

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

**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2015**

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

Incumbent

Interregnum

Honorary Treasurer

Mr H Knightbridge  
21 Links Avenue  
Gidea Park  
Romford  
Essex  
RM2 6NB

Bank

Barclays Bank Plc  
36-38 South Street  
Romford  
Essex  
RM1 1RH

Independent Examiner

Mr M R W Spencer FCA  
Clemence Hoar Cummings LLP  
Riverside House  
1-5 Como Street  
Romford  
Essex  
RM7 7DN

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

### **ANNUAL REPORT FOR 2015**

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.

**Priest in Charge**            Rev D Marshall [for 3 months]    Vacancy [9 months]

**Ex Officio Members**        Rev D Stainer

**Warden**                        V King  
                                      C Spelling  
                                      G Clarke  
                                      C Chapman

<b>Elected Members</b>	H Knightbridge	Treasurer
	J Shephard	Secretary
	E Knightbridge	
	S Simmons	
	E King	
	B Simmons	
	L Shorter	
	D Wilson	
	S Clarke	
	P Negus	
	T Negus	

#### **Structure, governance and management**

The method of appointment of PCC members is set out in the Representation Rules. All attendees are encouraged to register on the electoral roll and stand for election to the PCC. Under the Church of England rules, a new revised Electoral Roll has been sent forth by the Diocesan Office for 2014.

#### **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**

The full PCC met 9 times during the year.

Our Priest in Charge left in March 2015

These accounts represent the view of the single Parish.

A detailed review of the electoral roll has just been completed and the current membership stands at 88.

The young people of both the church family and within the parish are very important to us. Our activities include teaching for the different age groups during our services, the provision of a youth and community project which provides a safe youth club for 11-14 year old children, discussions and meetings in local schools and participation in community projects [Soul in the City] in which the local young people carry out community projects under the guidance of local churches.

We support Tear Fund, Barnabus and Soul in the City as our main charities.

We continue to provide facilities and opportunities for the community. These include Brownies Guides, Cubs, Scouts and Little Stars [mums and toddlers] groups.

### **Financial Review**

The report is divided between the General Fund [unrestricted Fund] and Repairs and Maintenance [Restricted 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 direct giving from the church members was down compared with the previous year. We incurred a small surplus after ensuring we had reserved money for the redecoration of the vicarage for the new Minister who starts in March 2016

Our mission payments were decreased and the Family Purse Payment was £35,000; down on 2014

We continue to support our youth projects and youth leaders. The net result is that we continue to be a 'giving' church.

We have carried out projects at St James including improved heating

b. **Repairs and maintenance restricted fund for St Johns Church**

There was a decrease in the annuity payment.

We have continued to carry out a number of repairs and maintenance projects, many of which were identified in our architect's report. The repair of the stonework on the Tower and the Tower roof was completed and the hall roof repaired.

c. **Summary**

There was a surplus for the general fund of £419 and a deficit of £34,792 for the restricted repair funds due to major stonework repairs to the Church Tower and Tower Roof.

### **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

**INDEPENDENT EXAMINER'S REPORT  
TO THE PCC OF THE PARISH OF ST JAMES COLLIER ROW AND  
ST JOHN THE EVANGELIST HAVERING-ATTE-BOWER**

**(Charity Registration No: 251460)**

I report on the Accounts of the PCC for the year ended 31 December 2015, which are set out on pages 4 and 5.

**Respective responsibilities of the PCC and the Examiner**

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an Independent Examination is needed.

It is my responsibility to:

- Examine the Accounts under section 145 of the 2011 Act;
- Follow procedures laid down in the general directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

**Basis of this Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts and seeking explanations from the management committee concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an opinion on 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
  - to keep accounting records in accordance with Section 130 of the 2011 Act: and
  - to prepare Accounts, which accord with the accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

M R W Spencer FCA  
Clemence Hoar Cummings LLP  
Riverside House  
1-5 Como Street  
Romford  
Essex  
RM7 7DN

Date:

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

**BALANCE SHEET AS AT 31 DECEMBER 2015**

	<b><u>Notes</u></b>	<b><u>31/12/15</u></b> £	<b><u>31/12/14</u></b> £
<b><u>FIXED ASSETS</u></b>	2	-	-
<b><u>CURRENT ASSETS</u></b>			
Debtors	3	2,199	2,150
Cash at bank and in hand	4	50,689	83,000
		<hr/> 52,888	<hr/> 85,150
<b><u>LIABILITIES FALLING DUE WITHIN ONE YEAR</u></b>			
Creditors	5	2,561	450
		<hr/> £50,327	<hr/> £84,700
<b><u>NET ASSETS</u></b>			
<b><u>FUNDS</u></b>			
General	6	9,630	9,170
Restricted		40,697	75,530
		<hr/> £50,327	<hr/> £84,700

The attached notes and supporting schedules on pages 9 to 10 and the Independent Examiner's Report on page 4 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:

.....  
Honorary Treasurer

Dated:

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

**FINANCIAL STATEMENT**

**FOR THE YEAR ENDED AT 31 DECEMBER 2015**

	<u>2015</u>		<u>2014</u>	
	£	£	£	£
<b>General Fund (Unrestricted Fund)</b>				
<b>Incoming Resources</b>				
Incoming resources from donors				
Gift Aid	41,675		46,085	
General plate	5,160		4,589	
Gift Aid for St James' project	-		4,060	
Direct giving	5,316		2,650	
	<hr/>	52,151	<hr/>	57,384
Other voluntary incoming resources				
Donations	1,812		449	
	<hr/>	1,812	<hr/>	449
Income from operating activities to further the work of the Church				
Fees	4,749		4,651	
Plaques	396		-	
	<hr/>	5,145	<hr/>	4,651
Income from investments				
Bank interest		-		-
		<hr/>		<hr/>
<b>Total Incoming Resources</b>		<b>£59,108</b>		<b>£62,484</b>
		<hr/>		<hr/>
<b>Resources Expended</b>				
Grants to further the work of the Church				
Ministry	1,250		2,997	
Mission	1,225		3,446	
Soul in the City	500		1,000	
	<hr/>	2,975	<hr/>	7,443
Church activities				
Diocesan parish share	35,000		40,000	
Youth	-		100	
Appeals	-		657	
	<hr/>	35,000	<hr/>	40,757
St James' Costs				
Maintenance	3,995		1,317	
Utilities	4,445		4,723	
Insurance	1,108		1,118	
Projects	2,464		5,839	
	<hr/>	12,012	<hr/>	12,997
Church management				
Office expenses	4,696		6,669	
Miscellaneous expenses	3,556		2,365	
Independent examination	450		524	
	<hr/>	8,702	<hr/>	9,558
<b>Total Resources Expended</b>		<b>£58,689</b>		<b>£70,755</b>
		<hr/>		<hr/>
<b>Net Movement in Fund</b>				
Net Incoming Resources (Deficit)		<b>£ 419</b>		<b>£(8,271)</b>
		<hr/>		<hr/>

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

**FINANCIAL STATEMENT**

**FOR THE YEAR ENDED AT 31 DECEMBER 2015**

	<u>2015</u>		<u>2014</u>	
	£	£	£	£
<b>Repairs &amp; Maintenance Fund (Restricted Fund)</b>				
<b>Incoming Resources</b>				
Incoming resources from donors				
Annuity		57,232		64,784
Income from investments				
Bank interest		12		
<b>Total Incoming Resources</b>		<u>£57,244</u>		<u>£64,805</u>
<b>Resources Expended</b>				
Church activities				
Church utilities	8,120		3,954	
Hall utilities	2,092		4,652	
Church insurance	3,507		3,539	
Hall insurance	1,792		1,782	
Church repairs & maintenance	362		4,170	
Hall costs	1,402		677	
Churchyard	3,690		4,550	
Piano & organ	442		436	
Audio/Visual System	875		1,689	
Fire alarm & extinguishers	-		1,174	
Alarm	1,269		597	
Church music	670		763	
Sound	1,261		-	
		25,482		27,983
Special Projects				
Architects	6,043		3,022	
Maintenance & other projects	-		5,250	
Stonework	53,362		1,398	
		59,405		9,670
Church management & administration				
Telephone	2,197		1,461	
Photocopier	982		983	
Hall caretaker	3,970		4,091	
Plaques	-		254	
Bank charges & interest	-		94	
		7,149		6,883
<b>Total Resources Expended</b>		<u>£92,036</u>		<u>£44,536</u>
<b>Net Movement in Funds</b>				
Net Incoming Resources Surplus/(Deficit)		<u>£(34,792)</u>		<u>£20,269</u>



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

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED AT 31 DECEMBER 2015**

**1. Accounting policies**

These financial statements have been prepared in accordance with the Church Accounting Regulations 2015 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible by law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

**Funds**

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in terms of the trust or bequest, and (b) donations or grants received for a specific object or 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. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Designated funds are fund which have been designated by the PCC for a specific purpose.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

**Incoming Resources**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

**Fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with S.96(2)(a) of the Charities Act 1993.

**2. Church Property & Contents**

All property, building improvements, new equipment, furniture, fixtures, books and other stocks are fully depreciated in the year of purchase. Current insurance cover, including contents, on the Church building at St Johns and St James is £7,684,471 (last year £7,703,000) and St John's hall and annexe £979,713 (last year £1,010,000).

**3. Debtors and prepayments**

	<b>2015</b>	<b>2014</b>
	£	£
Income tax recoverable (estimated)	2,199	2,150
	<u>£2,199</u>	<u>£2,150</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED AT 31 DECEMBER 2015**

**4. Cash at Bank**

	<b>31/12/15</b>	<b>31/12/16</b>
	£	£
General Deposit account	742	742
General Current account	5,244	3,922
Repairs Deposit account	2,516	67,504
Repairs Current account	38,181	8,026
General Special Projects Current account	4,006	2,806
	<hr/>	<hr/>
	£50,689	£83,000
	<hr/>	<hr/>

**5. Liabilities falling due within one year**

	<b>31/12/15</b>	<b>31/12/14</b>
	£	£
Accruals	2,561	450
	<hr/>	<hr/>
	£2,561	£ 450
	<hr/>	<hr/>

**6. Reserves**

	<b>Total</b>	<b>General</b>	<b>Repairs &amp; Maintenance (Restricted)</b>
	£	£	£
Balance brought forward	84,700	9,170	75,530
Surplus (Deficit) for year	(34,373)	419	(34,792)
Transfers between funds	-	41	(41)
	<hr/>	<hr/>	<hr/>
	£50,327	£9,630	£40,697
	<hr/>	<hr/>	<hr/>

**7. Subsidiary Funds**

A number of members of the congregation give freely and generously of their time in promoting activities to raise funds for the Church; credit is taken in these Financial Statements as and when donations are received from the promoters of these activities.

There are also a number of other organisations associated with the Church whose Accounts are quite separate from these Financial Statements.

**8. Diocesan Parish Share**

Payment of £35,000 was achieved (2014 - £40,000).