



North London  
**Pastoral Assistants**

**North London Pastoral Assistants**  
**Registered Charity no 1175492**

**Report of the Trustees for the Period 01 September 2019  
to 31 August 2020.**

### **Objectives and Activities**

North London Pastoral Assistants was incorporated as a CIO on November 1st, 2017. Its purpose is to advance the Christian faith (according to the formularies of the Church of England) for the benefit of the public through the recruitment and supervision of full time Pastoral Assistants, and the fundraising for the associated costs.

Pastoral Assistants are men and women normally between the ages of 18 and 30 who are recruited to take part in a vocational development scheme supervised by the clergy of the participating Church of England parishes in North London for one to two years. Applications are particularly welcomed from people who are considering a vocation to the ordained ministry in the Church of England. The scheme enables pastoral assistants to gain working experience of ministry within urban parishes, and offers appropriate mentoring and opportunities for personal reflection and growth.

The selection of parishes in which Pastoral Assistant will be placed is at the discretion of the Trustees. Pastoral Assistants live, work and pray together to serve the church and the community in which the Scheme places them.

Examples of this service can include, but are not restricted to, the assisting in leading of worship, pastoral ministry to the sick and those in need, children's work in schools and church, hospital and higher education chaplaincy, winter night shelter co-ordination for the homeless and leading study groups. Ministry takes place among people in need in some of the most deprived boroughs in the UK.

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.



Between March and July 2020, many of the ministries that Pastoral Assistants had been involved with were either suspended or adapted to a non face to face format.

PAs adapted well to the changes, and showed initiative in opening up and supporting new ministries in response to the pandemic. Some examples are given below:

- Regular check-in phone calls with parishioners and previous lunch club participants; formation of a "zoom coffee group"
- Organising volunteers to hand deliver weekly mass sheets to shielding parishioners who could not attend church
- Leading a daily online compline service
- Leading weekly online sessions for the Sunday School
- Giving weekly short talks to and leading prayers with the parish Boys Brigade and Girls Association groups
- Preaching at and/or leading intercessions for weekly livestreamed Sunday services
- Setting up a new foodbank in response to local need
- Following an online Christian Studies course at St Mellitus College

## **Achievements and performance**

The main achievement of the charity was to supervise nine pastoral assistants in the activities outlined above from September 1 2019 to July 31<sup>st</sup> 2020. Two Pastoral Assistants are currently on Ordination Training Courses at theological college, three are continuing onto a second year in NLPA; while one has moved to a PA scheme in a rural parish to extend the scope of his experience. Three PAs are now serving in secular contexts, one training as a teacher, one fund raising for a Christian charity, and one caring for people with special needs in a centre run by a Catholic charity.

The scheme has conferred public benefit, both through the pastoral work done by the Pastoral Assistants in a church and community context, and through the practical experience which has enabled the Assistants to discern their calling to ministry within the church.

Feedback from former Pastoral Assistants and those who supervise them in their early years as priests and other ministers indicates that the scheme increases their competence and gives a better understanding of the spiritual and social context in which they are called to serve, and of the general public whom they serve. This is as true of former PAs continuing their ministry in a lay capacity as of those going on to ordained ministry.

## **Financial Review**

During the year, the Charity received a donation of £35,826. In 2018/19 it had received grants of £27,000 to support the costs of the scheme in 2019-20, which appear in the Accounts as 2019/20 income. It also applied successfully for a further grant of £18,000 for 2020/21, but this sum was received in the following year.

During the year, the Charity spent £48,514 to support the day to day living expenses of the Pastoral Assistants, and paid net accommodation costs of £17,492. Training and formation costs amounted to £1,831 and administration costs to £1,116.

At the end of the reporting period, the charity held current assets of £31,417. These were net of £27,000 raised in 2019-20 for support of Pastoral Assistants in 2020-21. The charity held or had been granted sufficient resources to fund nine pastoral assistants during the following year.

It is the charity's policy to hold reserves sufficient to cover the costs of the following year's pastoral assistants plus a modest recruitment and administration cost.

## **Structure, governance and management**

The Trust's governing document is the CIO foundation constitution.

New Trustees are appointed at the discretion of the board of trustees, subject to resolution in trustee meetings.

## Reference and Administrative details

The name of the charity is North London Pastoral Assistants, often abbreviated to NLPA.

Its registered number is 1175492  
The principal office of the charity is  
Parish of Old St Pancras Parish Office  
St Paul's Church  
Camden Square  
London NW1 9XG

The following are trustees of the charity on the date of the report

Ven Dr E.M Dowler                      Chair  
Ven John Hawkins

Revd James Elston  
Revd James Hill  
Revd Bruce Batstone  
Ms Judith Powell

The charity has no corporate trustees

Signed on behalf of the Trustees

A handwritten signature in black ink, appearing to read 'E.M. Dowler', written in a cursive style.

Date 16/06/2021



**North London Pastoral Assistants**  
**Financial Statements**  
**For the year ended 31<sup>st</sup> August 2020**

**Charity Number: 1175492**

**North London Pastoral Assistants**

**Independent Examiner's Report – Period to 31<sup>st</sup> August 2020**

**Independent Examiner's Report to the Trustees of North London Pastoral Assistants Council**

We report to the Charity Trustees on our examination of the accounts of the Charity for the period ended 31<sup>st</sup> March 2020.

**Responsibilities and Basis of Report**

As Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

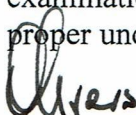
We report in respect of our examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

We have completed our examination. We confirm that no material matters have come to our attention in connection with our examination giving us no cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records ; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Olivers  
Maple Cottage  
Arkesden Road  
Clavering  
Saffron Walden  
Essex CB11 4QU

17:VI:2021

**North London Pastoral Assistants - Statement of Financial Activity  
for the year ended 31<sup>st</sup> August 2020**


	Year to 31 <sup>st</sup> August 2020		Year to 31 <sup>st</sup> August 2019	
	£	£	£	£
<b>Income</b>				
<b>Grants Received</b>				
No. 1 Trust	18,000		18,000	
Cleaver Ordination Candidates Fund	9,000		-	
Greig Trust	18,000		18,000	
Fellowship of St. John	-		18,000	
Church of England Ministry Experience Scheme	-		4,000	
	<u>45,000</u>		<u>58,000</u>	
<b>Other Income</b>				
Donation-Hornsey P.C.C.	35,826		-	
<b>Total Income</b>		80,826		58,000
<b>Expenses</b>				
Expense Allowances	48,514		47,536	
Formation and Training Costs				
Formation Visits	-		7,996	
Other	<u>1,831</u>		<u>2,642</u>	
	<u>50,345</u>		<u>58,174</u>	
<b>Accommodation Costs</b>				
Council Tax	4,590		4,407	
Utility Costs	5,309		5,423	
Vicarage Expense Contributions	1,440		1,440	
Repairs and Maintenance	5,804		510	
Furniture and White Goods	896		1,766	
Sundry	1,163		2,745	
Emergency Accommodation	690		-	
Less: Contribution from Lodger	<u>(2,400)</u>		<u>(2,400)</u>	
	<u>17,492</u>		<u>13,891</u>	
<b>Others</b>				
Recruitment Costs	182		983	
Independent Examiner	400		800	
General Administration	<u>584</u>		<u>1,603</u>	
	<u>1,116</u>		<u>3,386</u>	
<b>Total Expenditure</b>		<u>68,953</u>		<u>75,451</u>
<b>Net Surplus/(Deficit) for the year</b>		11,873		(17,451)
<b>Balance brought forward</b>		<u>46,614</u>		<u>64,065</u>
<b>Balance carried forward</b>		<u>£58,487</u>		<u>£46,614</u>

**North London Pastoral Assistants  
Balance Sheet as at 31<sup>st</sup> August 2020**

	<b>2020</b>		<b>2019</b>	
	£	£	£	£
<b>Current Assets</b>				
Cash at Bank	89,944		94,731	
Prepaid Expenses	450		-	
	<hr/>	90,394	<hr/>	94,731
<b>Less: Current Liabilities</b>				
Amounts payable within one year				
Sundry Creditors	4,907		3,117	
Income received in advance	27,000		45,000	
	<hr/>	(31,907)	<hr/>	(48,117)
<b>Total Net Assets</b>		<u>£58,487</u>		<u>£46,614</u>
<b>Represented by:</b>				
Unrestricted Funds		<u>£58,487</u>		<u>£46,614</u>

These financial statements were approved by the Trustees

on \_\_\_\_\_ and signed on their behalf by

  
.....  
Chairman

16 June 2021



**North London Pastoral Assistants  
Principal Accounting Policies Year to 31<sup>st</sup> August 2020**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

**Basis of preparation**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing the accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Assessment of going concern**

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Critical areas of judgement or uncertainty**

There are no significant areas of judgement or key assumptions that affect items in the accounts other than those included within the accounting policies described below.

**Cash flows**

The Trustees have taken advantage of the disclosure exemption in respect of the requirements of Section 7 "Statement of Cash Flows" in preparing these accounts as permitted by FRS 102 and the Charities SORP (FRS 102) Update Bulletin 1.

**Income**

Income is recognised in the period in which the Charity is entitled to receipt and the amount can be measured with reasonable certainty.

**North London Pastoral Assistants  
Principal Accounting Policies Year to 31<sup>st</sup> August 2020 - continued**

**Expenditure**

All expenditure is included on an accounts basis and is recognised when there is a legal or constructive obligation to pay for expenditure.

Charitable expenditure comprise grants which are provided for when approved by the Trustees, and support costs which are identifiable as wholly or mainly in support of the Charity's objectives based on the allocation of staff time and office resources.

Support costs are those costs which enable fund generator and charitable activities to be undertaken. Where activities incurred relate to more than one cost category, it is apportioned on the basis of time incurred.

**Taxation**

As a registered Charity, the Council is exempt from tax on assessable income applied within the objects of the Council.

**Unrestricted funds**

Unrestricted funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects.

**Debtors**

Debtors are recognised initially at fair value. Subsequent to initial recognition they are measured at amortised cost using the effective interest method, less any impairment losses.

**Creditors**

Creditors are recognised initially at fair value. Subsequent to initial recognition they are measured at amortised cost using the effective interest method.

**Cash and cash equivalents**

Cash and cash equivalents consist of cash on hand and balances with banks, and investments in money market instruments which are readily convertible, being those with original maturities of three months or less.

**North London Pastoral Assistants**

**Independent Examiner's Report – Period to 31<sup>st</sup> August 2020**

**Independent Examiner's Report to the Trustees of North London Pastoral Assistants Council**

We report to the Charity Trustees on our examination of the accounts of the Charity for the period ended 31<sup>st</sup> March 2020.

**Responsibilities and Basis of Report**

As Trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

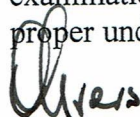
We report in respect of our examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out our examination we have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

We have completed our examination. We confirm that no material matters have come to our attention in connection with our examination giving us no cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- the accounts do not accord with those records ; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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



Olivers  
Maple Cottage  
Arkesden Road  
Clavering  
Saffron Walden  
Essex CB11 4QU

17:VI:2021