

St James Church Heckmondwike
with Norristhorpe
Registered Charity 1152319

**Annual Report and Financial Statements
of the Parochial Church Council
For the year ended 31st December 2021**

Incumbent: The Reverend Karen Young

Bank: HSBC, Dewsbury

Independent Examiner: Mr. Andrew Mattacks

Parochial Church Council of St James Heckmondwike (with Norristhorpe) Registered Charity no. 1152319

Annual Report for 2021

Aims and purposes

St James Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of St James Church.

Objectives and activities

The PCC is committed to enabling worship for as many people as possible by developing a wide range of services and worshipping opportunities. Our services put faith into practice through prayer, scripture music and sacrament.

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Churchwardens (ex-officio)	Melvyn Bathgate Geraldine Thompson
Deanery Synod	Brenda Britton Susan King
Co-opted Members	Ruth Kyle (Treasurer – resigned May 2021) Anne Newham (Secretary)
Elected Members	<i>Term of office expired May 2021</i> Sandra Halewood Geraldine Thompson <i>Term of office expiring 2022</i> Suzanna Boon Val Ellis (Safeguarding Officer) Caroline Waring (Lay Pastoral Minister) <i>Term of office expiring 2023</i> Keith Wilson Martin Firth <i>Term of office expiring 2024</i> Brook Carbutt

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This is the only committee required by law. It has power to transact the business of the P.C.C. between its meetings, subject to any directions given by the council. It also meets to discuss other matters to be put before the P.C.C. and prepare the agenda. It consists of the Vicar, churchwardens, P.C.C. Secretary, P.C.C. Treasurer and one elected member of the P.C.C.

Safeguarding

In accordance with the Church Representation Rules 2017, the PCC has recognised its duty of due regard to the House of Bishops safeguarding guidance. The PCC has adopted the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. The PCC has drawn up its own policy and procedure statement. All PCC members and those involved in the Pastoral Team have up to date DBS checks. The Safeguarding officer (Val Ellis) reports at each PCC meeting

Achievements and performance

The PCC met 5 times with an average attendance of 87%. 3 meetings were online via Zoom. In person meetings recommenced on 22nd September.

Worship and prayer

In the early part of the year, the church was once again closed because of the Corona-virus pandemic. Our principal service on a Sunday resumed in person on Mothering Sunday in March. Worship continued in church for the rest of the year, with varying levels of restrictions and precautions, in accordance with government rules and Church of England guidance. Attendance has remained at 30-40 throughout.

While the church was closed, a weekly service was filmed by the vicar. These were discontinued from Palm Sunday but remain available on YouTube and are still viewed regularly.

Christmas was again celebrated in the face of escalating infection rates from the Omicron variant. We were able to hold a candlelit carol service and were pleased to welcome people from outside the church community. Midnight Mass attracted a small congregation. There was no service on Christmas Day, but the Parish Eucharist on December 26th was well attended.

Weddings, with some restrictions were possible from April and were unrestricted from July. There was one wedding in the year. There was one baptism.

There were 7 funerals in church and a further 5 at the crematorium. We were saddened by the loss of 5 church members among those, including former church wardens Bob Stocks and Estelle Midgely. A well-attended memorial service was held in November for All Souls.

Fabric

The fabric is on the whole in good repair.

In April the project commenced to remove the pipe organ, place the digital organ in its new home, and create a priest's vestry and storage. The work proceeded speedily initially but then became frustratingly delayed when we lost contact with the inspecting architect. The project was largely finished in October, managed by the vicar and church wardens in

the continued absence of the architect. There are still a few minor items to be completed. The new space is much appreciated and the re-voiced digital organ is a splendid addition to our sung worship.

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Some water ingress from loose slates on the office roof in January caused a damp problem. Quotes were invited in May, but a shortage of available contractors caused further delays. External work was completed in November, leaving internal decoration work to be undertaken when the wall has dried out.

Pastoral care

Home visiting and communion were suspended in the early part of the year, though the vicar visited those in particular need. Visits to care homes are still restricted, but home visits have resumed.

Mission and social events

All activities were suspended for the first half of the year. In June a Restart Group was formed to introduce social and fundraising events gradually. Two coffee mornings were held over the summer and a successful Harvest Afternoon Tea with seasonal singing was held in September. A further afternoon tea celebrated the life and work of Ken Thompson, who died during the pandemic and we enjoyed a Christmas Carol Tea and a very successful Christmas Fayre.

After a successful application to the Bishops Development Fund, the Garden project to make the church yard more welcoming and open was able to begin. Benches were installed in the summer, a regular gardener has been engaged and a bug hotel has been constructed. The gates are now left open to encourage passersby to enjoy the green space.

We have turned our attention to more environmental matters albeit in small ways. We collect used medication blister packs and electric toothbrush heads and other dental products for recycling.

The church community is in good heart and looking forward to resuming church life more fully in 2022.

Financial Activities

The accounts for 2021 record a large deficit of £62k due to the completion of the organ project and the clock. Both were expected and planned for. Income from social events is higher than last year at £2.2k but still a long way short of the earlier years (2019:£12.1k).

The PCC is grateful to those who maintained their giving throughout the year.

Nevertheless, the parish share of £30.65k (including £4k for Liversedge) was paid in full and the PCC remains committed to paying the full share for the foreseeable future.

Signed:



Chair.

**PAROCHIAL CHURCH COUNCIL OF ST JAMES HECKMONDWIKE
(WITH ALL SOULS NORRISTHORPE)**

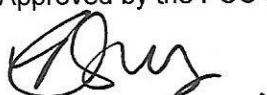
Registered Charity Number 1152319

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

Receipts and Payments Summary of Financial Activities

	<i>Unrestricted</i> General <u>Fund</u>	<i>Restricted</i> Fund/s	<i>Endowed</i> Fund/s	<i>Total</i> All Funds <u>2021</u>	<i>Total</i> All Funds <u>2020</u>
	£	£	£	£	£
Income and endowments from:					
Donations and legacies	33,022	5,352		38,374	35,900
Charitable activities	4,175	-		4,175	6,646
Investments	0	0		1	13
Total received	37,198	5,352		42,550	42,559
Expenditure on:					
Raising funds	-			-	-
Charitable activities	99,355	1,716		101,071	57,773
Other payments	-			-	-
Total paid	99,355	1,716	-	101,071	57,773
Reconciliation of funds:					
Net income or (net expenditure)	(62,157)	3,636	-	(58,521)	(15,213)
Transfers between funds					
Net movement in funds	(62,157)	3,636	-	(58,521)	(15,213)
Bank accounts at 1 January 2021	100,411	1,832		102,243	117,456
Bank accounts at 31 December 2021	£38,254	£5,468	-	£43,722	£102,242

Approved by the PCC on 16 March 2022



Chair

**PAROCHIAL CHURCH COUNCIL OF ST JAMES HECKMONDWIKE
(WITH ALL SOULS NORRISTHORPE)**

Registered Charity Number 1152319

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

Statement of Assets and Liabilities

	<i>Unrestricted General Fund</i>	<i>Restricted Fund/s</i>	<i>Total All Funds 2021</i>	<i>Total All Funds 2020</i>
Assets:	£	£	£	£
Bank current account	35,393	5,231	40,624	99,145
CBF Deposit Fund	2,861	237	3,098	3,097
Total assets	£38,254	£5,468	£43,722	£102,243

Statement of funds	Balances b/fwd 1 Jan 2021 £	Income	Expenditure £	Balances c/fwd 31 Dec 2021 £
Restricted Funds				
Roof fund	111	-	-	111
Bells Fund	237		-	237
All Souls Lunch Club	1,484		-	1,484
Garden Fund		5,352	(1,716)	3,636
	1,832	5,352	(1,716)	5,468
Unrestricted Funds				
General fund	100,411	37,197	(99,355)	38,253
	100,411	37,197	(99,355)	38,253
Total funds	102,242	42,549	(101,071)	43,721

**PAROCHIAL CHURCH COUNCIL OF ST JAMES HECKMONDWIKE
(WITH ALL SOULS NORRISTHORPE)**

Registered Charity Number 1152319

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

General Fund Receipts and Payments

	2021	2020
	£	£
RECEIPTS		
<i>Voluntary Income</i>		
Planned giving	22,129	25,673
Gift aided donations	723	859
Tax Recovered	8,259	7,106
Plate Collections	1,506	1,749
Occ. office collections	345	196
Sundry donations	60	130
Donations for Charity	0	96
Candle Stand	0	44
Coin collection	0	48
	<hr/> 33,022	<hr/> 35,900
<i>Activity Income</i>		
Fees weddings and funerals	1,632	1,487
Use of church rooms	0	160
Magazine sales	0	386
Flowers	0	60
Magazine adverts	0	140
Photocopy contrib CC	0	-
CC contrib Vicarage Tel	325	325
Tuesday Welcome	0	1,280
Coffee fund	0	151
Sundry sales	0	54
Lent Film Night	0	86
Messy Church	0	-
Fundraising:		
Breakfast mornings	0	1,558
Coffee mornings	115	-
Afternoon Tea	853	-
Christmas Fayre	1,250	-
Christmas lunch	0	-
Grants	0	959
Investment income	0	12
	<hr/> 4,175	<hr/> 6,658
TOTAL Receipts	<hr/> 37,197	<hr/> 42,558

	2021 £	2020 £
PAYMENTS		
<i>Raising funds</i>		
Tuesday Welcome	0	0
Fundraising costs	0	0
	<u>0</u>	<u>0</u>
<i>Church activity costs</i>		
Parish Share	30,685	30,685
Charitable giving	1,850	3,000
Clergy costs	1,446	1,515
Welfare	394	197
Deanery costs	0	0
Upkeep of services	1,049	578
Messy Church	0	19
Organ and music	2,060	2,797
Flowers	0	0
Heat and light and water	1,824	5,488
Church insurance	4,700	4,557
Church cleaning	2,178	2,877
Church repairs & maint	4,762	1,820
Clock Project	7,504	0
Organ project	37,240	0
Stationery	675	0
Admin costs (incl Tel)	839	727
Social & hospitality costs	189	209
Photocopier costs	1,961	3,150
Training	0	153
	<u>99,355</u>	<u>57,773</u>
TOTAL Payments	<u>99,355</u>	<u>57,773</u>
Excess/(Shortfall)	<u>(62,158)</u>	<u>(15,214)</u>
Balance b/f	100,410	115,625
Balance c/f	<u><u>38,253</u></u>	<u><u>100,410</u></u>

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Roof Fund Receipts and Payments

	2021 £	2020 £
Excess/(Shortfall)	-	(5,215)
Balance b/f	111	5,326
Balance c/f	111	111

Walker Bells Bequest Receipts and Payments

	2021 £	2020 £
Interest	0	1
Balance at 1 Jan 2021	238	236
Balance at 31 Dec 2021	238	237

Garden Fund

	2021
RECEIPTS	
<i>Voluntary Income</i>	
Donations	500
Grants	4852
TOTAL Receipts	5352
PAYMENTS	
<i>Activity costs</i>	
Benches	1226
Garden Maintenance	490
TOTAL Payments	1716
Excess/(Shortfall)	3,636
Balance c/f	3636

All Souls Lunch Club

	2021	2020
Balance at 1 Jan 2021	1,484	1484
Balance at 31 Dec 2021	1,484	1484

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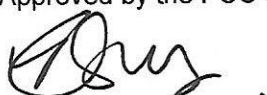
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Raising funds	-			-	-
Charitable activities	99,355	1,716		101,071	57,773
Other payments	-			-	-
Total paid	99,355	1,716	-	101,071	57,773
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Breakfast mornings	0	1,558
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Afternoon Tea	853	-
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<i>Church activity costs</i>		
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All Souls Lunch Club

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Balance at 31 Dec 2021	1,484	1484

The Vicarage
24 Intake Lane
Brownhill
Batley
WF17 0BT

26 April 202

Accounts for St James Heckmondwike – 2021

I have carried out an independent examination of these accounts. This was undertaken in accordance with the requirements set out in Chapter 11 of the PCC Accountability guide published by the Church of England and of the Charities Act 2011.

I can confirm that these accounts are accurate, appropriate and set out in accordance with requirements.

Please see enclosed sheet for observations and recommendations related to this examination.

Andrew Mattacks
ACMA CGMA

St James's Heckmondwike Accounts for 2021

Comments and observations

There is an apparent discrepancy of £1 between the income figures in General Fund Statement and those in the R&P account. This is unhelpful. The difference is caused by the CBF Fund interest payment of £0.49. This amount is rounded down to £0 on the face of the R&P statement but is sufficient to caused the overall income figure to round up to £37,198. The CBF Fund is not designated as restricted, and it might to more straightforward to consolidate the interest payment with the rest of the investment income for non-restricted funds.

It was awkward to reconcile the "cash in" and "cash out" sheets to the General Fund Statement. This is important as the two cash statements are the only documents that allow audit trailing of individual transactions. The main difficulty was caused by two elements, in which the receipts and payments were netted-off. These were the Organ project and the Wedding/Funeral fees. If net figures are to be used on the face of the main statements, then they should be identified as such and preferably supported by memorandum control accounts (as recommended last year). If this is not satisfactory, then the gross receipt and payment figures should appear on the face of the statements.

Two large cost items had the effect of potentially distorting the R&P accounts for 2021. These are the clock repair and organ replacement costs. If these are non-recurrent items, as I suspect, it may be wise to show them as such so that valid comparisons of recurrent costs and income can be made between years.

On a purely management accounting point, the PCC statement would be more useful if it showed the variances between in actual receipts and payments against the forecasts and the actual figures for the previous year.