet.

#### **Fixed assets**

##### **Consecrated and inalienable land and buildings, movable church furnishings**

Consecrated and benefited property is excluded from the accounts as per the Charities Act 2011. In the case of this Parish, the properties excluded by this section are the Church, the Parish Centre, the land surrounding both these buildings and the Vicarage.

The Birchwood Memorial Hall is the subject of a separate trust dating back to the early 1900s, held by a Diocesan body on behalf of the PCC. As no reliable cost information is available, and conventional valuation methods lack sufficient reliability and would involve cost which far outweigh the benefit that such a valuation could provide in the circumstances, no valuation is provided for this property in these financial statements.

The costs of maintaining and using this property are treated as expenses of the General Fund, and expensed or capitalised (as relevant) as incurred.

No value is placed on movable 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 on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

##### **Staff housing and other property**

Freehold or leasehold property required to be accounted for by the PCC are included in these financial statements at (i) market values estimated in 1998 or (ii) for those properties bought subsequently, at cost. The value of property held at the time was reviewed in 2000 and considered by the PCC to continue to be appropriate valuations for the purposes of these financial statements. Maintenance expenditure is written off as incurred.

Land and buildings are not revalued upwards unless there are exceptional reasons for so doing. This is because, in the PCC's view the cost and effort of obtaining appropriate valuations outweigh the presentational and other benefits of formally revaluing such properties.

Any permanent diminution in the value of these properties, as evidenced by formal or informal valuations drawn up by or on behalf of the PCC, below that at which these properties are recognised in these financial statements, however, would be appropriately provided for.

Depreciation has been provided on these properties based upon an expected useful life of 50 years.

##### **Other fixtures, fittings and office equipment**

Equipment purchased and used within Parish premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 (excluding VAT) or less are written off when the asset is acquired.

#### **Current assets**

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held either with the Central Board of Finance, Church of England Funds or at the bank.

#### **Liabilities**

Loans where the repayment amount is derived from the value of a property are shown at fair value. Any change in value from the previous year is recognised in the Statement of Financial Activities.

#### **Taxation**

As a charity, the Parish of St James with St Matthew, Muswell Hill is exempt from tax on income and gains falling within sections 521-536 of the Income Tax Act 2007 to the extent that these are applied to its charitable objectives. No tax charges have arisen in either the current or preceding year.



**Parish Church of St James with St Matthew, Muswell Hill**  
**Notes to the 2023 Financial Statements**

**2 INCOME AND ENDOWMENTS FROM:**

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2023	2022
	£	£	£	£
<b>2(a) Incoming resources from donors</b>				
Planned giving:				
Gift Aid donations	396,901	4,203	401,104	409,995
Income tax recoverable on Gift Aid donations	99,559	1,051	100,610	102,936
Other planned giving	58,011	1,829	59,840	57,916
Service Collections	10,176	2,199	12,375	6,214
Other donations	17,652	29,321	46,973	63,335
	<b>582,299</b>	<b>38,603</b>	<b>620,902</b>	<b>640,396</b>
<b>2(b) Other voluntary incoming resources</b>				
Legacies	7,450	-	7,450	-
	<b>7,450</b>	<b>-</b>	<b>7,450</b>	<b>-</b>
<b>2(c) Income from operating activities to further the PCC's objectives</b>				
Birchwood Hall lettings & Church Hire income	35,924	-	35,924	43,013
Rental	41,388	-	41,388	30,175
Service fees	771	-	771	1,724
	<b>78,083</b>	<b>-</b>	<b>78,083</b>	<b>74,912</b>
<b>2(d) Other ordinary incoming resources</b>				
Interest income	1,963	-	1,963	585
Other income	12,158	-	12,158	28,113
	<b>14,121</b>	<b>-</b>	<b>14,121</b>	<b>28,698</b>
<b>TOTAL INCOMING RESOURCES</b>	<b>681,953</b>	<b>38,603</b>	<b>720,556</b>	<b>744,006</b>

**3 EXPENDITURE ON:  
CHARITABLE ACTIVITIES**

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2023	2022
	£	£	£	£
<b>3(a) Grants</b>				
Missionary and charitable giving (see 10 below):				
Overseas Church and Charities	30,776	5,026	35,802	40,747
UK missions and societies (incl. St James ministries)	40,450	1,030	41,480	31,485
	<b>71,226</b>	<b>6,056</b>	<b>77,282</b>	<b>72,232</b>
<b>3(b) Activities directly relating to the work of the Church</b>				
Diocesan Common Fund	87,775	-	87,775	85,200
Staff and ministry costs	225,286	-	225,286	206,409
Church property expenses	218,584	7,786	226,370	328,132
Costs of services	7,550	-	7,550	7,147
Other activities	-	25,714	25,714	31,248
	<b>539,195</b>	<b>33,500</b>	<b>572,695</b>	<b>658,136</b>
<b>3(c) Church management and administration</b>				
Office expenditure	37,272	-	37,272	30,816
Staff and lay assistance costs	91,950	-	91,950	87,390
Bank charges	415	-	415	446
	<b>129,637</b>	<b>-</b>	<b>129,637</b>	<b>118,652</b>
<b>3(d) Governance Costs</b>				
Audit fees & PCC Costs	9,270	-	9,270	8,400
<b>TOTAL RESOURCES USED</b>	<b>749,328</b>	<b>39,556</b>	<b>788,884</b>	<b>857,420</b>

# Parish Church of St James with St Matthew, Muswell Hill

## Notes to the 2023 Financial Statements

### 4 STAFF AND RELATED COSTS

The Diocesan Common Fund payment covers the salary and pension costs for one of St James's clergy. The salary, pension, housing and other employment related costs for the other clergy and those employed staff are as follows:

	2023	2022
	£	£
Wages and salaries (including expense reimbursements, training, etc)	275,236	241,404
Social security costs	11,944	14,668
Pension costs	6,203	5,401
Housing costs (including repairs and maintenance)	67,404	76,301
	<b>360,787</b>	<b>337,774</b>

Excluding the clergy posts, the average number of other employees working over 16 hours per week (measured from 1 September in each year when contracts normally commence), analysed by function, was:

	No.	No.
Activities directly relating to the work of the Church	7	7
Church management and administration	3	3
	<b>10</b>	<b>10</b>

Of those employees, none earned more than £60,000 in the year.

#### *Transactions with PCC members and related parties:*

Employees are appointed on merit and are paid salaries commensurate with responsibilities on scales after due review by designated members of the PCC.

No elected members of the PCC were also employees concurrently during 2023. No salary was paid to PCC members who were also employees concurrently, for 2023.

The following transactions were undertaken with PCC members or related parties, all figures are inclusive of VAT if applicable:

- The clergy members of the PCC were provided allowances to assist with payment of utility bills, cleaning, gardening bills etc. The amounts for 2023/2022 are as follows: Chris Green - £7,382/ £5,996; Mark Murthen - £4,329/£2,496.
- David Airey, newly appointed to the PCC, is married to Jean Airey who is employed 18hrs a week as the Church Information Secretary. Jean's remuneration in 2023 was in line with the London Living Wage.
- Debbie Wright, Church Warden, is married to Graham Wright, who is a Trustee of A Rocha International. A Rocha is a charity that received £3,300 from the World Mission Group in 2023.

The PCC members receive no remuneration except as outlined above.

### 5 FIXED ASSETS FOR USE BY THE PCC

	Land and buildings Freehold	Leasehold	Plant and equipment	Total
	£	£	£	£
<b><i>Tangible fixed assets</i></b>				
<b><u>Gross book value</u></b>				
At 1 January 2023	506,930	794,887	277,652	<b>1,579,469</b>
Additions	0	0	5,168	<b>5,168</b>
Disposals	0	0	(1,709)	<b>(1,709)</b>
At 31 December 2023	<b>506,930</b>	<b>794,887</b>	<b>281,111</b>	<b>1,582,928</b>
<b><u>Depreciation</u></b>				
At 1 January 2023	158,433	124,306	184,376	<b>467,115</b>
Charge for year	10,139	15,898	18,407	<b>44,444</b>
Disposals	0	0	(1,709)	<b>(1,709)</b>
At 31 December 2023	<b>168,572</b>	<b>140,204</b>	<b>201,074</b>	<b>509,850</b>
<b><u>Net book value</u></b>				
At 31 December 2022	<b>348,497</b>	<b>670,581</b>	<b>93,276</b>	<b>1,112,354</b>
At 31 December 2023	<b>338,358</b>	<b>654,683</b>	<b>80,037</b>	<b>1,073,078</b>

As at 31 December 2023 the freehold land and buildings included 67 St. James Lane and the church Children's room (the Jimmy Peppiatt room). The refurbishments of the Birchwood Centre are also included in the Freehold depreciation.

The leasehold land and buildings comprise the staff housing at 176B Muswell Hill Road (leasehold, but a share of freehold was subsequently acquired), and 14 Woodside Mansions, Muswell Hill, N10 3NY, a 3-bedroom flat purchased in 2017 for £680,000. The purchase was enabled by an interest-free equity-linked loan with an initial principal value of £61,875 from a church member (see Note 8).

**Parish Church of St James with St Matthew, Muswell Hill**  
**Notes to the 2023 Financial Statements**

**6 DEBTORS**

	2023	2022
	£	£
Income tax recoverable	8,836	8,168
Prepayments and accrued income	4,218	21,471
Property, equipment and deposits	0	1,175
	<u>13,054</u>	<u>30,814</u>

**7 CASH BALANCES**

	2023	2022
	£	£
Held by General Fund	184,235	237,502
Held by Capital Fund	0	0
Held by Special Collections	20,052	22,088
Held by Charitable Giving	32,838	45,834
	<u>237,125</u>	<u>305,424</u>

**8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023	2022
	£	£
Accruals and deferred income	10,655	8,246
Other creditors	16,605	79,396
Amounts owed under an equity-linked loan	65,250	61,875
	<u>92,510</u>	<u>149,517</u>

The current liabilities include an amount owed to a church member which is derived from the value of 14 Woodside Mansions, Muswell Hill (see Note 5). The liability is interest free and unsecured.

The repayment sum is based on multiplying the sale proceeds or market value by 9%. In 2023 the repayment sum was increased by £3,375 to reflect the movement in property values since the liability was incurred.

**9 FUND DETAILS**

The **unrestricted funds** in use in 2023 comprised the General Revenue Fund, into which the majority of the Parish's income is placed, the Charitable Giving, the Capital Fund and the Property Fund to which funds are designated from the General Revenue Fund by the PCC.

The Charitable Giving Fund which is paid away to missions and charities both in the UK and overseas (see note 3 above and 10 below) is funded by transferring 10% of the unrestricted donated income from the General Fund (see Note 2 (a)).

The Capital Fund is used to set aside funds which are earmarked for specific capital projects, such as significant church building fabric repair, major equipment purchase and refurbishment to enhance the buildings at St James.

The Property Fund comprises the assets used for staff accommodation plus any surplus on previous disposals of such property. Amounts otherwise not invested in property are lent to the General Fund on an interest free basis. As at end 2022 the fund balance represents the net assets total referred to in the Balance sheet after netting the 'Equity loan' raised for the purchase of 14 Woodside Mansions, in 2017. Given that this fund is normally fully invested in staff accommodation, it is presented separately from other funds in the balance sheet of St James.

The **restricted funds** comprised the Special Collections Fund. Funds donated for specific purposes or projects as specified by the donor are allocated to the Special Collections Fund. In addition it includes the Vicars Discretionary Fund, the Roof Fund, the Legal Fund, the Winter Night Shelter Fund. The restricted funds may also include transitory cash balances where the PCC is acting as agent for a specific project, and which should not be considered PCC income or expenditure.

With the exception of the Property Fund, the assets and liabilities of each of these funds are not separately distinguished.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Notes to the 2023 Financial Statements**

**10 GRANTS**

	2023			2022		
	£		£	£		£
	Unrestricted	Restricted (Special Collections)	Total	Unrestricted	Restricted (Special Collections)	Total
<b>Overseas Church and charities</b>						
Cambodia, Stewardship - Emma & Michael Kenyon	7,200	3,616	10,816	7,474	3605	11079
Cameroon, Wycliffe Translators - Jane Ingle	7,200	380	7,580	6,500	164	6664
DEC - Ukraine Appeal			0	-	647	647
Essential Christian - Hope Lebedyn			0	-	857	857
Hungary, Crosslinks - Szilard Tam	4,800		4,800	-	-	0
Italy, Crosslinks - Forte Torre			0	-	-	0
Italy, Crosslinks - JP & S Aranzulla	1,000		1,000	4,000	-	4000
Tearfund - Syria Earthquake Appeal	3,000		3,000			
Tearfund - Afghanistan Relief			0	6,000	-	6000
Tearfund - Ukraine Relief			0	4,000	-	4000
USA, Emmanuel Anglican Church - Amber & Jim Salladin	7,200		7,200	6,500	-	6500
USA, Amber & Jim Salladin			0	1000	-	1000
	<b>30,400</b>	<b>3,996</b>	<b>34,396</b>	<b>35,474</b>	<b>5,273</b>	<b>40,747</b>
<b>UK missions and societies</b>						
Agape UK, Linda & Larry Frisa	3,300		3,300	3,000	-	3,000
A Rocha International	3,300		3,300	3,125	-	3,125
Crosslinks	3,300		3,300	3,000	-	3,000
Interserve, Paul Bendor-Samuels	4,500		4,500	4,500	-	4,500
Interserve, Martin Hickey	2,000		2,000	-	-	-
Operation Mobilisation	3,300		3,300	3,000	-	3,000
Matthew Sellar	7,200		7,200	2,000	-	2000
Pathway	6,000		6,000	6,000	-	6,000
UCCF, Philippa Chambers	3,300		3,300	3,000	-	3,000
UCCF, Anja Lijcklama à Nijeholt	3,000		3,000			
St James Legal Advice Centre	750		750	272		272
Temi Noah	500		500			
WAVE for Change	0		0	1,703	-	1703
Alex Williams	0		0	700		700
Other £1,000 or under	376		376	328	857	1,185
	<b>40,826</b>	<b>0</b>	<b>40,826</b>	<b>30,628</b>	<b>857</b>	<b>31,485</b>
<b>Total Charitable Payments</b>	<b>71,226</b>	<b>3,996</b>	<b>75,222</b>	<b>66,102</b>	<b>6,130</b>	<b>72,232</b>