

# Trustees Annual Report and Financial Report

The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

Registered Charity no. 1145807

For the year ended 31 December 2020

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Statement of financial activities (payment & receipts)

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Report of the Independent Examiner

St James the Less, Manor Road, Lancing, West Sussex, BN15 0EY

*Incumbent:* In Vacancy

*Independent examiner:* Mrs Rosanne Nulty

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Parochial Church Council of St James the Less, Lancing**  
**Registered Charity no. 1145807**

**Trustees Annual Report for 2020**

**Structure, governance and management**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

*Ex Officio members*

Incumbent:	The Revd Stephen Date(sick leave Jan – June 2020) Resigned on 11 June 2020. Parish In Vacancy since
Wardens:	Mrs Elizabeth Doran – until AVM 11 October 2020 Mr Roger Frewin Mr P Bowers elected at AVM 11 October 2020

*Elected Members*

Mrs Ros Berley	
Mrs Mary Gauntlett	
Miss Ruth Hitchcox	
Mrs Amanda Hughes	PCC Secretary
Mrs Pat Phillips	
Mrs Sue Turner	
Mr M Young	

*Deanery Synod*

Miss Jackie Harwood – resigned 11 October 2020  
Mrs Pam Durrant

*PCC Treasurer*

Mrs Chris Diebel – co-opted until December 2020

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

**Aim and Purposes**

The primary objective of St James the Less PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Objectives and Activities

Our objectives are:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. James the Less and our Church Hall

## Achievements and performance

### Church attendance

There are 78 parishioners on the church electoral roll, 23 of whom are not resident within the parish.

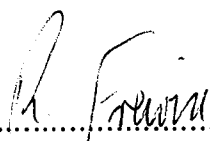
Two names have been removed this year due to death.

The average Sunday attendance, counted during October was 30.

### *Review of the year*

1. The full PCC met six times during the year with an average of level of attendance of 70%. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. All activities have been severely curtailed this year due to the Covid-19 Global Pandemic. During the periods when the Church was closed for worship due to the government guidelines, we were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity. We continued to distribute our newsletter fortnightly, either electronically, by post or hand delivered. Along with the newsletter we also sent Readings & Thoughts prepared by one of our visiting Priests. A telephone call rota was set up to make calls to members of the congregations to offer support and encouragement, and if it could be arranged practical help. During the times when Services were possible numbers were limited by the rules covering social distancing, but on most Sundays came close to the maximum number permitted – a small sign of hope ,perhaps in a difficult year.
3. The Mission and Evangelism team is to be congratulated on their fund-raising efforts. During the year £983.59 was raised for various charities, local, national and international. This is restricted fundraising and is not from the Church accounts as we receive Credit For Mission.
4. The Lancing Parochial Charities Trust donated £900 to seven individuals or families in Lancing in accordance with the aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two Churchwardens and two members from Lancing Parish Council. The income for 2020 was £1,264.59.

The Annual Trustees Report for the year ending 31/12/2020  
was approved by the PCC and signed on it's behalf by  
Roger Frewin, Acting Chairman.

  
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Date.....5/5/21.....

## Financial Review

1. The total receipts on general unrestricted funds received were £59,573 and are detailed in the Financial Report. This is a decrease of £10,669 compared to last year's (2019) figure, however this is mainly due to the closure of the church for long periods due to COVID-19 regulations. Also we could not hold the fund raising events that are normally carried out through the year.
2. Despite the closures of the church the planned giving through envelopes and banker's orders only dipped by £2,000 during 2020. Many of the people who would usually give via envelopes have switched over to the Parish Giving Scheme, however we have lost out from the casual donations and collection plate due to the restricted numbers in church on the occasions it has been allowed to open.
3. This year we have received a £5,000 legacy.
4. Even though the Church and Church Hall has been closed for much of the year, thus reducing our expenditure, it can be seen from the financial report that our total expenditure was almost the same as last year. This is mainly due to the £30,000 bill for the repairs to the roof and bell tower that became urgently necessary.
5. The sum paid to the Diocese to cover ministry costs was reduced considerably for the year, mainly due to being "In Vacancy" or without a Priest for nearly 2 years. We received £30,800 "Credit for Mission" from the diocese, bringing our total contribution for the year up to 70% of the full amount due. This amount covers the housing and stipend and pension costs of the clergy and also a standard sum for diocesan central costs, clergy training and a contribution to national church funds.

It should be noted that the church is meeting only 25% of the costs allocated to this church. It is also important to note that this total paid covers only the costs of this parish, not our contribution to the shared costs of the Christian family throughout the whole Church of England, which includes assistance towards the upkeep of churches less able to manage than ourselves.
6. There were no donations from PCC funds to any Mission groups overseas or at home. This is on instructions from the Chichester Diocesan Board of Finance. Any parish receiving Credit for Mission cannot donate funds as effectively they are donating money from external sources.

## Reserves Policy

It is the PCC's policy:

- to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance in our current account of £61,753 at the end of 2020 achieved this.
- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

## 3 Analysis of total received

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	24226	-	-	-	24226	26195	
Planned giving (no tax refunds)	2095	-	-	-	2095	2248	
Loose cash collections	507	-	-	-	507	3093	
Special appeals	-	-	-	-	-	-	
Gift Aid recovered	6908	-	-	-	6908	6805	
Summer fete & Christmas bazaar	214	-	-	-	214	-	
Christmas music concert	-	-	-	-	-	-	
Donations	502	-	5669	-	6170	-	
Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	

# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Summer fete expenses		-	-	-			
Concert posters & musicians expenses		-	-	-		-	
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations		-	-	-	-	-	6
Parish share to Chichester Diocese	19200			-	19200	50000	7
Salaries and honoraria incl NI	7178			-	7178	11068	
Upkeep of service/stewardship	1388		30	-	1418	-	
Mission & evangelism costs				-	-	-	
Messy ch/todd/wltdo				-	-	270	
upkeep of church yard	628			-	628	324	
water,gas,elec				-	-		
Office costs	2811			-	2811	2747	
Other regular church running costs	6113			-	6113	9762	
Accounting and Examiner's fees				-	-	-	
Church maintenance & redecoration	28810		934	-	29744	1615	
New building work				-	-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses		-	-	-	-	20	
Car boot/cream tea		-	-	-	-	280	
Church hall running costs	6775			-	6775	11854	
vicarage costs	577	-	-	-	577	3178	
Rented property costs	4636				4636	7997	
St Michaels lease ext.		-	-	-	-	41704	
Bookstall costs		-	-	-	-	645	
Other trading costs	1658	-	-	-	1658		
Bank charges	60				60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

Notes to the Annual Financial Report St. James the Less, Lancing

Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	7178	11068



# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>				<i>Total</i>	<i>Total</i>
	<i>General</i>	<i>Designated</i>	<i>Restricted</i>	<i>Endowed</i>	<i>All Funds</i>	<i>All Funds</i>
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2020</i>	<i>2019</i>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTD0 Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-		-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-		-	
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b></b>	<b></b>	<b></b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b></b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs			-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

The PCC decided to transfer the Restricted grant to General Fund to replenish that fund for the cost of Chancel insurance.

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total	Total	Notes
	General Fund	Designated Funds			All Funds 2020	All Funds 2019	
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
Total received	59573	-	10669	-	70242	98179	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
Total paid	79834	-	964	-	80798	142536	5
Reconciliation of funds:							
Net income or (net expenditure)	(20261)	-	9705	-	(10556)	(44357)	
net income from release of assets			-	-	-	-	
Net movement in funds	(20261)	-	9705	-	(10556)		
Bank accounts at 1 January	67806		2751	-	70557	114281	
Bank accounts at 31 December	47545	-	12456		60001	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

*R. Frewin*

Date

5/5/21



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no material concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

### Section B

### Disclosure

Give here brief details of any items that the examiner wishes to disclose.

No disclosures

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The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

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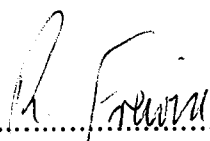
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It should be noted that the church is meeting only 25% of the costs allocated to this church. It is also important to note that this total paid covers only the costs of this parish, not our contribution to the shared costs of the Christian family throughout the whole Church of England, which includes assistance towards the upkeep of churches less able to manage than ourselves.
6. There were no donations from PCC funds to any Mission groups overseas or at home. This is on instructions from the Chichester Diocesan Board of Finance. Any parish receiving Credit for Mission cannot donate funds as effectively they are donating money from external sources.

## Reserves Policy

It is the PCC's policy:

- to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months' worth of unrestricted payments as contingency against unforeseen situations. The closing balance in our current account of £61753 at the end of 2020 achieved this.
- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

## 3 Analysis of total received

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Planned giving (excl. tax refunds)	24226	-	-	-	24226	26195	
Planned giving (no tax refunds)	2095	-	-	-	2095	2248	
Loose cash collections	507	-	-	-	507	3093	
Special appeals	-	-	-	-	-	-	
Gift Aid recovered	6908	-	-	-	6908	6805	
Summer fete & Christmas bazaar	214	-	-	-	214	-	
Christmas music concert	-	-	-	-	-	-	
Donations	502	-	5669	-	6170	-	
Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	

# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Summer fete expenses		-	-	-			
Concert posters & musicians expenses		-	-	-		-	
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations		-	-	-	-	-	6
Parish share to Chichester Diocese	19200			-	19200	50000	7
Salaries and honoraria incl NI	7178			-	7178	11068	
Upkeep of service/stewardship	1388		30	-	1418	-	
Mission & evangelism costs				-	-	-	
Messy ch/todd/wltdo				-	-	270	
upkeep of church yard	628			-	628	324	
water,gas,elec				-	-		
Office costs	2811			-	2811	2747	
Other regular church running costs	6113			-	6113	9762	
Accounting and Examiner's fees				-	-	-	
Church maintenance & redecoration	28810		934	-	29744	1615	
New building work				-	-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses		-	-	-	-	20	
Car boot/cream tea		-	-	-	-	280	
Church hall running costs	6775			-	6775	11854	
vicarage costs	577	-	-	-	577	3178	
Rented property costs	4636				4636	7997	
St Michaels lease ext.		-	-	-	-	41704	
Bookstall costs		-	-	-	-	645	
Other trading costs	1658	-	-	-	1658		
Bank charges	60				60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

Notes to the Annual Financial Report St. James the Less, Lancing

Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	7178	11068

# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>				<i>Total</i>	<i>Total</i>
	<i>General</i>	<i>Designated</i>	<i>Restricted</i>	<i>Endowed</i>	<i>All Funds</i>	<i>All Funds</i>
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2020</i>	<i>2019</i>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTD Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-		-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-		-	
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b></b>	<b></b>	<b></b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b></b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs			-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

The PCC decided to transfer the Restricted grant to General Fund to replenish that fund for the cost of Chancel insurance.

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
Total received	59573	-	10669	-	70242	98179	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
Total paid	79834	-	964	-	80798	142536	5
Reconciliation of funds:							
Net income or (net expenditure)	(20261)	-	9705	-	(10556)	(44357)	
net income from release of assets			-	-	-	-	
Net movement in funds	(20261)	-	9705	-	(10556)		
Bank accounts at 1 January	67806		2751	-	70557	114281	
Bank accounts at 31 December	47545	-	12456		60001	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

*R. Frewin*

Date

5/5/21





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no material concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*R Nulty*

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

### Section B

### Disclosure

Give here brief details of any items that the examiner wishes to disclose.

No disclosures

# Trustees Annual Report and Financial Report

The Parochial Church Council of

## St James the Less, Lancing (In Vacancy)

Registered Charity no. 1145807

For the year ended 31 December 2020

### CONTENTS

Trustees annual report

Statement of financial activities (payment & receipts)

Notes to the Annual Financial Report

Statement of Assets & Liabilities

Financial Review of 2020

Report of the Independent Examiner

St James the Less, Manor Road, Lancing, West Sussex, BN15 0EY

*Incumbent:* In Vacancy

*Independent examiner:* Mrs Rosanne Nulty

*Bankers:* CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Parochial Church Council of St James the Less, Lancing**  
**Registered Charity no. 1145807**

**Trustees Annual Report for 2020**

**Structure, governance and management**

The Parochial Church Council (PCC) is registered with the Charity Commission as required by the Charities Act 2011. Its governing document is the Parochial Church Councils (Powers) Measure 1956.

During the year the following served as members of the Parochial Church Council:

*Ex Officio members*

Incumbent:	The Revd Stephen Date(sick leave Jan – June 2020) Resigned on 11 June 2020. Parish In Vacancy since
Wardens:	Mrs Elizabeth Doran – until AVM 11 October 2020 Mr Roger Frewin Mr P Bowers elected at AVM 11 October 2020

*Elected Members*

Mrs Ros Berley	
Mrs Mary Gauntlett	
Miss Ruth Hitchcox	
Mrs Amanda Hughes	PCC Secretary
Mrs Pat Phillips	
Mrs Sue Turner	
Mr M Young	

*Deanery Synod*

Miss Jackie Harwood – resigned 11 October 2020  
Mrs Pam Durrant

*PCC Treasurer*

Mrs Chris Diebel – co-opted until December 2020

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the churchwardens and members of the Deanery, Diocesan or General Synods and 9 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

**Aim and Purposes**

The primary objective of St James the Less PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility in promoting in the ecclesiastical parish the whole mission of the Church pastoral, evangelistic social and ecumenical.

## Objectives and Activities

Our objectives are:

- Enabling as many people as possible to worship at our church, and
- Enabling as many people as possible to become part of our parish community at St James the Less

The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish.

Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'. In particular we try to enable local people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of St. James the Less and our Church Hall

## Achievements and performance

### Church attendance

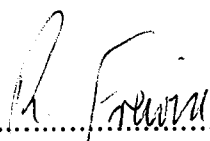
There are 78 parishioners on the church electoral roll, 23 of whom are not resident within the parish. Two names have been removed this year due to death.

The average Sunday attendance, counted during October was 30.

### *Review of the year*

1. The full PCC met six times during the year with an average of level of attendance of 70%. The Standing Committee met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.
2. All activities have been severely curtailed this year due to the Covid-19 Global Pandemic. During the periods when the Church was closed for worship due to the government guidelines, we were tasked with meeting those challenges as we attempted to meet our aims and purposes as a charity. We continued to distribute our newsletter fortnightly, either electronically, by post or hand delivered. Along with the newsletter we also sent Readings & Thoughts prepared by one of our visiting Priests. A telephone call rota was set up to make calls to members of the congregations to offer support and encouragement, and if it could be arranged practical help. During the times when Services were possible numbers were limited by the rules covering social distancing, but on most Sundays came close to the maximum number permitted – a small sign of hope ,perhaps in a difficult year.
3. The Mission and Evangelism team is to be congratulated on their fund-raising efforts. During the year £983.59 was raised for various charities, local, national and international. This is restricted fundraising and is not from the Church accounts as we receive Credit For Mission.
4. The Lancing Parochial Charities Trust donated £900 to seven individuals or families in Lancing in accordance with the aims and objectives of the Trust. The Trust Committee is chaired by the Vice-Chairman and draws its membership from the two Churchwardens and two members from Lancing Parish Council. The income for 2020 was £1,264.59.

The Annual Trustees Report for the year ending 31/12/2020  
was approved by the PCC and signed on it's behalf by  
Roger Frewin, Acting Chairman.

  
.....

Date.....5/5/21.....

## Financial Review

1. The total receipts on general unrestricted funds received were £59,573 and are detailed in the Financial Report. This is a decrease of £10,669 compared to last year's (2019) figure, however this is mainly due to the closure of the church for long periods due to COVID-19 regulations. Also we could not hold the fund raising events that are normally carried out through the year.
2. Despite the closures of the church the planned giving through envelopes and banker's orders only dipped by £2,000 during 2020. Many of the people who would usually give via envelopes have switched over to the Parish Giving Scheme, however we have lost out from the casual donations and collection plate due to the restricted numbers in church on the occasions it has been allowed to open.
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- to invest temporarily surplus funds with the CBF Church of England deposit fund, returning proportionately these funds to our current account, as they are needed, to pay day-to-day bills. There are currently no monies invested in this way.
- To invest legacies restricted as to their objects, with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable beneficiaries are identified by the PCC, and payments to them can be made.

# Notes to the Annual Financial Report St. James the Less, Lancing

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Christmas music concert	-	-	-	-	-	-	
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Legacies	-	-	5000	-	5000	20000	4
Grants	2000	-	-	-	2000	2000	4
DBF Charitable grant	-	-	-	-	-	-	
<b>Donations and legacies</b>	<b>36452</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>47121</b>	<b>60340</b>	
Fees for weddings & funerals	714	-	-	-	714	3183	
<b>Charitable activities</b>	<b>714</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>714</b>	<b>3183</b>	
Summer/spring Xmas fetes	-	-	-	-	-	2560	
Car boot/cream tea	-	-	-	-	-	1303	
other fundraising	297	-	-	-	297	200	
Sales of the parish magazine	72	-	-	-	72	78	
Temporary letting of property	-	-	-	-	-	-	
Bible study notes	-	-	-	-	-	-	
Church centre hiring fees	4169	-	-	-	4169	10352	
messy ch/toddler/wltdo	14	-	-	-	14	29	
Bookstall sales	-	-	-	-	-	-	
<b>Other trading activities</b>	<b>4552</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4552</b>	<b>14522</b>	
Bank deposit interest	83	-	-	-	83	26	
long term hall hire fees	-	-	-	-	-	-	
Letting of investment properties	17772	-	-	-	17772	20108	
<b>Investments</b>	<b>17855</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17855</b>	<b>20134</b>	
<b>Net funds from asset release</b>							
Other receipts	-	-	-	-	-	-	
<b>Total received on all funds</b>	<b>59573</b>	<b>-</b>	<b>10669</b>	<b>-</b>	<b>70242</b>	<b>98179</b>	



# Notes to the Annual Financial Report St. James the Less, Lancing

## Analysis of total paid:

	Unrestricted		Restricted	Endowed	Total	Total	Notes
	General	Designated			All Funds	All Funds	
	Fund	Funds	Fund/s	Fund/s	2020	2019	
	£	£	£	£	£	£	
Summer fete expenses		-	-	-			
Concert posters & musicians expenses		-	-	-		-	
Other appeals expenses	-	-	-	-	-	-	
<b>Cost of raising funds</b>	-	-	-	-	-	-	
Charitable grants and donations		-	-	-	-	-	6
Parish share to Chichester Diocese	19200			-	19200	50000	7
Salaries and honoraria incl NI	7178			-	7178	11068	
Upkeep of service/stewardship	1388		30	-	1418	-	
Mission & evangelism costs				-	-	-	
Messy ch/todd/wltdo				-	-	270	
upkeep of church yard	628			-	628	324	
water,gas,elec				-	-		
Office costs	2811			-	2811	2747	
Other regular church running costs	6113			-	6113	9762	
Accounting and Examiner's fees				-	-	-	
Church maintenance & redecoration	28810		934	-	29744	1615	
New building work				-	-	967	
<b>Charitable costs</b>	<b>66129</b>	-	<b>964</b>	-	<b>67092</b>	<b>76753</b>	
Summer fete expenses		-	-	-	-	20	
Car boot/cream tea		-	-	-	-	280	
Church hall running costs	6775			-	6775	11854	
vicarage costs	577	-	-	-	577	3178	
Rented property costs	4636				4636	7997	
St Michaels lease ext.		-	-	-	-	41704	
Bookstall costs		-	-	-	-	645	
Other trading costs	1658	-	-	-	1658		
Bank charges	60				60	105	
<b>Trading costs</b>	<b>13705</b>	-	-	-	<b>13705</b>	<b>65783</b>	
<b>Total paid on all funds</b>	<b>79834</b>	-	<b>964</b>	-	<b>80798</b>	<b>142536</b>	

Notes to the Annual Financial Report St. James the Less, Lancing

Staff costs

	2020	2019
	£	£
Wages, salaries and honoraria	7178	11068
Employer National Insurance		
Employer pension contributions		-
	7178	11068

# Notes to the Annual Financial Report St. James the Less, Lancing

## Statement of funds

	Balances b/fwd 1 Jan 2020	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2020
	£	£	£	£	£
Fabric fund	96	-	-	-	96
Flower Fund	194	-	(30)	-	164
Organ	2171	-	-	-	2171
Upkeep Church	£0.00	10669	(659)	-	10010
Belfry	245	-	(245)	-	-
Waterloo	30	-	(30)	-	-
<b>Total of all restricted funds</b>	<b>2736</b>	<b>10669</b>	<b>(964)</b>	<b>-</b>	<b>12441</b>
General fund	67822	60890	(79834)	-	48878
<b>Total of all unrestricted funds</b>	<b>67822</b>	<b>60890</b>	<b>(79834)</b>	<b>-</b>	<b>48878</b>
<b>Total funds</b>	<b>£70,558</b>	<b>£71,559</b>	<b>£(80798)</b>	<b>-</b>	<b>£61,318</b>

### Notes to the Annual Financial Report 2

The carry forward unrestricted fund has been adjusted by £590 as this was the unreconciled figure from 2018 not accounted for in 2019 accounts. Final total of restricted and unrestricted funds shows a liability of £1,752 advanced wedding fees

# Statement of Assets and Liabilities St. James the Less, Lancing

	<i>Unrestricted</i>				<i>Total</i>	<i>Total</i>
	<i>General</i>	<i>Designated</i>	<i>Restricted</i>	<i>Endowed</i>	<i>All Funds</i>	<i>All Funds</i>
	<i>Fund</i>	<i>Funds</i>	<i>Fund/s</i>	<i>Fund/s</i>	<i>2020</i>	<i>2019</i>
	£	£	£	£	£	£
<b>Assets:</b>						
Bank current account	49312		12441		61753	12289
Treasurer Petty Cash	-					0
WLTD Petty Cash	-					29
CBF Deposit Fund	-					58885
PCC-owned bank balance	49312	-	12441	-	61753	71204
Diocesan Assigned Fees received		-	-	-	-	-
<b>Total bank and deposit accounts</b>	<b>49312</b>	<b>-</b>	<b>12441</b>	<b>-</b>	<b>61753</b>	<b>71204</b>
Late nursery fees	906	-	-	-	906	
Vat recoverable	4619	-		-	4619	
Gift Aid recoverable		-	-	-	-	
Chichester DBF Chancel insurance grant			8861		8861	
<b>Debtors</b>	<b>5525</b>	<b>-</b>	<b>8861</b>	<b>-</b>	<b>14386</b>	<b>-</b>
Endowment fund		-	-	-		8637
<b>Investment assets at market value</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8637</b>
	-	-	-		-	
<b>Investment assets at cost</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2 St Michaels court</b>	<b>152663</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>152663</b>	<b>152663</b>
<b>Hall Complex</b>	<b>1</b>	<b></b>	<b></b>	<b></b>	<b>1</b>	<b>1</b>
<b>Total assets</b>	<b>207500</b>	<b>-</b>	<b>21302</b>	<b>-</b>	<b>228802</b>	<b>223867</b>
<b>Liabilities:</b>						
Advanced wedding fees	1752	-	-	-	1752	
Office costs			-	-	-	69
Electricity used since last billed (est'd)		-	-	-	-	478
<b>Total liabilities</b>	<b>1752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1752</b>	<b>547</b>

## NOTES

### Chancel trust and income grant

Following a review of the law the Chichester DBF decided in 2019 that the previous presentation of Chancel Funds had been misunderstood and that a revision was required.

Income received from Chancel trusts is not investment income, as the PCC does not own the trust fund nor its investments.

Income from Chichester DBF is a Restricted charitable grant to reimburse the cost of insuring the Chancel, which previously has been paid by the PCC from General Funds. In 2020 the grant amounted to £224 (2019 £250)

The PCC decided to transfer the Restricted grant to General Fund to replenish that fund for the cost of Chancel insurance.

The previously disclosed asset value amounting to £8,637 has been removed from the value of PCC investments to reflect that the PCC does not legally nor beneficially own the Chancel trust fund nor its investments.

Accumulated grant income not yet received from Chichester DBF and included in Debtors amounted to £8,861 at 31st December 2020 (2019 £8,637).

# Summary of Financial Receipts and Payments St. James the Less, Lancing

	Unrestricted		Restricted Fund/s	Endowed Fund/s	Total All Funds 2020	Total All Funds 2019	Notes
	General Fund	Designated Funds					
	£	£	£	£	£	£	
Income and endowments from:							
Donations and legacies	36452	-	10669	-	47121	60340	
Charitable activities	714	-	-	-	714	3183	
Other trading activities	4552	-	-	-	4552	14522	
Investments	17855	-	-	-	17855	20134	
Other receipts	-	-	-	-	-	-	
Total received	59573	-	10669	-	70242	98179	3
Expenditure on:							
Cost of raising funds	-	-	-	-	-	-	
Charitable costs	66129	-	964	-	67092	76753	
Trading costs	13705	-	-	-	13705	65783	
Other payments	-	-	-	-	-	-	
Total paid	79834	-	964	-	80798	142536	5
Reconciliation of funds:							
Net income or (net expenditure)	(20261)	-	9705	-	(10556)	(44357)	
net income from release of assets			-	-	-	-	
Net movement in funds	(20261)	-	9705	-	(10556)		
Bank accounts at 1 January	67806		2751	-	70557	114281	
Bank accounts at 31 December	47545	-	12456		60001	69968	A&L

Final total shows liability of £1752

This Annual Financial Report, For the year ended 31/12/2020, including the notes following was approved by the PCC and signed on it's behalf by Roger Frewin, acting PCC Chairman

*R. Frewin*

Date

5/5/21



# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

St James the Less Church, Lancing

**On accounts for the year  
ended**

31<sup>st</sup> December 2020

**Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no material concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*R Nulty*

**Date:**

5<sup>th</sup> March 2021

**Name:**

Rosanne Nulty

**Relevant professional  
qualification(s) or body  
(if any):**

Chartered Institute of Public Finance and Accountancy, and Chartered Institute of Internal Auditors

**Address:**

4 Below, 4 Heene Terrace

Worthing

BN11 3NP

### Section B

### Disclosure

Give here brief details of any items that the examiner wishes to disclose.

No disclosures