

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

STALLARD & CO LIMITED

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

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FOR THE YEAR ENDED 31 DECEMBER 2020

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THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER
ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Charity number: 251460

Principal Office: The Parish Office
The Green
North Road
Havering-Atte-Bower
Romford
RM4 1PL

Independent Examiner: A P Stallard
Stallard & Co Limited
Suite 2, Aquarium 101
Lower Anchor Street
Chelmsford
CM2 0AU

The PCC has the responsibility of co-operating with the incumbent in promoting the whole mission of St James and St Johns. It also has the maintenance responsibilities for St John's Church and Church Hall and St James Church.

The PCC members are ex-officio or elected at the Annual Meeting in accordance with the Church Representation Rules. During the past year the following served as PCC members.

Incumbent: Rev. D Anderton

Curate: Rev. A Moss

Wardens: V Dreese
C Spelling
E King
B Bowman

Elected members: H Knightbridge Treasurer
J Shephard Secretary
E Knightbridge
V King
P Negus
T Negus
S Pye
D Sawyer
L Blackshaw
E Anderton
S Clarke
G Clarke

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL (cont.)

FOR THE YEAR ENDED 31 DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

OBJECTIVES AND ACTIVITIES

St John's and St James have the responsibility of co-operating together in unity, to provide ecumenical, pastoral and evangelical leadership within the whole church mission set before God.

REVIEW OF THE YEAR 2020

These accounts represent the view of the single parish.

The extra-ordinary circumstances of this year with the COVID-19 pandemic required our parish governance meetings to be held via the Zoom platform from the 23 March lockdown. There were 4 planned meetings of the full PCC during the year with the Standing Committee meeting more frequently (10 times) in response to changing circumstances. The fabric and Finance sub-committee also met.

The Electoral Roll at 2020 APCM was 84.

We have a full time stipendiary incumbent and two assistant curates serving their title with us, one full time stipendiary and one as a self supporting minister who will be locally deployed once his curacy is completed.

We seek to be a united and intergenerational congregation serving the communities of Collier Row and Havering-Atte-Bower in our parish in the name of Jesus Christ. We encourage a family approach to our mission and ministry.

The circumstances of 2020 have inevitably affected our approach to our church life. The incumbent and the PCC have taken account of all pandemic regulations and advice from the government and the Church of England, nationally and at diocesan level.

For much of the year our face to face mission and ministry has not been possible, however we have adapted well to using on-line platforms. Our Sunday worship has been posted on our Facebook page, either as live streams or recorded services. Facebook has also been used to keep parishioners connected in with prayer services and meetings and updates throughout the week. We have also made use of Facebook and Zoom for interactive groups and events for young families and older people too. Our APCM took place as a mixed mode meeting with some present in church and others connected by Zoom.

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL (cont.)

FOR THE YEAR ENDED 31 DECEMBER 2020

We have been able to maintain links with the local school, care homes, hospice and uniformed organisations for whom we provide a base in normal circumstances.

The pandemic affected our occasional office numbers - only 2 weddings were possible with others postponed. We have conducted 6 funerals in church and 2 at crematoria. We baptised 4 individuals - only one during the pandemic, with several others being postponed.

Throughout the year the incumbent and PCC have continued to attend to their responsibilities for safeguarding, reviewing and re-adopting the national Church of England safeguarding policy statements and practice guidance and reappointing our Parish Safeguarding Officer.

Our incumbent has continued to provide pastoral oversight to a Chapel of Ease congregation in a neighbouring parish as they have progressed to become a single benefice and parish. It is intended that he should become Priest in Charge of the new parish as their long-term future is determined.

We supported local, UK and overseas charities including Saint Francis Hospice, The Children's Society, Barnabas, Havering Street Pastors, Collier Row Food Bank and Tearfund.

We are developing a vision and strategy for the future as we look towards the gradual relaxation of the pandemic restrictions.

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

ANNUAL REPORT OF THE PAROCHIAL CHURCH COUNCIL (cont.)

FOR THE YEAR ENDED 31 DECEMBER 2020

FINANCIAL REVIEW

The report is divided between the General Fund [unrestricted Fund] and Repairs and Maintenance [designated Fund].

a. General Fund

Most of our giving from the Church members is done in the most tax effective manner, for example gift aid. The giving from the church members showed an increase compared with 2019.

Our major commitment was to meet our Parish Share of £54,164. We gave £45,000 the reduced number due to the reduction of our total income, but we are committed to pay the balance as soon as possible.

b. Repairs and maintenance restricted fund for St John's Church

There was a reduction in the annuity payment and this reduced level is likely to be the norm from now on.


We have to continue to maintain both properties.

c. Summary

There was a deficit for the general fund of £3,885 and a surplus of £8,336 for the repair fund.

RESERVES POLICY

It is the PCC's policy to maintain sufficient funds to cover approximately one year's general expenditure. General maintenance is sufficiently covered by annuity income. Surplus annuity income is used to build reserves to help meet future larger maintenance costs.


On behalf of the PCC

27/3/21
Dated

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

STATEMENT OF FINANCIAL ACTIVITIES SUMMARY

FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Receipts		
Church		
general plate	2,298	5,894
Gift aid giving	34,082	32,032
tax recovered (gift aid/plate)	8,700	9,832
donations	145	570
fees	1,582	3,178
use of all facilities	1,458	2,868
discretionary fund	120	100
	<u>48,385</u>	<u>54,474</u>
Other		
Annuity	44,444	50,220
Interest		58
	<u>44,444</u>	<u>50,278</u>
Total receipts	<u>92,829</u>	<u>104,752</u>
Payments		
Church Activities		
Ministry	683	2,073
Mission	276	720
Parish share	45,000	52,889
Youth	102	-
	<u>46,061</u>	<u>55,682</u>
Church management		
Office	4,296	4,942
Parish expenses	507	1,667
Independent examination	450	450
Bank charges	337	480
Web site	707	-
Photocopier	1,832	1,398
Telephone	2,986	2,167
Music, caretaker	2,429	5,872
	<u>13,544</u>	<u>16,976</u>
Building costs		
St Johns	14,836	17,943
St James	7,017	11,073
Grounds maintenance	6,920	4,500
Building projects	-	1,938
	<u>28,773</u>	<u>35,454</u>
Total payments	<u>88,378</u>	<u>108,112</u>
Surplus / Deficit	<u>4,451</u>	<u>- 3,360</u>

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

General Fund (Unrestricted Fund)	2020 £	2019 £
Incoming Resources		
Incoming resources from donors		
Gift Aid	34,082	32,032
General plate	2,298	5,894
Gift Aid recovered	8,700	9,832
Discretionary Fund	120	100
	<u>45,200</u>	<u>47,858</u>
Other voluntary incoming resources		
Donations	<u>145</u>	<u>570</u>
Income from operating activities to further the work of the Church		
Fees	1,582	3,178
Use of St James	1,225	2,235
Little Stars	233	633
	<u>3,040</u>	<u>6,046</u>
Income from investments		
Bank interest		
Total Incoming Resources	<u>48,385</u>	<u>54,474</u>
Resources Expended		
Grants to further the work of the church		
Ministry	683	2,073
Mission	276	720
	<u>959</u>	<u>2,793</u>
Church activities		
Diocesan parish share	45,000	52,889
Youth	102	-
Vicars fund	-	-
	<u>45,102</u>	<u>52,889</u>
Church management		
Office expenses	4,296	4,942
Miscellaneous expenses	1,213	1,667
Independent examination	450	450
Bank charges	250	331
	<u>6,209</u>	<u>7,390</u>
Total resources Expended	<u>52,270</u>	<u>63,072</u>
Net movement in Fund		
Net (outgoing) / incoming resources	<u>- 3,885</u>	<u>- 8,598</u>

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

STATEMENT OF FINANCIAL ACTIVITIES (Cont.)

FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
Repairs & Maintenance Fund (Designated Fund)	£	£
Incoming resources from donors		
Annuity	44,444	50,220
Income from investments		
Bank interest	-	58
Total Incoming Resources	44,444	50,278
Resources Expended		
Church activities		
Church utilities	3,327	3,609
Hall utilities	1,727	1,951
Church insurance	3,567	3,529
Hall insurance	1,920	1,900
Church repairs & maintenance	1,141	3,926
Hall costs	856	730
Churchyard	6,920	4,500
Piano & organ	508	496
Church alarm & extinguishers	2,027	1,909
Church music	848	816
Sound	-	389
	22,841	23,755
Special Projects		
Architects	-	584
Maintenance & other projects	-	-
Stonework	-	1,354
Fencing	-	-
	-	1,938
St James costs		
Maintenance	2,255	5,025
Heating	3,500	4,765
Insurance	1,265	1,283
Projects	269	-
	7,288	11,073
Church management & administration		
Bank charges	88	149
Telephone	2,986	2,167
Photocopier	1,832	1,398
Hall caretaker	1,074	4,560
	5,980	8,274
Total Resources Expended	36,108	45,040
Net Movement in Funds		
Net incoming / (outgoing) resources	8,336	5,238

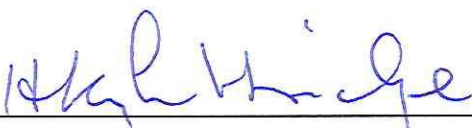
THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

BALANCE SHEET AS AT 31 DECEMBER 2020

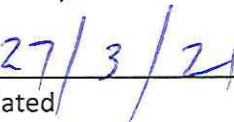
	Notes	2020 £	2019 £
<u>FIXED ASSETS</u>		-	-
<u>CURRENT ASSETS</u>			
Debtors		8,700	3,803
Cash in hand		51,726	52,672
		<u>60,426</u>	<u>56,475</u>
<u>LIABILITIES FALLING DUE WITHIN ONE YEAR</u>			
Creditors		450	950
		<u>59,976</u>	<u>55,525</u>
<u>FUNDS</u>			
General fund	-	4,871	- 986
Designated - Repairs & Maintenance Fund		64,847	56,511
		<u>59,976</u>	<u>55,525</u>

The attached notes and the Independent Examiners Report on page 9 form an integral part of the Accounts.

These Accounts were adopted and approved by members of the Parochial Church Council at their meeting held on and signed on its behalf by:



Honary Treasurer


Dated

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

1 ACCOUNTING POLICIES

a) Basis of accounting

The financial statements have been prepared under the historic cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (Charities SOPR FRS 102) and the Charities Act 2011.

b) Funds

Restricted funds represent donations or fundraising income invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

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

c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income;

- Collections and planned giving receivable under covenant are recognised when received on behalf of the Church Council.
- Tax refunds are recognised when the incoming resource to which they relate is received.
- Funds raised by fete, garden party and similar events are accounted for gross
- Grants and legacies to the Church Council are accounted for as soon as the Church Council is notified of its legal entitlement and the amount due.
- Rental income from the letting of the church premises is recognised when the rental is due.
- Interest and dividends are recognised when received.

THE PARISH OF ST JAMES COLLIER ROW AND ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER

NOTES TO THE ACCOUNTS Cont.

FOR THE YEAR ENDED 31 DECEMBER 2020

d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of running fundraising events.

Church activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

INDEPENDENT EXAMINERS REPORT

TO THE PCC OF ST JAMES COLLIER ROW AND ST JOHN

THE EVANGELIST HAVERING-ATTE-BOWER

This report on the Accounts of the PCC for the year ended 31 December 2020, which are set out on pages 1 to 8 inclusive, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 and Section 145 of the Charities Act 2011.

Respective responsibilities of Trustees and Examiner

As members of the PCC you are responsible for the preparation of the Accounts; you consider that the audit requirement of Regulation 3(3) of the Church Accounting Regulations 2006 and Section 144(2) of the Charities Act 2011 (the Act) do not apply. It is my responsibility to issue this report on those Accounts in accordance with the terms of the Church Accounting Regulations 2006 and the Charities (Accounts and Reports) Regulations 2008.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission under Section 145(5)(b) of the Act and to be found in the guidance from the CBF. That examination includes a review of the accounting records kept by the PCC and a comparison of the Accounts with those records. It also includes considering any unusual items or disclosures in the Accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

Independent Examiner's Statement

In accordance with my examination, no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements;

- to keep accounting records in accordance with Section 103 of the 2011 Act; and
- to prepare Accounts which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006.

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Suite 2
Aquarium 101
Lower Anchor Street
Chelmsford
CM2 0AU



Andrew Stallard
Independent Examiner
Stallard & Co Ltd

1st April 2021