

**The Parochial Church Council  
of the Ecclesiastical Parish of  
St John the Evangelist, Great Stanmore**

Otherwise known as: **St John's PCC, Stanmore**

**Annual Report  
and  
Financial Statements  
for the year ended 31<sup>st</sup> December 2018**

**Presented to the Annual Parochial Church Meeting  
on Sunday 28<sup>th</sup> April 2019**

**Rector**

The Revd Matthew Stone  
The Parish Office  
Old Church Lane  
Stanmore  
Middlesex, HA7 2QX

**Registered Charity Number 1127658**



# Annual Report of the Parochial Church Council for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2018

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## **Administrative Information**

St John the Evangelist, Great Stanmore, is situated on Church Road, Stanmore. It is part of the Willesden Episcopal Area of the Diocese of London within the Church of England. Contact details: The Parish Office, Church House, Old Church Lane, Stanmore, HA7 2QX. Telephone number 020 8954 7064. Email [parishoffice@stjohnschurchstanmore.org.uk](mailto:parishoffice@stjohnschurchstanmore.org.uk)  
Website: <http://www.stjohnschurchstanmore.org.uk/>

The Parochial Church Council (PCC) of St John the Evangelist, Great Stanmore, is a registered charity. The number is 1127658.

## **PCC Members (Trustees)**

The Members of the PCC are the trustees of the charity. During the year, the following served as members of the PCC:

Rector: The Revd Matthew Stone – Chairman

Churchwardens: Mrs. Jane Prentice – Vice Chair  
*The other Churchwarden appointed on 29<sup>th</sup> April, has been granted a dispensation by the Charity Commission so the name is not published.*

Deanery Synod Representatives:

Mrs. Sylvia Daniels  
Mrs. Beverley McKeon  
Mr. Daniel McKeon

### **End of Term**

May 2020  
May 2020  
May 2020

Elected Members: *Mrs. Pauline Ball*  
*Ms Lara Onwordi*  
*Mrs. Jane Prentice*  
*Dr. Lorna Wyon MBE*

*retired 29<sup>th</sup> April 2018*  
*retired 29<sup>th</sup> April 2018*  
*elected Churchwarden*  
*retired 29<sup>th</sup> April 2018*

Mrs. Maureen Davter  
Mrs. Farah Lungay  
Mr. Andrew Newton  
Mr. Malcolm Woods

retiring APCM 2019  
retiring APCM 2019  
retiring APCM 2019  
retiring APCM 2019

Mr. Paul Angell  
Ms Susan Jones  
Mr. Henry Prentice  
Mrs. Beverley Singleton

retiring APCM 2020  
retiring APCM 2020  
retiring APCM 2020  
retiring APCM 2020

Mrs. Sheila Enaboifo (from 29<sup>th</sup> April 2018)  
Ms Jennifer Neve (from 29<sup>th</sup> April 2018)  
Mr. Graham Nicholson (from 29<sup>th</sup> April 2018)  
Mr. William Wyon (from 29<sup>th</sup> April 2018)

retiring APCM 2021  
retiring APCM 2021  
retiring APCM 2021  
retiring APCM 2021

Ex-officio: The Revd Daniel Norris – Assistant Curate (*until 24<sup>th</sup> June 2018*)

**Bankers:**

- Barclays Bank PLC, 1, The Broadway, Stanmore, Middlesex, HA7 4DB
- CCLA Investment Management Ltd, Senator House, 85, Queen Victoria Street, London, EC4V 4ET

**Independent Examiner:**

- Mr. Derek Taylor-Mew FMAAT  
123, Park Lane, Harrow, Middlesex, HA2 8NN

**Charity Commission Correspondent:**

- The Revd Matthew Stone  
Church House, Old Church Lane, Stanmore, Middlesex, HA7 2QX

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**Structure, Governance and Management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method and appointment of PCC members is set out in the Church Representation Rules. The PCC is registered with the Charity Commission under the full title of "The Parochial Church Council of the Ecclesiastical Parish of St John the Evangelist, Great Stanmore" with a working name of "St John's PCC, Stanmore" (No. **1127658**). The members of the PCC are the trustees of the charity. PCC members serve a three-year term of office and then they stand down for a period of twelve months before seeking re-election (unless they are co-opted). This policy was reconfirmed at the Annual Parochial Church Meeting on 26<sup>th</sup> April 2015. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC met seven times during the year. The Parish Administrator is appointed annually to act in the capacity of PCC Secretary and would normally take the minutes of meetings. However, when she is unable to attend, a deputy is appointed to take the minutes. Across the past year, the Rector has taken the minutes as well as chairing the meeting.

The Standing Committee is the only committee legally required. It has power to transact the business of the PCC between meetings, subject to any directions given by the PCC. The other committees are: Energy, Finance, Fundraising, Old Church Working Group and Peace, Justice and Environment as well as Social. A Fabric Committee was not appointed this time. Reports of some of these can be found elsewhere in the Annual Report. The Rector, Churchwardens and PCC Members serve on several of these committees. Committees are able to co-opt other members from within or outside of the PCC at their discretion.

**Aims and Purposes**

The PCC has the responsibility of co-operating with the Rector, the Revd Matthew Stone, in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has the responsibility for the maintenance of the Church Building, Churchyard, Old Brick Church, Church House, Church Field, Church House Cottage, Hollond Lodge and St John's House (16, The Chase).

## **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at St John's and to become part of the parish community. This is underpinned by our Mission Statement: "Drawn together by Christ's love, we seek by his grace to live out his commandments to love the Lord our God with all of our being; and to love everyone we come across as we love ourselves."

We are an open Church: welcoming of all people. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the Rector and PCC have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance to charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship, prayer, learning about the Gospel; developing knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

At each PCC Meeting, time was allocated to respond to Capital Vision 2020, the Diocese of London's collective vision for 2013-2020. CV2020 emerged from conversations with nearly 2,000 people and was adopted by the Diocesan Synod in March 2013 and launched in front of 2,000 people at St Paul's Cathedral in June 2013. Capital Vision comprises three major themes (confident, compassionate and creative), with ten specific areas in which the Diocese plans to be more purposeful and imaginative. Parishes are strongly encouraged to play their part in responding by launching new initiatives under the banner of CV2020. Details of our initiatives are recorded elsewhere in this report.

## **Church Attendance**

There are 199 parishioners on the Church Electoral Roll, 79 of whom are resident in the parish, and 120 of whom are not resident in the parish. The average weekly attendance, counted in October 2018, was 140 (118 adults, 22 children). This figure includes Sundays and weekday worship.

## **Achievements and Performance**

### **Worship and Prayer, Discipleship and Pastoral Care**

The Rector and PCC are keen to offer a range of services on Sundays, during the week and over the course of the year that enable our community to draw closer to God, worship with one another, and be spiritually refreshed. All are welcome to attend our services. The principal act of worship each week takes place on Sundays at 9.30am and is the Parish Communion, which is followed by a time of fellowship over refreshments served in Church House. A Prayer Ministry Team meets in the chapel during the distribution of communion for any wishing to seek support. Most months an all-age service takes place on the third Sunday.

In addition, there is a said Holy Communion Service at 8am every Sunday and most Sundays a Book of Common Prayer (BCP) Matins at 11am with BCP Holy Communion, usually on the first Sunday each month.

There are three evening services each month: 8pm Compline (first Sunday), 5pm Engage (second Sunday) and 5pm Evensong (third Sunday).

To cater for the younger members of our Church community, Junior Church takes place in Church House during the Parish Communion. Junior Church does not meet Sundays when there is an all-age service. A youth group was launched in January 2015 which meets most months and caters for 11-18s.

The chapel is used for quieter services each week including a midweek Communion service every Tuesday (alternating between the BCP and Common Worship). The Daily Office is said several times during the course of the week.

The annual Battle of Britain Service took place on 16<sup>th</sup> September. The attendance was excellent and included the Mayor of Harrow, Representative Deputy Lieutenant, Interim Chief Executive of Harrow Council, along with large numbers of ATC cadets and others. A Memorial Service took place on Sunday, 4<sup>th</sup> November which was well supported. Refreshments were provided in Church House after the service. An Act of Remembrance took place at the War Memorial in the Churchyard on Remembrance Sunday (11<sup>th</sup> November). In 2018 we commemorated the centenary since the end of The Great War. A significant number of people attended this important commemoration.

In addition, the whole community worships together for major festivals, including Mothering Sunday, Easter Day, Dedication Festival, Harvest Festival and Christmas Day. Children/young people take an active part in these services as well as during the regular monthly all-age service.

The 420 children from St John's Church of England School attend a service at least termly (Easter, end of term in July, Harvest and Christmas). There is also a Key Stage 2 School Carol Service held in December.

During 2018 the church was used for (*numbers in brackets relate to 2017*):

- **8** (17) baptisms mostly taking place within the Parish Communion
- **0** (18) candidates for confirmation this year
- **1** (4) child admitted to Holy Communion before confirmation
- **5** (5) weddings
- **1** (9) funeral was held in church, a further **8** (7) were conducted at local crematoria

In addition to worship, spiritual growth is encouraged through Home Groups, of which there are five meeting regularly.

The Rector and PCC are committed to the pastoral care of all people in the parish of St John's. Holy Communion is taken regularly to three housebound parishioners (and others as and when required) by a commissioned team of lay people in addition to the Rector. The Rector makes time to visit parishioners at home or in hospital with the assistance of the Licensed Lay Ministers, Pastoral Assistants, Parish Visiting Team and Bereavement Visiting Team. Staff Meetings are held at the Rectory on a regular basis.

The Rector meets regularly with the Churchwardens, Treasurer, Deputy Wardens and Parish Administrator to plan the workload for the ensuing months. As part of the meetings, priorities are agreed for upcoming fabric works.

The achievements of the PCC are only possible because of the large number of volunteers who give generously of their time and energy. Volunteers undertake a wide variety of tasks including (but not restricted to) membership of the various committees and visiting teams, stewardship of buildings, stewardship of finances, children's & youth work, Little Fishers, Tea & Chat, flower arranging, music, sidespersons, servers, chalice administrators, gardeners amongst many others. The PCC gratefully acknowledges all such contributions.

### **Missionary and Outreach Work**

During the course of the year the PCC decided to make the following donations:

|                      |               |
|----------------------|---------------|
| Bereavement Care     | £200          |
| Flyspec              | £2,000        |
| Mission to Seafarers | £2,000        |
| <b>Total</b>         | <b>£4,200</b> |

Collections were taken in support of the following:

|  |                     |
|--|---------------------|
| Battle of Britain Service                | £447.08             |
| Bereavement Care                         | £200.05             |
| Cat Protection Society                   | £98.00              |
| Children's Society (Christingle Service) | £276.01             |
| Firm Foundation                          | £2,390.95           |
| Leprosy Mission                          | £90.76              |
| London Diocesan Fund:                    |                     |
| Funeral & Wedding Fees                   | £2,583.00*          |
| Lent Appeal                              | <u>£1,310.75</u>    |
|  | £3,893.75           |
| Mission to Seafarers (Junior Church)     | £32.16              |
| Toilet Twinning (Harvest Appeal)         | £800.25             |
| <b>Total</b>                             | <b>£8,229.01 **</b> |

\* This figure was not a retiring collection

\*\* This figure was not shown as Church Income

### **Risks**

The Trustees confirm that the major risks (namely financial, health & safety and safeguarding) to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

### **Safeguarding and Clergy Discipline**

The PCC have complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 in relation to having due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

*The Revd Matthew Stone*  
Rector

## **Deanery Synod**

The Deanery Synod met for three sessions during the year, with a time of worship led by the host church, who were invited to give a profile of the parish and its mission and ministries before the Synod prayed for them. Hosts also kindly provided refreshments. At each meeting reports were tabled or presented on the recent sessions by those elected to the Diocesan and General Synods.

The 7<sup>th</sup> March session was held at All Saints' Harrow Weald. The subject was "*Working Together in the Deanery*". This meeting started the process of creating a Deanery Plan and members were asked to put forward their ideas for what should be included in the plan. This work was continued throughout the year and the plan was presented to the Synod for approval at the 20 November meeting. The Revd Kate Tuckett was elected to fill the vacancy for a clergy representative on the Deanery Standing Committee; Kim Parry was elected as the Deanery Synod's representative as a Trustee on the Management Committee of Bereavement Care.

The 19<sup>th</sup> July session was held at St Lawrence's Whitchurch. Members were updated with proposals for the Deanery Plan and asked to provide feedback on flipcharts. Two applications for Grants from the Mission Fund were considered. Synod decided to grant £500 to All Saints' Harrow Weald for their Easter and Summer Holiday Clubs and £1,000 to St Alban's North Harrow for the part funding of their female support worker. Nigel Challis was elected as Independent Examiner for the 2017 accounts and Charles Bailey was elected as a Foundation Governor of St John's School Stanmore.

The 20<sup>th</sup> November session was held at Holy Trinity Church Wealdstone. The main subject was the Key Area of Youth Work in the Deanery Plan. The Revd Rod Green spoke about the *Harrow Youth Collective* and its four streams of activities for young people in the Deanery: *The Gathering* – a relaxed contemporary weekly service; *The Academy* – a young leaders' master class held fortnightly; *The Adventure* – evangelistic street teams run weekly; *The Summit* – an evangelistic youth event to be run each term. Samuel Benjamin spoke about the Diocesan Youth Apprenticeship Scheme – he is one of four in the first group and told us of the growth that had been seen at Hugh's Northolt. Chris Nalder spoke about his work as Youth Leader at St Alban's North Harrow and the Revd Simon Durrant spoke about Care for the Family parenting courses being run at Christ Church Roxeth. Synod approved the Deanery Strategic Plan and a possible change to the voting method for Standing Committee representatives was introduced – further discussion and a vote will take place at the March 2019 Synod meeting. It was agreed that Mark Dunning could continue as our representative on the London Diocesan Board for Schools until a replacement is elected. The Deanery Accounts for 2017 were approved subject to examination.

*Robert May*  
*Honorary Secretary*



## **Church House**

Prior to 2014 there were no formal arrangements for hiring Church House. The PCC accepted this was unsatisfactory and plans were promptly approved to introduce a robust system for regular and one-off bookings. The new system, which is administered efficiently through the Parish Office, ensures we maintain a professional and consistent approach towards all users of Church House. In summary:

- All hirers of Church House must sign a booking form which confirms their agreement to the Terms & Conditions. Booking forms are reviewed and updated on an annual basis for regular bookings.
- Terms & Conditions of hire are in place. They include reference to the hirer putting in place their own safeguarding procedures if children will be on the premises during their booking, food hygiene/allergy information, insurance cover and risk assessments.
- A published pricing structure is in place:
  - £100 for the first hour, £70 for each subsequent hour (daytime)
  - £100 per hour (evening)
  - £250 Good Conduct Deposit is taken (£500 for an engagement/wedding reception) which is refunded if the premises is looked after)
- An appointed keyholder oversees one-off bookings.

The following non-Church groups used Church House on a regular basis in 2018:

1. Bridge Club (Thursday afternoons)
2. Kandu (Monday evening and Saturday morning)
3. Rainbows/Brownies/Guides (Friday evenings during term time)
4. Stanmore Montessori (Monday to Friday during term time)
5. The Sharpe Academy of Theatre Arts (Tuesday and Wednesday evenings during term-time)
6. The Trainstation Fitness Group (Thursday evening)

In 2018 there were 45 one-off bookings (2017 – 52). The majority of bookings are children's parties, however, we have had baptisms, weddings, birthdays, engagements, anniversaries, Diwali celebrations and even Bar Mitzvahs.

*Karen Stirrup*  
*Parish Administrator*

## **Parish Administrator's Report**

The PCC met seven times in 2018: 24<sup>th</sup> January, 22<sup>nd</sup> March, 29<sup>th</sup> April, 22<sup>nd</sup> May, 11<sup>th</sup> July, 13<sup>th</sup> September and 28<sup>th</sup> November. Attendance at these meetings measured as a percentage was 63% across the year. At every meeting, PCC Members received financial reports which were presented by the Treasurer. Financial reports were also circulated by email to show the up to date position in between PCC Meeting. Similarly, updates on fabric matters, safeguarding and Capital Vision 2020 remained substantive agenda items. PCC Members were reminded at two meetings during the year of their obligations as trustees (St John's Church is a registered charity) especially their responsibility to ensure our 'charity' is run in a way that carries out its purposes in respect of public benefit. PCC Members are confident that they have done this.

It has been another busy year with lengthy agendas but as the Rector is an effective Chair, the meetings have always been punchy and kept to a very agreeable length! The draft minutes of meetings are usually issued within 48 hours of the meeting taking place.

As other reports will invariably contain business that has been transacted by the PCC during the year, to avoid repetition, I shall concentrate my report on matters that are unlikely to appear elsewhere.

### **January**

- General Data Protection Regulations (GDPR) – the Rector attended a training seminar to learn more about the new regulations which would come into force in May 2018. The Rector also circulated to the PCC a 'Guide for PCC Members' which the Diocese of London had issued.
- A new account was opened with Office Direct through Parish Buying (the Church of England's Purchasing Scheme) for the purchase of stationery to enable us to benefit from a more competitive price because of the economies of scale.
- The PCC approved the extra parochial fees that would be payable in 2018 (eg organist, bell ringing).
- The PCC agreed to support the Diocese of London's Lent Appeal which was to be focused on homelessness and the important work being done in night shelters.
- The attendance at our 2017 Christmas services was compared with the previous year. 2017 = 647 (2016 = 766).
- An updated version of the Mission Action Plan was circulated to PCC Members with copies left on the table at the back of the church.
- The PCC agreed that Karen Omisore, Jane Prentice and Becky Stone could preach in the 9.45am Parish Communion during Lent. The Bishop of Willesden also confirmed his agreement.
- The annual subscription to Bereavement Care was renewed at a cost of £200.
- PCC Members were informed that the church piano had been tuned for free.

### **March**

- GDPR Action Plan – The PCC were advised that collectively they were the Data Controller, with the Rector and Parish Administrator being responsible for the implementation of GDPR. The lock on the Parish Office door was changed and only three people having keys (the Rector, Parish Administrator and the cleaner) to restrict access to protect the paper records/computer. A toolkit was also issued by the Diocese of London to assist with the implementation of GDPR. Privacy Notices were issued and a Consent Form approved for church members to complete.

- The PCC were informed that the participation of church members in Firm Foundation's Winter Night Shelter had gone extremely well. The sum of £1,812.32 was collected during the Christmas Services and donated to Firm Foundation. A further sum of £754.17 was sent later in the year from the retiring collection after the United Good Friday service which took place at St John's Church.
- The Church Field maintenance contract was renewed for a further 12 months.
- The church brown bin contract was renewed for a further 12 months.

## **April**

- This very short PCC Meeting took place after the Annual Parochial Church Meeting.
- Various appointments were made: Vice-Chair, Treasurer, PCC Secretary, Electoral Role Officer, Deputy Wardens, Stewardship Recorder and Standing Committee members.
- The signatories on the various bank accounts were confirmed, together with the arrangements for managing the funds held with CCLA Investment Management Limited.

## **May**

- The PCC received information about the current usage of Church House which included the amount each regular hirer pays and what contract is in place.
- A new contract for the provision of telephone/broadband in Parish Office was executed with BT. We now have two Wi-Fi networks in Church House, one for the Parish Office and the other for guests.
- An Environmental Health Officer (EHO) from the London Borough of Harrow made contact with the Rector to investigate a complaint received from a local resident about the noise of the bell ringing on a Thursday evening. Later in the year the EHO confirmed that the complaint would not be taken any further.
- The 2018/2019 Committee Membership/Representation was ratified.
- The PCC noted that the Assistant Curate, the Revd Daniel Norris, would be leaving St John's Church in June as his three-year curacy was ending. The PCC warmly acknowledged the various contributions Daniel had made to the life and witness of St John's Church. A farewell was planned for 24<sup>th</sup> June 2018 during Café St Jean which was Daniel's last Sunday.
- The attendance at our 2018 Holy Week and Easter services was compared with the attendance 2018 = 847 (2017 = 860).

## **July**

- The GDPR data review had commenced and most church members have now completed a Consent Form.
- The PCC agreed to explore the possibility of having a Community Payback Team undertaking some semi-regular work in the churchyard. This work would supplement the general maintenance being done by the London Borough of Harrow. The scheme arranges for unpaid work to be carried out by offenders within the community. It will take some time to progress this matter.
- The booking arrangements for the hiring of Church House were reviewed. The 2019 hiring rates were approved alongside the introduction of a new Booking Form, together with an amended set of Terms and Conditions of Hire (which include matters of health and safety, food hygiene, risk assessments, safeguarding and security).
- The annual donations of £2,000 were made to FlySpec and the Mission to Seafarers.
- The PCC agreed to fund the cost of the 'It's Your Move' booklets produced by Scripture Union as a gift to the Year 6 Leavers' at St John's School.

- The PCC agreed to fund the cost of a bouncy castle at the first Parish Picnic (for some years) to be held on 22<sup>nd</sup> July on Church Field.

## **September**

- GDPR Data Review – A review of older financial records was undertaken and only records relating to the last seven years will be kept going forwards which is in line with HMRC guidance. The review would continue over the coming months.
- Archdeacon's Triennial Visitation – The Visitation took place on 18<sup>th</sup> July 2018 and involved the Rector, one Churchwarden and some of the PCC Members. A follow-up letter was received from the Archdeacon of Northolt saying that the visitation was excellent with no action points arising. He commented that our administration and governance were of a high standard.
- A review of the insurance policy excess for the Church and Church House was undertaken and a decision made to take no action.
- The PCC agreed to support the Rector's request to be allowed the discretion not to wear robes at some all-age services.
- The PCC agreed that a charity called 'Toilet Twinning' would receive the money collected during the Harvest Festival and for the various toilets across the Church and Church House to be twinned with villages/communities in under-developed countries.

## **November**

- The Finance Policy & Risk Assessment was re-ratified.
- The Social Media Policy was re-ratified.
- The Reserves Policy was re-ratified.
- The Lone Working Policy was re-ratified.
- The Legacy Policy was re-ratified.
- The Health and Safety Policy was re-ratified.
- The Rector circulated to the PCC members a folder containing the emergency plans for the church, which included key contact numbers, site drawings and instructions to be read out from the front in case an emergency evacuation is required. The folder is kept in the vestry with copies in the Parish Office and Rectory. Laminated copies of emergency evacuation instructions are also kept in the Rector's stall and Churchwardens' pews.
- The PCC approved the renewal of the various permissions (and issuing of some new) for administering the chalice, taking communion to the sick/housebound/leading public worship by extension and preaching.
- The PCC were pleased to learn that the Bishop of Willesden had invited St John's to train a new Assistant Curate for a period of three years commencing in June 2019.
- The PCC approved a donation of £200 towards Capital Mass.
- In line with previous years the PCC agreed to award the Parish Administrator a £250 taxable bonus to be paid in December.
- The PCC were pleased to support the re-licensing of Lydia McLean, Jean Orpwood and Frances Westcott as Licensed Lay Ministers at a service held in St Paul's Cathedral on 27<sup>th</sup> November.
- The PCC agreed to fund the cost of an external Christmas Tree (£279.99) and internal Christmas Tree (£79.99).
- The PCC was pleased to learn that a 2018 Christmas Afternoon was planned for 2<sup>nd</sup> December. A Temporary Events Notice will be in place for the sale of mulled wine.
- A new artificial Christmas Tree with lights was purchased for Church House at a cost of £371.89. The cost included new decorations for the tree and Wolstenholme Hall.

During the year, a significant amount of time was spent by the Rector fighting the London Borough of Harrow's attempts to charge Business Rates on Church House. It was necessary to instruct Colliers International to provide professional advice. They charged £3,000 which was reimbursed by the Diocese of London. The matter is still ongoing.

Four Fairtrade Stalls were organised by the Maslin Family which achieved an annual sales total of £947.50.

We delivered over 215kg of produce to the Harrow Foodbank during the year.

The Nicholson family kindly donated a good quality sheet which was cut into 40 squares. Sue Evens, Pam Huckle, Sheila Oliver, Dola Oshisanya, Adebisi Rilwan, Darina Scott and Carole White hemmed the squares to make new purificators (to wipe the chalice during the administration of communion). Our thanks to them.

### **Mission**

PCC Members continued to consider the responses St John's were making towards Capital Vision 2020 (CV2020), which is the Diocese of London's collective vision for 2013-2020. CV2020 was an agenda item at each meeting which is encouraged by the Diocese to ensure mission remains a top priority for every parish. During the year, the following responses were made to CV2020:

- We continue to keep the church open each day from 9am until 5pm.
- St John's took part in the Archbishops of Canterbury and York's "Thy Kingdom Come" event. The church remained open for 24 hours on 19<sup>th</sup> May 2018 and some church members prayed for a total of 38 hours across.
- During June 210 Year 4 children from Aylward School Primary School and Stanburn Primary School visited the Church and Old Church. The purpose of the visits was for the children to experience a place of worship to learn about the history and what it is used for today.
- The youth group continues to meet most month. Four members of our youth group attended the new Harrow Youth Collective on Monday after school. The scheme is based at St Peter's Church West Harrow and seeks to equip/train young people as potential youth leaders.
- Advent Posada – A 'Posada' is an old Mexican tradition. During Advent, young people dressed as Mary and Joseph travel from house to house asking for a room for the night, and telling people about the imminent arrival of Jesus. On Christmas Eve they would visit a church and place the figures of Mary and Joseph in a crib. The Rector prepared a rota and invite the congregation to sign up to host the Holy Family for one evening during Advent. The Rector arranged to borrow Barbara Robbins' knitted figures and a simple prayer service was prepared for the handover.
- The participation of St John's Church in the 2019 Winter Night Shelter being run by Firm Foundation.

The Parish Magazine continues to be published on a monthly basis and is available in the church for people to purchase for a nominal cost of 50p.

*Karen Stirrup*  
*Parish Administrator (acting as PCC Secretary)*

## Financial Review

1. A budget for 2018 was approved by the PCC in November 2017.
2. The accounts are operated on an accruals basis.
3. Total expenditure was £168,896 compared to total income of £176,854 resulting in a surplus of £7,958.
4. Planned giving has decreased by £3,983 to £47,474 (2017 - £51,457). The bulk of the decrease has arisen because of generous givers either moving or sadly passing away. All other donations have also decreased to £13,289 (2017 - £16,246). 'Thank you' letters were sent by the Treasurer in respect of most donations received during the year.
5. Gift Aid recovered on eligible stewardship and donations amounted to £13,172 (2017 - £14,844) and related to donations received from January 2018 through to December 2018.
6. Grants were received from the historic Stanmore Charities totalling £4,494 (2017 - £3,629).
7. Additional income of £50,677 (2017 - £51,778) was generated from hiring Church House which is represented as follows:

|  |        |
|--|--------|
| - Stanmore Montessori                              | 29,401 |
| - The Sharpe Academy of Theatre Arts               | 5,407  |
| - Rainbows/Brownies/Guides                         | 849    |
| - Kandu (new)                                      | 2,425  |
| - The Bridge Club                                  | 300    |
| - The Trainstation                                 | 980    |
| - One-Off Bookings                                 | 11,315 |
| (includes use of Micklem Hall for Polling Station) |        |

In 2018 there were 45 one-off bookings (2017 – 52).

8. Rental income from our three properties totalled £38,900 (2017 - £42,245). Agents' fees of £8,631 were charged (2017 - £5,514). The total of the agents' fees included a £3,000 bill paid in December 2018 to Colliers International for advice received towards the ongoing dispute with the London Borough of Harrow concerning the [incorrect] charging of business rates on Church House. The Diocese of London reimbursed this money which was not received until January 2019.

It is regrettable that the tenant in Church House Cottage, who has been in occupation since 2015, stopped paying the monthly rent of £1,150 in September 2018. After giving the tenant a number of chances to regularise the situation, the PCC was forced to make the difficult decision in November 2018 to commence eviction proceedings, with the assistance of our agent Ellis & Co.

As at the 31<sup>st</sup> December 2018, £4,700 of rent was outstanding. We had paid £1,400 in legal fees connected to the eviction. During the year, various minor repairs were

undertaken to each property. The largest items of expenditure was on Hollond Lodge and we paid £970 for replacement kitchen units, working tops and sink.

9. The PCC agreed to pay £76,570 towards the Diocesan Common Fund which equated to 95% of the 2018 cost of running a 'single vicar parish' (£80,600). This sum includes the direct costs of parish ministry such as clergy stipends and housing, together with central Diocesan support costs, education and outreach.

We also paid the 1% Deanery Schools' Levy of £767.50 (1% of the agreed Common Fund) which is shared amongst the Church of England Schools in the Willesden Episcopal Area.

In May, the PCC agreed to pay £79,770 (£6,647.50 per month) in Common Fund during 2019. This represents 96% of 2019 costs (£82,800). The PCC are keen to pay 100% of costs in four years' time.

10. General premises costs were £39,061 (2017 - £49,149). These are the running costs of the church, hall and grounds and include the insurance premiums, utility bills, removal of rubbish, cleaning, repairs and maintenance, together with the costs of keeping the churchyard and church field tidy.
11. The full cost of employing our part-time Parish Administrator (15 hours per week) was £10,204 (2017 - £10,107). This amount includes salary, pension and National Insurance contributions.

12. During the year two legacies were received as follows:

- £2,000 from Peter Johnson (unrestricted)
- £1,500 from Mary Carmody (to be used on the organ/music)

A £500 donation was received from the family of the late Hazel Charman.

The PCC agreed to place these monies into the organ fund, the balance of which stood at £19,270 at the end of the year. The bulk of this money came from the monies generated by the Fundraising Committee (£12,612). The PCC had agreed in 2017 that these monies can be used for the repair of the organ. Various other monies have been added to this fund.

13. The general (unrestricted) fund now totals £67,482.

14. Total Reserves of £2,340,702 are held.

Towards the end of 2017, the Diocese of London issued an instruction to PCCs which said they needed to obtain up to date valuations (every five years) of all property owned by them. In the guidance, it was acceptable to obtain a casual valuation from a local estate agent. Ellis & Co in Stanmore supplied the following casual valuations:

|                      |   |
|----------------------|---|
| Church House         | £1,000,000 (previous value = £6,341)    |
| Church House Cottage | £325,000 (no previous value)            |
| Hollond Lodge        | £275,000 (no previous valuation)        |
| The Chase            | £600,000 (previous value = £174,430.75) |

These casual valuations significantly changed the value of the fixed assets in the balance sheet from 2017 onwards.

15. All bills and invoices are usually settled by cheque (or standing order/direct debit) apart from the monthly Common Fund payment to the Diocese of London and the annual donation to FlySpec (Flying Medical Specialists around Zambia). These payments are transferred via internet banking with an audit trail held. On very rare occasions an urgent payment will be made via internet banking. Two authorised signatories will sign off such payments and an audit trail is held.
16. The various funds are listed in Statement of Asset and Liabilities account. Where money has been given for a specific purpose, it is recorded in a restricted fund. We also have a number of designated funds. These are amounts which have been set aside over many years by the PCC for various purposes but unlike the restricted funds, they can be brought back into general funds. The monies representing these funds are held in separate bank deposit accounts with the Central Board of Finance Church of England Deposit Fund. There is a full list of the reserves in the notes to the accounts.
17. Looking ahead to 2019 and beyond, the PCC hopes to be able to continue the work undertaken already to maintain our buildings and, where funds allow, to make improvements. Two projects that will occupy PCC time will be the repair/overhaul of the organ and the tower stonework. The conversation to replace the church heating system will continue. In addition, the PCC will continue to address the actions raised in the 2016 Quinquennial Inspection report.

### **Reserves Policy**

It is the policy of this church to hold in reserve the equivalent of six months of general running costs (£90,000) and an additional six month's salary costs (£5,000). It is also our policy to hold £10,000 for any urgent building work that may arise during the year. The full policy was approved by the PCC on 28<sup>th</sup> November 2018. A copy is available from the Parish Office.

I should like to take this opportunity to thank the members of St John's who regularly give money to support the mission and ministry of the church. Thanks also must go to those who count and bank the collection money each week, to those who countersign cheques and to all those who help in any way with the finances.

*Jennifer Neve*  
*PCC Treasurer*



## **Pension Arrangements**

St John the Evangelist (Great Stanmore) PCC participates in the Pension Builder Scheme section of CWPF for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

## **Pension Builder Scheme**

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes. Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors. Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2018: £421.20, 2017: £421.20). A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

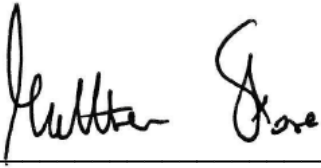
For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, St John the Evangelist (Great Stanmore) PCC could become responsible for paying a share of that employer's pension liabilities.

*The Revd Matthew Stone*  
*Rector*

*Wording supplied by the Church of England Pension Scheme*

**Approved by the PCC and signed on their behalf by:**

A handwritten signature in black ink, appearing to read 'Matthew Stone', written over a horizontal line.

**The Revd Matthew Stone**  
**Chairman**

**Date** 21<sup>st</sup> March 2019

A handwritten signature in black ink, appearing to read 'Jennifer Neve', written over a horizontal line.

**Ms Jennifer Neve**  
**PCC Treasurer**

**Date** 21<sup>st</sup> March 2019

# ST JOHN THE EVANGELIST, GREAT STANMORE

## Statement of Financial Activities

For the period from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018

|   | Unrestricted<br>funds | Restricted<br>funds | Endowment<br>funds | Total<br>funds   | Prior year<br>total funds |
|---|-----------------------|---------------------|--------------------|------------------|---------------------------|
| <b>Income and endowments from:</b>                    |                       |                     |                    |                  |                           |
| Donations and legacies                                | 73,935                | —                   | —                  | 73,935           | 82,547                    |
| Income from charitable activities                     | 11,339                | —                   | —                  | 11,339           | 11,617                    |
| Other trading activities                              | 52,161                | —                   | —                  | 52,161           | 52,999                    |
| Investments   | 39,769                | 58                  | —                  | 39,827           | 43,058                    |
| Other income  | 693                   | -1101               | —                  | -408             | 63,936                    |
| <b>Total income and endowments from:</b>              | <b>177,897</b>        | <b>-1043</b>        | <b>—</b>           | <b>176,854</b>   | <b>254,157</b>            |
| <b>Expenditure on:</b>                                |                       |                     |                    |                  |                           |
| Expenditure on charitable activities                  | 162,914               | —                   | —                  | 162,914          | 175,424                   |
| Other expenditure                                     | 5,982                 | —                   | —                  | 5,982            | 73,193                    |
| <b>Total expenditure on:</b>                          | <b>168,896</b>        | <b>—</b>            | <b>—</b>           | <b>168,896</b>   | <b>248,617</b>            |
| <b>Net income / (expenditure)</b>                     | <b>9,001</b>          | <b>(1,043)</b>      | <b>—</b>           | <b>7,958</b>     | <b>5,540</b>              |
| <b>Transfers</b>                                      |                       |                     |                    |                  |                           |
| Gross transfers between funds - in                    | 4,800                 | —                   | —                  | 4,800            | (53,112)                  |
| Gross transfers between funds - out                   | (4,800)               | —                   | —                  | (4,800)          | 53,112                    |
| <b>Net income / (expenditure)</b>                     | <b>9,001</b>          | <b>(1,043)</b>      | <b>—</b>           | <b>7,959</b>     | <b>5,540</b>              |
| <b>Other recognised gains / losses</b>                |                       |                     |                    |                  |                           |
| Gains / losses on investment assets                   | —                     | —                   | —                  | —                | 425,569                   |
| Gains on revaluation, fixed assets, charity's own use | —                     | —                   | —                  | —                | 1,593,659                 |
| <b>Net movement in funds</b>                          | <b>9,001</b>          | <b>(1,043)</b>      | <b>—</b>           | <b>7,959</b>     | <b>2,024,768</b>          |
| <b>Reconciliation of funds</b>                        |                       |                     |                    |                  |                           |
| <b>Total funds brought forward</b>                    | <b>2,330,562</b>      | <b>2,110</b>        | <b>72</b>          | <b>2,332,744</b> | <b>307,976</b>            |
| <b>Total funds carried forward</b>                    | <b>2,339,563</b>      | <b>1,067</b>        | <b>72</b>          | <b>2,340,702</b> | <b>2,332,744</b>          |
| <b>Represented by</b>                                 |                       |                     |                    |                  |                           |
| Unrestricted  |                       |                     |                    |                  |                           |
| General fund  | 67,482                | —                   | —                  | 67,482           | 54,992                    |
| Designated  |                       |                     |                    |                  |                           |
| Church Fabric Fund                                    | 51,909                | —                   | —                  | 51,909           | 57,297                    |
| Clergy Housing Fund                                   | 4,752                 | —                   | —                  | 4,752            | 4,752                     |
| Common Fund Extra                                     | 3,200                 | —                   | —                  | 3,200            | 3,770                     |
| Property Account Fund                                 | 2,200,000             | —                   | —                  | 2,200,000        | 2,200,000                 |
| Rectory Decoration Fund                               | 2,400                 | —                   | —                  | 2,400            | 800                       |
| Restricted Interest                                   | 9,820                 | —                   | —                  | 9,820            | 8,950                     |
| Restricted  |                       |                     |                    |                  |                           |
| Bell Fund   | —                     | —                   | —                  | —                | 1,107                     |
| Great Stanmore Old Church Fund                        | —                     | 6                   | —                  | 6                | —                         |
| M Webb Legacy Fund                                    | —                     | 12                  | —                  | 12               | 18                        |
| Restricted Interest                                   | —                     | 1,049               | —                  | 1,049            | 985                       |
| Endowment   |                       |                     |                    |                  |                           |
| Weber Grave Fund                                      | —                     | —                   | 72                 | 72               | 72                        |

**ST JOHN THE EVANGELIST, GREAT STANMORE**  
**Balance Sheet**  
**As at: 31<sup>st</sup> December 2018**

|   | As at 31/12/2018<br>£ | As at 31/12/2017<br>£ |
|---|-----------------------|-----------------------|
| <b>Fixed assets</b>                                       |                       |                       |
| Tangible assets   | 2,200,535             | 2,205,924             |
|   | <u>2,200,535</u>      | <u>2,205,924</u>      |
| <b>Current assets</b>                                     |                       |                       |
| Cash at bank and in hand                                  | 174,403               | 160,246               |
|   | <u>174,403</u>        | <u>160,246</u>        |
| <b>Liabilities</b>  |                       |                       |
| Creditors: Amounts falling due in one year                | 500                   | 500                   |
| Provision for liabilities and charges due within one year | 5,449                 | 8,883                 |
| <b>Net current assets less current liabilities</b>        | <u>168,454</u>        | <u>150,863</u>        |
| <b>Total assets less current liabilities</b>              | <u>2,368,989</u>      | <u>2,356,787</u>      |
| <b>Liabilities</b>  |                       |                       |
| Creditors: Amounts falling due after more than one year   | 19,270                | 12,612                |
| Provision for liabilities after one year                  | 9,017                 | 11,431                |
| <b>Total net assets less liabilities</b>                  | <u>2,340,702</u>      | <u>2,332,744</u>      |
| <b>Represented by</b>                                     |                       |                       |
| <b>Unrestricted</b>                                       |                       |                       |
| Unrestricted - General fund                               | 67,482                | 54,992                |
| <b>Designated</b>   |                       |                       |
| Designated - Church Yard Fund                             | —                     | —                     |
| Designated - Restricted Interest                          | 9,820                 | 8,950                 |
| Designated - Common Fund Extra                            | 3,200                 | 3,770                 |
| Designated - Rectory Decoration Fund                      | 2,400                 | 800                   |
| Designated - Church Fabric Fund                           | 51,909                | 57,297                |
| Designated - Clergy Housing Fund                          | 4,752                 | 4,752                 |
| Designated - Legacies Fund                                | —                     | —                     |
| Designated - Property Account Fund                        | 2,200,000             | 2,200,000             |
| Designated - Mission Fund                                 | —                     | —                     |
| Designated - Creation Garden Fund                         | —                     | —                     |
| <b>Restricted</b>   |                       |                       |
| Restricted - Bell Fund                                    | —                     | 1,107                 |
| Restricted - Choir Legacy Fund                            | —                     | —                     |
| Restricted - Church Yard Fund                             | —                     | —                     |
| Restricted - M Webb Legacy Fund                           | 12                    | 18                    |
| Restricted - Great Stanmore Old Church Fund               | 6                     | —                     |
| Restricted - Church Fabric Fund                           | —                     | —                     |
| Restricted - Legacies Fund                                | —                     | —                     |
| Restricted - Creation Garden Fund                         | —                     | —                     |
| Restricted - Restricted Interest                          | 1,049                 | 985                   |
| <b>Endowment</b>  |                       |                       |
| Endowment - M Webb Legacy Fund                            | —                     | —                     |
| Endowment - Legacies Fund                                 | —                     | —                     |
| Endowment - Weber Grave Fund                              | 72                    | 72                    |
| <b>Funds of the church</b>                                | <u>2,340,702</u>      | <u>2,332,744</u>      |

# **ST JOHN THE EVANGELIST, GREAT STANMORE**

## **Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2018**

### **Accounting Policies**

#### **a. Accounting convention**

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

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 in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

#### **b. Funds accounting**

Funds held by the PCC are:

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

Designated funds – monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

Restricted funds:

- a) Income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest;
- 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 the year is carried forward as a balance on that fund.

Endowment funds – funds the capital of which must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

#### **c. Incoming resources**

All incoming resources are accounted for gross.

#### **Voluntary income**

Collections are recognised when received.

Planned giving receivable is recognised only when received.

Income Tax recoverable on gift aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the PCC is legally entitled to the amount due.

#### **Income from investments**

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

#### **All other income**

All other income is recognised when it is receivable.

#### **Gains and losses on investments**

Realised gains are recognised when the investments are sold.

#### **d. Resources used**

Resources expended are accounted for on an accruals basis and are accounted for gross.

#### **Grants**

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

#### **Church Activities**

The Diocesan parish contribution is accounted for when paid. Any parish contribution unpaid at 31<sup>st</sup> December is provided for in these accounts as an operational (though not legal) liability and is shown as a creditor in the balance sheet.

#### **e. Fixed Assets**

##### **Tangible fixed assets**

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

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected. For some inalienable property acquired in the past there may not be sufficient cost information surviving and therefore such assets may not be valued in the accounts. Individual items acquired since 1<sup>st</sup> January 2009 have been capitalised in the accounts and depreciated over their useful economic life (see note (d)).

##### **Depreciation**

Depreciation is calculated to write down the cost of tangible fixed assets, excluding freehold properties, over a five-year period which is to the end of their expected useful lives. The assets currently being depreciated are:

Church Boiler (finished in March 2018)

Church House Fabric Upkeep (finished in December 2018)

Church House Cottage Fabric Upkeep (finished in December 2018)

Holland Lodge Fabric Upkeep (finished in December 2018)

The Chase Boiler (finished in December 2018)

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

##### **Investments**

Investments are stated at book value in the accounts and recorded at market value at balance sheet date in the accompanying notes.

#### **f. Current assets**

Amounts owing to the PCC at 31<sup>st</sup> 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 or at the Bank.

**g. Trustees**

Apart from the Rector, who is in receipt of a stipend paid by the Church Commissioners, no other elected PCC Member was remunerated in 2018.

The aggregate amount given by PCC Members and related parties in 2018 was £8,265.

The total expenses reimbursed to PCC Members in 2018 was £830. Of this sum £264 relates to travel/parking. Two PCC Members made claims during the year. No claims were made in respect of entertainment/hospitality.

No other payments were made to PCC Members, nor persons closely connected to them.

# ST JOHN THE EVANGELIST, GREAT STANMORE

## Financial Statement for the year ended 31<sup>st</sup> December 2018 Income and Expenditure Account

|  | Actual<br>At 31/12/2018 | Budget<br>At 31/12/2018 | Variance<br>At 31/12/2018 | Actual<br>At 31/12/2017 |
|--|-------------------------|-------------------------|---------------------------|-------------------------|
| <b>Income</b>                            |                         |                         |                           |                         |
| <b>Incoming and Endowments from:</b>     |                         |                         |                           |                         |
| <b>Donations and legacies</b>            |                         |                         |                           |                         |
| Standing Order                           | 40,245                  | 39,372                  | 873                       | 41,957                  |
| Stewardship Cheques                      | 615                     | 0                       | 615                       | 350                     |
| Other Planned Giving Orange Envelopes    | 6,614                   | 9,000                   | -2,386                    | 9,150                   |
| Church Plate Collections                 | 6,139                   | 7,200                   | -1,061                    | 7,323                   |
| Open Church Collections                  | 753                     | 0                       | 753                       | 0                       |
| Gift Aid White Envelopes                 | 3,744                   | 4,500                   | -756                      | 5,003                   |
| Donations Other Gift Aided               | 1,230                   |                         | 1,230                     | 618                     |
| Junior Church Lent Project               | 0                       | 0                       | 0                         | 0                       |
| Donation Other not Gift Aided            | 1,424                   | 170                     | 1,254                     | 3,302                   |
| Tax recoverable on Gift Aid              | 13,172                  | 15,663                  | -2,491                    | 14,844                  |
| Fund Raising                             | 0                       | 0                       | 0                         | 0                       |
|  | <b>73,935</b>           | <b>75,905</b>           | <b>-1,970</b>             | <b>82,547</b>           |
| <b>Investments</b>                       |                         |                         |                           |                         |
| Dividends & Interest                     | 10                      | 3                       | 7                         | 1                       |
| CBF Bank Interest                        | 918                     | 750                     | 168                       | 813                     |
| Rent Hollond Lodge                       | 10,200                  | 9,600                   | 600                       | 9,650                   |
| The Chase                                | 20,100                  | 20,100                  | 0                         | 20,075                  |
| Church House Cottage                     | 8,600                   | 12,600                  | -4,000                    | 12,520                  |
|  | <b>39,827</b>           | <b>43,053</b>           | <b>-3,226</b>             | <b>43,058</b>           |
| <b>Other trading activities</b>          |                         |                         |                           |                         |
| Church Hall Caretaker Fee                | 625                     | 0                       | 625                       | 675                     |
| Church Hall Lettings One off             | 11,315                  | 13,000                  | -1,685                    | 14,990                  |
| Montessori School Letting                | 29,401                  | 29,202                  | 199                       | 28,227                  |
| Church Hall Lettings Regular             | 9,960                   | 8,000                   | 1,960                     | 8,561                   |
| Parish Magazine sales                    | 376                     | 303                     | 74                        | 398                     |
| Parish Magazine Advertising Income       | 484                     | 200                     | 284                       | 139                     |
| Search Fees                              |                         |                         |                           | 10                      |
|  | <b>52,161</b>           | <b>50,705</b>           | <b>1,456</b>              | <b>52,999</b>           |
| <b>Income from Charitable Activities</b> |                         |                         |                           |                         |
| Clerk Staple/Holland Lodge               | 4,494                   | 4,000                   | 494                       | 3,629                   |
| Funeral Fees PCC                         | 1,144                   | 2,400                   | -1,256                    | 1,755                   |
| Wedding Fees PCC                         | 1,372                   | 0                       | 1,372                     | 1,231                   |
| Youth Group                              | 599                     | 480                     | 119                       | 818                     |
| The Café St Jean                         | 1,358                   | 1,319                   | 39                        | 1,289                   |
| Social Events                            | 852                     | 705                     | 147                       | 991                     |
| Church Flowers                           | 761                     | 900                     | -139                      | 987                     |
| Little Fishers and Toddler Group         | 200                     | 0                       | 200                       | 155                     |
| Holiday Club                             | 0                       | 40                      | -40                       | 98                      |
| Junior Church                            | 43                      | 120                     | -77                       | 114                     |
| Tea & Chat                               | 516                     | 0                       | 516                       | 549                     |
|  | <b>11,339</b>           | <b>9,964</b>            | <b>1,375</b>              | <b>11,617</b>           |
| <b>Other Income</b>                      |                         |                         |                           |                         |
| Church Bell Tower (adjustment to clear)  | -1,107                  | 0                       | -1,107                    | 63,936                  |
| Listed Place of Worship Grant            | 161                     | 0                       | 161                       |                         |
| Donations Curate                         | 538                     | 0                       | 538                       | 0                       |
|  | <b>-408</b>             | <b>0</b>                | <b>-408</b>               | <b>63,936</b>           |
| <b>Income Grand Total</b>                | <b><u>176,854</u></b>   | <b><u>179,627</u></b>   | <b><u>-2,772</u></b>      | <b><u>254,157</u></b>   |



|   | <b>Actual</b><br><b>At 31/12/2018</b> | <b>Budget</b><br><b>At 31/12/2018</b> | <b>Variance</b><br><b>At 31/12/2018</b> | <b>Actual</b><br><b>At 31/12/2017</b> |
|---|---------------------------------------|---------------------------------------|---|---------------------------------------|
| <b><u>Expenditure</u></b>                   |                                       |                                       |   |                                       |
| <b>Expenditure on Charitable Activities</b> |                                       |                                       |   |                                       |
| Giving to Missionary Societies              | 2,400                                 | 2,200                                 | -200                                    | 2,200                                 |
| Secular Charities (Flyspec)                 | 2,000                                 | 2,000                                 | 0                                       | 2,000                                 |
|   | <b>4,400</b>                          | <b>4,200</b>                          | <b>-200</b>                             | <b>4,200</b>                          |
| Ministry Parish Share                       | 73,566                                | 73,438                                | -128                                    | 73,528                                |
| Ministry Parish Share Extra                 | 3,770                                 | 3,770                                 | 0                                       | 0                                     |
|   | <b>77,336</b>                         | <b>77,208</b>                         | <b>-128</b>                             | <b>73,528</b>                         |
| Legal & Professional Fees                   | 8,631                                 | 6,000                                 | -2,631                                  | 5,514                                 |
| Sal Hon                                     | 173                                   | 0                                     | -173                                    | 340                                   |
| Parish Admin Salaries                       | 9,610                                 | 9,660                                 | 50                                      | 9,610                                 |
| Parish Admin NI                             | 173                                   | 166                                   | -7                                      | 76                                    |
| Parish Admin - Pension Life Insurance       | 421                                   | 435                                   | 14                                      | 421                                   |
| PCC Property Hollond Lodge                  | 2,337                                 | 1,832                                 | -505                                    | 1,783                                 |
| PCC Property Church House Cottage           | 2,289                                 | 1,918                                 | -371                                    | 1,921                                 |
| PCC Property The Chase                      | 2,597                                 | 1,936                                 | -661                                    | 1,685                                 |
|   | <b>26,231</b>                         | <b>21,947</b>                         | <b>-4,284</b>                           | <b>21,350</b>                         |
| Working Expenses of Incumbent               | 688                                   | 750                                   | 62                                      | 693                                   |
| Parsonage House Exp                         | 411                                   | 1,300                                 | 889                                     | 423                                   |
| Assist Staff/Pastoral Assistant             | 142                                   | 400                                   | 258                                     | 185                                   |
| Curate's Gift                               | 500                                   |                                       | -500                                    |                                       |
|   | <b>1,741</b>                          | <b>2,450</b>                          | <b>709</b>                              | <b>1,301</b>                          |
| Youth Group                                 | 467                                   | 720                                   | 253                                     | 636                                   |
| Junior Church Holiday Club                  | 5                                     | 100                                   | 95                                      | 114                                   |
| Parish Training Mission                     | 1,480                                 | 160                                   | -1,320                                  | 352                                   |
| Hospitality Expenses                        | 42                                    | 0                                     | -42                                     | 68                                    |
| Lent Project Junior Church                  | 0                                     | 0                                     | 0                                       | 0                                     |
|   | <b>1,994</b>                          | <b>980</b>                            | <b>-1,014</b>                           | <b>1,169</b>                          |
| Visiting Speakers                           | 55                                    | 25                                    | -30                                     | 40                                    |
| Church Cleaning                             | 3,062                                 | 2,500                                 | -562                                    | 2,600                                 |
| Church Insurance                            | 7,626                                 | 7,566                                 | -60                                     | 7,666                                 |
| Church Maintenance                          | 4,913                                 | 11,500                                | 6,587                                   | 1,342                                 |
| Church Flowers                              | 1,614                                 | 1,180                                 | -434                                    | 1,233                                 |
| Church Bell Tower                           |                                       |                                       |   | 68,499                                |
| Church Organ /Piano Servicing               | 841                                   | 348                                   | -493                                    | 924                                   |
| Church - Brown Bin                          | 75                                    | 0                                     | -75                                     | 0                                     |
| Upkeep of Services                          | 1,127                                 | 1,800                                 | 673                                     | 1,712                                 |
| Services Sundries                           | 231                                   | 300                                   | 69                                      | 476                                   |
| Music & Choir Licenses                      | 427                                   | 722                                   | 295                                     | 416                                   |
| Church Publicity                            | 10                                    | 30                                    | 20                                      | 19                                    |
| Junior Church                               | 319                                   | 240                                   | -79                                     | 340                                   |
| Administration                              | 234                                   | 170                                   | -64                                     | 183                                   |
| Social Events                               | 821                                   | 575                                   | -246                                    | 926                                   |
| The Café St Jean                            | 1,240                                 | 900                                   | -340                                    | 939                                   |
| Welcome                                     | 0                                     | 200                                   | 200                                     | 410                                   |
| Postage & Telephone                         | 1,063                                 | 1,120                                 | 57                                      | 1,031                                 |
| Photocopy Costs                             | 1,018                                 | 0                                     | -1,018                                  | 999                                   |
| Photocopier Lease                           | 1,800                                 | 1,752                                 | -48                                     | 1,800                                 |
| Parish Office Costs                         |                                       | 840                                   | 840                                     | 72                                    |
| Printing/Stationary                         | 1,388                                 | 1,200                                 | -188                                    | 1,905                                 |
| Sundry Expenses                             | 203                                   |                                       | -203                                    | 765                                   |
| Tea & Chat                                  | 303                                   | 0                                     | -303                                    | 357                                   |
| Little Fishers & Toddlers Group             | 140                                   | 0                                     | -140                                    | 230                                   |
| Depreciation Church Boiler                  | 401                                   | 401                                   | 0                                       | 1,931                                 |
|   | <b>28,911</b>                         | <b>33,369</b>                         | <b>4,459</b>                            | <b>96,814</b>                         |

|   |                         |                       |                      |                       |
|---|-------------------------|-----------------------|----------------------|-----------------------|
| Church Electricity                              | 2,709                   | 3,000                 | 291                  | 2,458                 |
| Church Water                                    | 109                     | 195                   | 86                   | 105                   |
| Church Heating                                  | 3,410                   | 3,500                 | 90                   | 3,427                 |
|   | <b>6,227</b>            | <b>6,695</b>          | <b>468</b>           | <b>5,990</b>          |
| Hall Cleaning                                   | 2,920                   | 2,304                 | -616                 | 2,495                 |
| Hall Insurance                                  | 3,504                   | 3,934                 | 430                  | 3,884                 |
| Hall Maintenance                                | 1,592                   | 6,000                 | 4,408                | 13,869                |
| Hall Mowing                                     | 2,295                   | 2,562                 | 267                  | 2,376                 |
| Hall Rubbish Removal                            | 409                     | 558                   | 149                  | 431                   |
| Hall Caretaker                                  | 575                     | 600                   | 25                   | 675                   |
| Parish Magazine Costs                           | 0                       | 200                   | 200                  | 0                     |
| Hall Sundry Expenses                            | 625                     | 0                     | -625                 | 237                   |
| Hall Light Heat                                 | 6,285                   | 10,000                | 3,715                | 8,345                 |
| Hall Water                                      | 154                     | 300                   | 146                  | 149                   |
| Depn Church House Boiler                        | 0                       | 420                   | 420                  | 1,679                 |
| Dep'n Hall Carpet                               | 588                     | 588                   | 0                    | 616                   |
|   | <b>18,946</b>           | <b>27,465</b>         | <b>8,520</b>         | <b>34,755</b>         |
| SJC Property Holland Lodge Major Repairs        | 1,100                   | 0                     | -1,100               | 410                   |
| SJC Property the Chase Major Repairs            | 975                     | 5,000                 | 4,025                | 637                   |
| SJH Property Church House Cottage Major Repairs | 815                     | 0                     | -815                 | 8,239                 |
|   | <b>2,890</b>            | <b>5,000</b>          | <b>2,110</b>         | <b>9,286</b>          |
| <b>Other Expenditure</b>                        |                         |                       |                      |                       |
| Bank Charges                                    | 200                     | 208                   | 8                    | 204                   |
| Harrow Deanery                                  | 20                      | 104                   | 84                   | 20                    |
|   | <b>220</b>              | <b>312</b>            | <b>92</b>            | <b>224</b>            |
| <b>Expenditure Grand Total</b>                  | <b><u>168,896</u></b>   | <b><u>179,626</u></b> | <b><u>10,730</u></b> | <b><u>248,617</u></b> |
| <b>Excess Income over Expenditure</b>           | <b>7,958</b>            | <b>0</b>              | <b>7,958</b>         | <b>5,540</b>          |
| <b>Balance bfd 01/01/2018</b>                   | <b><u>2,332,744</u></b> | <b><u>0</u></b>       | <b><u>0</u></b>      | <b><u>0</u></b>       |
| <b>Balance at 31/12/2018</b>                    | <b><u>2,340,702</u></b> | <b><u>0</u></b>       | <b><u>7,958</u></b>  | <b><u>5,540</u></b>   |

**Statement of Assets and Liabilities as at 31 December 2018** **2,340,702**

**Banks**

|  |         |
|--|---------|
| Central Board of Finance Deposit Account             | 100,000 |
| Central Board of Finance Deposit Account (Mary Webb) | 5,102   |
| Barclays Current Account                             | 64,509  |
| Barclays Deposit Account                             | 4,792   |

**Total cash at 31 December 2018** **174,403**

**Tangible Assets**

|            |                  |
|------------|------------------|
| Properties | 2,200,000        |
|            | <b>2,200,000</b> |

**Liabilities**

|   |                |                       |
|---|----------------|-----------------------|
| Legacy                                      | -9,017         | M Webb, A Carey, Anon |
| Returnable Deposits                         | -500           | Montessori            |
| Rectory Decoration                          | -2,400         |                       |
| Common Fund extra                           | -3,200         |                       |
| Fund Raising/Organ                          | -19,270        |                       |
| Deferred Income (2019) Church Maintenance   | -2,492         |                       |
| Deferred Income (2019) Magazine Advertising | -87            |                       |
| Deferred Income (2019) Hall Hire            | -2,870         |                       |
| <b>Total Liabilities</b>                    | <b>-39,836</b> |                       |

|  |                      |
|--|----------------------|
| Barclays Current Account                         | <b>64,509</b>        |
| <b>Amount left to spend from Current Account</b> | <b><u>24,673</u></b> |

# ST JOHN THE EVANGELIST, GREAT STANMORE

## Fund Statement of Change 31<sup>st</sup> December 2018

| Fund       | Brought forward |            |            |           | Movement     |            |            |           | Carried forward |            |            |           |
|------------|-----------------|------------|------------|-----------|--------------|------------|------------|-----------|-----------------|------------|------------|-----------|
|            | Unrestricted    | Designated | Restricted | Endowment | Unrestricted | Designated | Restricted | Endowment | Unrestricted    | Designated | Restricted | Endowment |
| Bell       | -               | -          | 1,107      | -         | -            | -          | -1,107     | -         | -               | -          | -          | -         |
| Choir      | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Churchyard | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Comextra   | -               | 3,770      | -          | -         | -            | -570       | -          | -         | -               | 3,200      | -          | -         |
| MWeb       | -               | -          | 18         | -         | -            | -          | -6         | -         | -               | -          | 12         | -         |
| OldChurch  | -               | -          | -          | -         | -            | -          | 8          | -         | -               | -          | 6          | -         |
| Rectory    | -               | 800        | -          | -         | -            | 1,600      | -          | -         | -               | 2,400      | -          | -         |
| Churchfab  | -               | 57,297     | -          | -         | -            | -5,388     | -1,000     | -         | -               | 51,909     | -          | -         |
| General    | 54,992          | -          | -          | -         | 12,490       | -          | -          | -         | 67,482          | -          | -          | -         |
| Clergyhse  | -               | 4,752      | -          | -         | -            | -          | -          | -         | -               | 4,752      | -          | -         |
| Legacies   | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Property   | -               | 2,200,000  | -          | -         | -            | -          | -          | -         | -               | 2,200,000  | -          | -         |
| Mission    | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Creation   | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Webergrav  | -               | -          | -          | 72        | -            | -          | -          | -         | -               | -          | -          | 72        |
| Interest   | -               | 8,950      | 985        | -         | -            | 870        | 64         | -         | -               | 9,820      | 1,049      | -         |
| Loan       | -               | -          | -          | -         | -            | -          | -          | -         | -               | -          | -          | -         |
| Totals     | 54,992          | 2,275,569  | 2,110      | 72        | 12,490       | -3,489     | -1,043     | -         | 67,482          | 2,272,080  | 1,067      | 72        |

**ST JOHN THE EVANGELIST, GREAT STANMORE**  
**Statement of Assets and Liabilities (by code)**  
**as at: 31<sup>st</sup> December 2018**

| Class and nominal code   | General | Designated | Restricted | Endowment | Total     | Last year |
|--|---------|------------|------------|-----------|-----------|-----------|
| <b>Fixed assets - Tangible assets</b>  |         |            |            |           |           |           |
| 6000000 : F/H Church House at Cost   | —       | 1,000,000  | —          | —         | 1,000,000 | 1,000,000 |
| 6000001 : F/H St Johns House at Cost The Chase                               | —       | 600,000    | —          | —         | 600,000   | 600,000   |
| 6000002 : Church Boiler at Cost  | —       | —          | —          | —         | —         | 401       |
| 6000013 : Church House Fabric Upkeep at Cost                                 | —       | —          | —          | —         | —         | 588       |
| 6000014 : Church House Cottage Upkeep at Cost                                | —       | —          | —          | —         | —         | 2,153     |
| 6000015 : The Chase Boiler at Cost   | —       | —          | —          | —         | —         | 1,095     |
| 6000016 : Holland Lodge Upkeep at Cost                                       | —       | —          | —          | —         | —         | 1,151     |
| 6000017 : F/H Hollond Lodge at cost  | —       | 275,000    | —          | —         | 275,000   | 275,000   |
| 6000018 : F/H Church House Cottage at cost                                   | —       | 325,000    | —          | —         | 325,000   | 325,000   |
| 6000050 : Investments  | 463     | —          | —          | —         | 463       | 463       |
| 6000051 : Investment Weber Grave   | —       | —          | —          | 72        | 72        | 72        |
| <b>Total</b>   | 463     | 2,200,000  | —          | 72        | 2,200,535 | 2,205,924 |
| <b>Current assets - Cash at bank and in hand</b>                             |         |            |            |           |           |           |
| A1504 : Bank current account   | 47,062  | 15,397     | 2,050      | —         | 64,509    | 49,280    |
| A1505 : Bank deposit account   | 2,211   | 2,581      | —          | —         | 4,792     | 4,782     |
| A1520 : CBF CofE deposit A/c   | 45,898  | 54,103     | 5,102      | —         | 105,102   | 105,077   |
| A1552 : Bell Current Account   | —       | —          | —          | —         | —         | 293       |
| A1553 : Bell Deposit Account   | —       | —          | —          | —         | —         | 813       |
| <b>Total</b>   | 95,170  | 72,080     | 7,152      | —         | 174,403   | 160,246   |
| <b>Liabilities - Creditors: Amounts falling due after more than one year</b> |         |            |            |           |           |           |
| A1670 : Church Fund Raising/Organ  | 19,270  | —          | —          | —         | 19,270    | 12,612    |
| <b>Total</b>   | 19,270  | —          | —          | —         | 19,270    | 12,612    |
| <b>Liabilities - Creditors: Amounts falling due in one year</b>              |         |            |            |           |           |           |
| A1613 : School returnable deposit  | 500     | —          | —          | —         | 500       | 500       |
| <b>Total</b>   | 500     | —          | —          | —         | 500       | 500       |
| <b>Liabilities - Provision for liabilities after one year</b>                |         |            |            |           |           |           |
| A1700 : M Webb Fund  | —       | —          | 5,102      | —         | 5,102     | 5,061     |
| A1701 : A Carey Fund   | —       | —          | 983        | —         | 983       | 983       |
| A1707 : Donation Joseph Anom   | 2,932   | —          | —          | —         | 2,932     | 5,387     |
| <b>Total</b>   | 2,932   | —          | 6,085      | —         | 9,017     | 11,431    |

| Class and nominal code   | General | Designated | Restricted | Endowment | Total     | Last year |
|--|---------|------------|------------|-----------|-----------|-----------|
| <b>Liabilities - Provision for liabilities and charges due within one year</b> |         |            |            |           |           |           |
| A1610 : Deferred Income  | 5,449   | —          | —          | —         | 5,449     | 8,883     |
| <b>Total</b>   | 5,449   | —          | —          | —         | 5,449     | 8,883     |
|  |         |            |            |           |           |           |
| <b>Net total assets</b>  | 67,482  | 2,272,080  | 1,067      | 72        | 2,340,702 | 2,332,744 |
|  |         |            |            |           |           |           |
| <b>Represented by</b>  |         |            |            |           |           |           |
| Unrestricted - General   | 67,482  | —          | —          | —         | 67,482    | 54,992    |
| Designated - Comextra  | —       | 3,200      | —          | —         | 3,200     | 3,770     |
| Designated - Rectory   | —       | 2,400      | —          | —         | 2,400     | 800       |
| Designated - Churchfab   | —       | 51,909     | —          | —         | 51,909    | 57,297    |
| Designated - Clergyhse   | —       | 4,752      | —          | —         | 4,752     | 4,752     |
| Designated - Property  | —       | 2,200,000  | —          | —         | 2,200,000 | 2,200,000 |
| Designated - Interest  | —       | 9,820      | —          | —         | 9,820     | 8,950     |
| Restricted - Bell  | —       | —          | —          | —         | —         | 1,107     |
| Restricted - MWeb  | —       | —          | 12         | —         | 12        | 18        |
| Restricted - Oldchurch   | —       | —          | 6          | —         | 6         | —         |
| Restricted - Interest  | —       | —          | 1,049      | —         | 1,049     | 985       |
| Endowment - Webergrav  | —       | —          | —          | 72        | 72        | 72        |
| <b>Total</b>   | 67,482  | 2,272,080  | 1,067      | 72        | 2,340,702 | 2,332,744 |



***Independent examiner's  
report on the accounts***

**Report to the** **PCC of St John the Evangelist, Great Stanmore**  
**Trustees of**

**On accounts for the** **31<sup>st</sup> December 2018**  
**year ended**

|                     |                |              |            |
|---------------------|----------------|--------------|------------|
| <b>Charity no.:</b> | <b>1127658</b> | Company no.: | <b>N/A</b> |
|---------------------|----------------|--------------|------------|

**Set out on pages** **A17-A27**

**Responsibilities and  
basis of report**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31/12/18.

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

**Independent  
examiner's statement**

I 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.

**Signed:**



**Date:**

12<sup>th</sup> March 2019

**Name:**

**Derek Taylor-Mew**

**Relevant professional  
qualification:**

**FMATT**

**Address:**

**123 Park Lane**

**Harrow**

**Middlesex, HA2 8NN**