

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 2023

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 2023

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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 2023

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. G Clark

Wardens: C Spelling
E King
B Bowman

Elected members: H Knightbridge Treasurer
J Shephard Secretary
E Knightbridge
P Negus
T Negus
E Anderton
S Clarke
M Anderton

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 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. All attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. 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 2023

These accounts represent the view of the single parish.

There were 6 planned meetings of the full PCC during the year with the Standing Committee meeting 6 times and Fabric and Finance Sub-committee also meeting. Meetings continued to be via the Zoom platform. The APCM was held on 21st May both in person and via Zoom.

The Electoral Roll at 2023 APCM was 79.

We have a full time stipendiary incumbent and a locally deployed self-supporting curate.

A summary of what our main activities for the year.

* In our mission and ministry, we seek to be an intergenerational church and believe that the best interests of all, from infants through to the older persons is served by providing safe, loving and caring spaces for people to explore faith, find companionship, share joy, seek solace and help and experience the love of God. Our focus on 'family' in the widest sense incorporates working with children and young people.

* Since 2022 we have employed a Family Outreach Pastor(FOP) to help co-ordinate and develop our outreach. Her salary and the other costs of the project have been covered by the grant from the Henry Smith Charity, a portion of our previous Pemberton-Barnes Trust grant and from our own regular giving income.

Our activities include:

* Sunday Worship with Children's Groups running concurrently on three Sundays a month.

On the first Sunday we hold a family friendly Café Church service which 5 times a year incorporates a parade service to include those from the Uniformed Organisations that meet in our hall.

*Little Stars - our pre-school children and carers group meets weekly in term time, providing space for children, parents and other carers to socialise, learn and play while exploring faith.

Re-imaged from September 2023.

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 2023

*School outreach, providing hot chocolate / ice pops for secondary school children after school, listening to their concerns - this is done in collaboration with Bower Park Academy. Those young people who have engaged with this appreciate the chance to talk about their issues, in particular around their mental well-being and we have been able to sign post some to other services for help. Started in November 2022.

* Coffee morning drop in - weekly at St John's Church Hall, Havering-atté-Bower. Providing safe space for companionship. In partnership with HABCOS. Introduced in January 2023.

* Come in for a cuppa - a drop in held monthly in St James', Collier Row, preceded by Holy Communion. Re-introduced post pandemic.

* Men's Group - meets monthly in a local pub. Space for fellowship and sharing for men across the ages attended by those in the church family and from outside. Re-introduced post pandemic.

*Lady's group - which provides a range of activities through the year including arts and crafts, meals out and trips to garden centres. Re-introduced post pandemic.

* Ministry with Dame Tipping Church school including delivering Collect Worship and RE lessons; running Easter and Christmas Activity days in St John's Church; holding 6 services a year for the school in church, including on Remembrance Day. We also worked with them, hosting a service for the 300th Anniversary of their foundation in January this year. The school use St John's Hall for the Christmas Nativity, Summer Show and other events.

* Monthly services and spiritual support in the two care homes in our parish, one of which is a specialist centre for the care of those with disabilities resulting from trauma to the brain. We also provide support to the Pastoral Care team of the St Francis Hospice in Havering-atté-Bower. Re-introduced post pandemic.

*Family Support Hub. This is a new venture we are starting in partnership with Bower Park Academy using St James' Church as a space for people to seek help and advice on various issues. For example, debt counselling, bereavement support, school nurse, school SEN lead, autism support, and accessing the Food Bank. Church volunteers will be on hand to provide refreshments and a listening ear. We will provide our facilities without charge. We aim to start this in Summer term 2024.

*Access to the Food Bank, Church volunteers will be on hand to provide refreshments and a listening ear. We will provide our facilities without charge. We aim to start this in the Summer term 2024.

*We have been in conversation with the Citizens Advice Bureau on the possibility of them running outreach sessions in St James' Church, again our volunteers would provide a welcome for their clients and our facilities would be provided free of charge.

*Use of our building facilities by other groups.

- Playdays - an Ofsted registered commercial Pre-School group. We have hired out St James' Hall to them on term-time weekdays since September 2023. This meets a particular need for child care places in our area.

- Scouting and Guiding groups use St James' Hall three evenings a week.

- A Line Dance Group use St James' Hall one evening a week.

- St James' and St John's halls are frequently hired out for family parties and other celebrations.

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 2023

During 2023 we had 11 Baptisms, 2 weddings, 4 funerals, 3 internment of ashes and 2 funerals conducted elsewhere.

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

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

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 2023

FINANCIAL REVIEW

The report is divided between the General Fund [unrestricted Fund] and Repairs and Maintenance [designated Fund] and Outreach (restricted fund).
A Summary Statement, and Balance Sheet are also provided.

a. General Fund

Most of our giving from the Church members is done in the most tax effective manner, for example gift aid. We received a large one-off legacy and have begun to receive the income from the Preschool started in September. Our income has also been increased by further use of our facilities.

These factors increased our total income by almost £17,000.

Our major expenditure commitment was our Parish Share of £24,770 which we met in full. We also gave an additional £2,400

b. Repairs and maintenance designated fund for both Churches.

We continue to receive the Pemberton Barnes Grant which is important to us. Our overall expenses were higher, largely due to improvement work carried out on our halls and repair work carried out in St John's Church to secure all the memorials.

c. Outreach-Restricted Fund

We received a Grant from the Henry Smith charity towards the employment of an outreach pastor and the PCC also provides funds for this. It is a restricted fund purely for the outreach Pastor and their associated work and therefore is reported separately.

d. Summary

There was a surplus for the general fund of £34,621 and a deficit of £21,117 for the repair fund. The outreach fund is restricted and has a surplus of £10,672 funded by a Henry Smith Charity grant and Church.

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

Dated

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 2023

	2023	2022
General Fund (Unrestricted Fund)	£	£
Incoming Resources		
Incoming resources from donors		
Gift Aid	30,851	31,440
General plate	8,084	4,636
One off legacy	21,807	-
Diocese Energy Grant	2,090	-
Gift Aid recovered	7,385	8,760
Discretionary Fund	-	1,000
	<u>70,217</u>	<u>45,836</u>
Other voluntary incoming resources		
Donations	<u>1,016</u>	<u>7,099</u>
Income from operating activities to further the work of the Church		
Fees	2,571	3,347
Pre-school	7,980	-
Use of St James	5,565	4,805
Little Stars	843	411
	<u>16,959</u>	<u>8,563</u>
Income from investments		
Bank interest		
Total Incoming Resources	<u>88,192</u>	<u>61,498</u>
Resources Expended		
Grants to further the work of the church		
Ministry	1,191	1,277
Outreach	17,920	3,940
Mission	655	615
	<u>19,766</u>	<u>5,832</u>
Church activities		
Diosesan parish share	24,770	38,563
Extra parish share	2,400	1,050
Vicars fund	-	-
	<u>27,170</u>	<u>39,613</u>
Church management		
Office expenses	4,511	366
Miscellaneous expenses	1,599	2,098
Independent examination	450	420
Bank charges	75	558
	<u>6,635</u>	<u>3,442</u>
Total resources Expended	<u>53,571</u>	<u>48,887</u>
Net movement in Fund		
Net (outgoing) / incoming resources	<u>34,621</u>	<u>12,611</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 2023

	2023	2022
	£	£
Repairs & Maintenance Fund (Designated Fund)		
Incoming resources from donors		
Annuity	40,000	40,000
Income from investments		
Bank interest	-	-
Total Incoming Resources	40,000	40,000
Resources Expended		
Church activities		
Church utilities	6,130	6,472
Hall utilities	-	-
Church insurance	6,502	5,875
Church repairs & maintenance	-	2,595
Hall costs	5,070	2,713
Churchyard	9,033	8,570
Piano & organ	2,556	1,227
Church alarm & extinguishers	2,413	2,756
Chubb	2,376	-
Water	1,102	-
	35,182	30,208
Special Projects		
Architects	-	702
Maintenance & other projects	-	-
Stonework	8,847	-
Fencing	-	-
	8,847	702
St James costs		
Maintenance	4,314	2,581
Heating	3,655	3,817
Insurance	1,444	1,359
Projects	2,379	-
	11,792	7,757
Church management & administration		
Bank charges	301	-
Telephone	2,715	2,534
Photocopier	-	-
Hall caretaker	2,280	2,280
	5,296	4,814
Total Resources Expended	61,117	43,481
Net Movement in Funds		
Net incoming / (outgoing) resources	- 21,117	- 3,481

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 2023

	2023	2022
	£	£
Church Outreach Fund		
Henry Smith Grant	20,000	25,000
PCC Grants	17,920	3,940
Total Incoming Resources	<u>37,920</u>	<u>28,940</u>
Expenditure		
Staff costs	26,052	9,460
Misc costs	896	61
	<u>26,948</u>	<u>9,521</u>
Surplus	<u>10,972</u>	<u>19,419</u>

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

BALANCE SHEET AS AT 31 DECEMBER 2023

	Notes	2023 £	2022 £
<u>FIXED ASSETS</u>		-	-
<u>CURRENT ASSETS</u>			
Debtors		1,035	4,640
Cash in hand		115,962	76,149
		<u>116,997</u>	<u>80,789</u>
<u>LIABILITIES FALLING DUE WITHIN ONE YEAR</u>			
Creditors		14,274	2,542
		<u>102,723</u>	<u>78,247</u>
<u>FUNDS</u>			
B/fwd		78,247	49,698
General fund		34,621	12,611
Outreach		10,972	19,419
Designated - Repairs & Maintenance Fund		- 21,117	- 3,481
		<u>102,723</u>	<u>78,247</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

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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 2023

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 2022, 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

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Andrew Stallard
Independent Examiner
Stallard & Co Ltd

April 2024