

**ST JAMES CHURCH, SOUTHBROOM**

**Registered Charity Number 1134059**

**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council**

for the year ended 31 December 2020

**Bank**  
HSBC Bank  
45 Market Place  
Devizes  
Wiltshire

**Independent Examiner**  
Mrs A M Cross FCCA  
The Alanbrookes Group Ltd  
T/A JS Weeks & Co  
10 Market Place  
Devizes  
Wiltshire

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

This report on the accounts of the PCC for the year ended 31 December 2020, which are set out on pages 1 and 2, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 and section 43 of the Charities Act 1993.

#### **Respective Responsibilities of Trustees and Examiner**

As the 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 Accounts Regulations 1997 and section 43(2) of the Charities Act 1993 (The Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25 of the Church Accounting Regulations 1997 and Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 43(7)(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 connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - (a) to keep accounting records in accordance with section 41 of the Act;
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....  
Mrs A M Cross FCCA  
The Alanbrookes Group Ltd  
T/A JS Weeks & Co  
10 Market Place  
Devizes  
Wiltshire  
SN10 1HT

4 March 2021

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**FINANCIAL STATEMENTS**

**for the year ended 31 December 2020**

**I N D E X**

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**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**STATEMENT OF FINANCIAL ACTIVITIES**

**for the year ended 31 December 2020**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds	
				2020 £	2019 £
<b>Incoming Resources</b>					
Incoming Resources from Donors	2a	205629	47888	253517	350033
Other Voluntary Incoming Resources	2b	-	93229	93229	12945
Income from Charitable & Ancillary Trading	2c	9413	-	9413	14788
Income from Investments	2d	1338	267	1605	1406
		-----	-----	-----	-----
<b>Total Incoming Resources</b>		216380	141384	357764	379172
		=====	=====	=====	=====
<b>Resources Used</b>					
Church Activities	3	169788	184223	354011	181946
		-----	-----	-----	-----
<b>Total Resources Used</b>		169788	184223	354011	181946
		=====	=====	=====	=====
<b>Net Incoming/(Outgoing) Resources</b>		46592	(42839)	3753	197226
<b>Redemption of Interest in the Estcourt Property</b>		-	-	-	101000
<b>Gains and Losses on Investments</b>					
- Unrealised increase in value		-	7104	7104	13114
		-----	-----	-----	-----
<b>Net Movement in Funds</b>		46592	(35735)	10857	311340
<b>Balances as at 1 January 2020</b>		146901	402553	549454	238114
		-----	-----	-----	-----
<b>Balances as at 31 December 2020</b>		193493	366818	560311	549454
		=====	=====	=====	=====

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**BALANCE SHEET**

**as at 31 December 2020**

	<b>Note</b>	<b>2020 £</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Fixed Assets</b>				
Land and Buildings at Cost	5		193000	193000
Investment Assets at Market Value	5		94995	87891
<b>Current Assets</b>				
Debtors	6	6453		6445
Cash at Bank and in Hand		278712		314264
		-----		-----
		285165		320709
		-----		-----
<b>Liabilities:-</b>				
Creditors:- Amounts Falling Due Within One Year	7	(12849)		(52146)
		-----		-----
<b>Net Current Assets</b>			272316	268563
			-----	-----
<b>Net Assets</b>			560311	549454
			=====	=====
<b>Funds</b>				
Unrestricted	8		193493	146901
Restricted	8		366818	402553
			-----	-----
			560311	549454
			=====	=====

Approved by the Parochial Church Council on 16 March 2021 and signed on its behalf by

.....  
Chairman

.....  
Treasurer

The notes on pages 3 to 9 form part of these accounts.

# PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 December 2020

### 1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that own their main affiliation to another body nor those that are informal gatherings of Church members.

### Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Some funds designated for a particular purpose by the PCC are restricted. For example, some of the Cottage Properties Fund interest can be used for ecclesiastical work in the parish.

### Incoming Resources

#### *Voluntary income and capital resources*

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under gift aid is recognised only when received.

Income tax recoverable on gift aid donations is recognised when it becomes receivable.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by the fete, garden party and similar events are accounted for gross.

#### *Other ordinary income*

Dividends and interest are accounted for when receivable.

Tax recoverable on such income is recognised in the same accounting year.

#### *Gains and loss on investments*

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

# PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

for the year ended 31 December 2020

### 1. Accounting Policies (Continued)

#### Resources Used

##### *Grants*

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

##### *Activities directly relating to the work of the Church*

The diocesan parish share is accounted for when payable. Any share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

#### Fixed Assets

##### *Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by s.96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure on the SOFA and separately disclosed.

The PCC own the Parish Centre which was built on church land in 1973. The original cost is not known and the PCC believes that no useful purpose is served by valuing it.

##### *Investments*

Investments are valued at market value at 31 December.

##### *Current assets*

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, Virgin Money or at the bank.

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**for the year ended 31 December 2020**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Funds</b>	
	<b>Fund</b>	<b>Fund</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Incoming Resources</b>				
a. Incoming Resources from Donors				
Planned Giving - Pledged Offerings	132993	-	132993	130544
Other Offerings	4174	-	4174	8334
Special Collections	-	-	-	1255
Income Tax Recoverable	27098	6514	33612	52745
Donations	41364	41374	82738	157155
	-----	-----	-----	-----
	205629	47888	253517	350033
	-----	-----	-----	-----
b. Other Voluntary Incoming Resources				
Fund Raising	-	-	-	320
Grants:- Wiltshire Council	-	-	-	7125
Other Funds	-	93229	93229	5500
	-----	-----	-----	-----
	-	93229	93229	12945
	-----	-----	-----	-----
c. Income from Charitable and Ancillary Trading				
Fees - Marriages and Funerals	2021	-	2021	2921
Parish Centre Lettings	4022	-	4022	8898
Magazine Sales and Advertising	1202	-	1202	1528
Printing and Heating	397	-	397	636
Church Lettings	48	-	48	312
Estcourt Rooms/Community Hub	-	-	-	493
Mums and Toddlers, Social and Flowers	1723	-	1723	-
	-----	-----	-----	-----
	9413	-	9413	14788
	-----	-----	-----	-----
d. Income from Investments				
Deposit Interest	1338	267	1605	1406
	-----	-----	-----	-----
<b>Total Incoming Resources</b>	216380	141384	357764	379172
	=====	=====	=====	=====



**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**  
**NOTES TO THE FINANCIAL STATEMENTS (Continued)**  
**for the year ended 31 December 2020**

	Unrestricted Funds	Restricted Funds	Total Funds 2020	2019
	£	£	£	£
<b>3. Resources Used</b>				
Activities Directly Relating to the Work of the Church				
<i><b>General</b></i>				
Parish Share	91429	-	91429	89715
Outward Giving	15976	-	15976	15525
Mission	2850	-	2850	677
Independent Examiner's Fees	360	-	360	360
Partnership	-	-	-	180
Family Life and Youth Work	11938	-	11938	22029
Clergy Expenses	578	-	578	1242
New Staff Costs	219	-	219	640
Connect Groups	32	-	32	30
Parish Weekend	-	-	-	(159)
Training	250	-	250	241
Copyright Licence	1017	-	1017	976
Social	137	-	137	632
Subscriptions and Sundries	-	-	-	574
Estcourt Room	-	-	-	183
Bank Charges	32	-	32	-
The Noise	-	577	577	-
CAP Debt Centre Costs	-	3046	3046	-
COVID 19 Costs	-	4201	4201	-
<i><b>Church Expenses</b></i>				
Insurance	3816	-	3816	3597
Light and Heat	2496	-	2496	3452
Repairs and Maintenance	16452	698	17150	6275
Choir and Organist Expenses	1809	-	1809	2990
Service Expenses	229	-	229	697
Equipment	1489	-	1489	1151
<i><b>Church Office</b></i>				
Secretary/Finance Assistant	7075	-	7075	9796
Equipment	1337	-	1337	530
Printing and Stationery	820	-	820	2157
Telephone	2928	-	2928	1706
<i><b>Parish Centre</b></i>				
Insurance	537	-	537	999
Light and Heat	135	-	135	1374
Repairs and Maintenance	1447	-	1447	1462
Caretaker	273	-	273	1842
<i><b>Community Hub/St James Centre</b></i>				
Insurance	1074	-	1074	283
Light and Heat	1716	-	1716	169
Telephone	-	-	-	306
Repairs and Maintenance	1337	175381	176718	8405
Legal and Professional Fees	-	320	320	1910
	-----	-----	-----	-----
	169788	184223	354011	181946
	=====	=====	=====	=====

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**for the year ended 31 December 2020**

<b>4. Staff Costs</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Gross Pay and Pension Costs	17548	37091
	=====	=====

During the year the PCC employed a Secretary, Organist/Choirmaster, Caretaker, and an Outreach Worker.

<b>5. Fixed Assets for use by the PCC</b>	<b>2020</b>
<b>Community Hub/St James Centre</b>	<b>£</b>
Net Book Value 1 January 2020	193000
	-----
Net Book Value 31 December 2020	193000
	=====
	<b>2020</b>
<b>Investments</b>	<b>£</b>
Market Value 1 January 2020	87891
Income Received	-
Revaluation Gain	7104
	-----
Market Value 31 December 2020	94995
	=====

**Note:-** The above investments are restricted. The capital and income cannot be used for general expenditure purposes.

<b>6. Debtors</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Insurance Prepaid	5375	5428
Copyright Licence	1078	1017
	-----	-----
	6453	6445
	=====	=====

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**for the year ended 31 December 2020**

<b>7. Liabilities:-</b>	<b>2020</b>	<b>2019</b>
<b>Amounts Falling Due Within One Year</b>	<b>£</b>	<b>£</b>
Accruals - Outward Giving	9165	18455
Vicars Fees due to Salisbury	192	199
Independent Examiner's Fee	360	360
Telephone	-	300
Church Repairs	600	600
Lighting and Heating	-	1042
Clergy Expenses	800	540
Youthwork Activities	-	300
Community Hub Loan	-	30000
Contra Fees etc	863	-
Payroll/Pension Liabilities	869	350
	-----	-----
	12849	52146
	=====	=====

**PAROCHIAL CHURCH COUNCIL PARISH OF ST JAMES, SOUTHBROOM**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**for the year ended 31 December 2020**

**8. Analysis of Net Assets by Funds**

	<b>Fixed Assets £</b>	<b>Current Assets £</b>	<b>Current Liabilities £</b>	<b>Total Funds £</b>
<b>Unrestricted Funds</b>				
General Fund	-	154352	(12849)	141503
Building Repairs Fund	-	23721	-	23721
Legacies and Gifts Fund	-	28269	-	28269
	-----	-----	-----	-----
<b>Total Unrestricted Funds</b>	-	206342	(12849)	193493
<b>Restricted Funds</b>				
Fixed Assets Fund	94995	-	-	94995
Legacies and Gifts Fund	-	50232	-	50232
Community Hub Fund	193000	28591	-	221591
	-----	-----	-----	-----
<b>Total Restricted Funds</b>	287995	78823	-	366818
	-----	-----	-----	-----
<b>Total Funds</b>	287995	285165	(12849)	560311
	=====	=====	=====	=====

**9. Charitable Status**

The PCC is a Registered Charity. The Registration Number is 1134059.

The official name is:

The Parochial Church Council of the Ecclesiastical Parish of St James, Southbroom, Devizes.

The working name is:

St James' Southbroom PCC, Devizes.