



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD  
(ST. JAMES PCC HILL)**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

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**Registered Charity No: 1134793**

**HARWOODS  
CHARTERED ACCOUNTANTS**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**CHARITY REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity Number:	1134793
<u>Ex-Officio members:</u>	
Incumbent:	The Reverend A. Daniel Ramble (Chairman)
Associate Minister:	The Reverend Judith Ramble
Associate Priest:	The Reverend Tony Platts
Reader:	Dr. Paul Giles
Wardens:	Mr. Hugh Brocklebank (Vice Chairman) Mrs. Sue Cutler
Elected Members:	Mrs. Janet King (Hon. Treasurer) Mrs. Rachel Wolffsohn (Hon. Secretary) Barbara Warren (Until APCM 2021 – 25 April 2021) Jan Frost (Until APCM 2021 – 25 April 2021) Mrs. Gwen Giles Mrs. Margaret Nicholls Mr. Chris Brookes Mrs. Liz Bland Mrs. Jean Green Mr. Richard Harding
Deanery Synod:	Mrs. Pam Platts Mr. Roy Wetton Mr. Edwin Maitland
Co-opted Members:	Mr. Iain Mitchell (Lead Server)
Independent Examiner:	Zoe Walsh FCCA Harwoods Chartered Accountants 1 Trinity Place Midland Drive Sutton Coldfield B72 1TX

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**ANNUAL REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

St. James Hill is situated in Mere Green approximately 2 miles from Sutton Coldfield town centre. It is part of the Diocese of Birmingham within the Church of England. The correspondence address is The Vicarage, 61 Mere Green Road, Sutton Coldfield, Birmingham, B75 5BW.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and the Charity Registration Number is 1134793.

**Aims and Purposes**

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd. Daniel Ramble, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church Centre complex of St. James, Hill (Mere Green).

**Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. James. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

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

To facilitate this work, it is important that we maintain the fabric of the Church of St. James and The Church Centre complex.

**Achievements and Performance**

**Worship and Prayer**

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, Sunday 8am said communion services are traditional in feel, hence called the **"Traditional One"**; Sunday 10am services are more family focused, hence called the **"Family One"** with elements of parade, all age communion, healing and wholeness etc. The evening services provide a quiet, intimate and reflective environment for worship, hence called the **"Quiet One"**. Our midweek Wednesday 10.30am services are generally traditional but welcomes the community, hence called the **"Community One"**. Every fifth Sunday we try to have a café church which is called **"One Service"**; in which we invite our chosen charity speaker with food and hospitality.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**ANNUAL REPORT (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

This year we have provided a regular Saturday Messy Church, which attracts young families and provides a forum for fellowship and hospitality for adults and children alike. We are also ambitiously partnering with a New Life Fellowship (A Black Majority Pentecostal Church) as we share our Messy Church leadership and become host and guest with our own church, in God's Kingdom.

All are welcome to attend our regular services. At present, there are 153 parishioners on the Church Electoral Roll, with 27 names being added and 105 removed, 4 of whom sadly have died. The average adult attendance at all "usual" Sunday services during 2018 was 120. In addition, the regular Wednesday morning service had an average attendance of 35 during the year. This number increased substantially at festivals and all carol services have seen an increase.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now completed in this world and to commend the person into God's keeping. We have celebrated 16 Baptisms and 4 weddings and held 15 funerals in our church this year.

We continue to strive to be a Dementia friendly congregation with every effort being made to create Dementia Awareness in our community. Our Compassion Project – "Hope for Sutton Project" is expanded exponentially with Hope Café Chef Lisa Holloway joining the team.

The choir has also seen exponential growth in numbers and breadth of Music ministry under the leadership of Andrew Clayton, taking on the role as Director of Music and David Gumbley, as Assistant organist. We plan to extend our Music Ministry in School under Hope Choir work funded by Big Lottery funds. The servers continue to provide an integral support within the worship and ministry of St James.

**Deanery Synod:**

Three members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church and new People and Places framework, which is introduced this year. This year the PCC has also focused its attention on the Church redevelopment scheme which will make the Church building more inclusive and welcoming in coming years.

**The Church Centre Complex**

Much of our outreach is supported by our Church Centre and Hope Café where people can meet in a relaxed environment. Also, the Church Office is based in that building with Mrs. Lizzie Sale, as our Parish Administrator. Over 1,400 people use the Centre each week. Our Centre manager, Mr. Andy Cooper, has been working very hard and we have seen a steady increase in income, with multiple groups using the place.

Pop in + play continues to go from strength to strength with an average attendance of 120 mothers and toddlers. Our Pop-In initiative, on a Saturday morning, which offers a warm welcome to parents of Centre users, interacts with more than 60 parents, together with their children each week during term time.

We have also secured grants to upgrade the church centre sound system and we are exploring opportunities to partner with other organisations to grow the work of Hope for Sutton project with the help of our development officer – Nick Schlittner.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**ANNUAL REPORT (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Pastoral Care**

Our link with Mills Court, Pegasus Court and Mercia Grange continues and services take place monthly at Pegasus Court, and bi-monthly at Mills Court and Mercia Grange. Carol services are held at all these locations.

The Uniform Support Network, has greatly helped with connecting Uniform parade services with activities undertaken in the groups. The Sleepover during the remembrance weekend was a great success, and helped in mark the Centenary of the First World War in a proper and dignified way.

Some members of our parish are unable to attend church due to sickness or age. Reverend Daniel Ramble, along with Angela Poston and Dawn Davies has visited all church members who have requested it, to celebrate communion with them either at their homes or in Hospital.

**Mission & Evangelism:**

Helping those in need is a demonstration of our faith. With our new youth worker, Adam Larkin arriving, we have had great success in reaching out to three schools including Arthur Terry as Adam develops youth mentoring and intergenerational work within our parish. Our Links with St. Chad's Erdington as part of "People & Places", has helped us to look on how we can support, resource and share in God's Kingdom.

As Bishop David & Bishop Anne suggest, "In every generation we are called to live and proclaim the good news of Jesus in new ways, as we pray for more and more confident, Christians. People and Places (P&P) is our expression of this for today's generation. Although there are presenting challenges (such as finance and vocations) P&P seeks to help us to be faithful to God's constant call to reach and serve individuals and communities with Jesus' saving love". We are very keen to participate and pursue this mission opportunity.

Our Parish Magazine is distributed monthly to all parishioners on the church electoral roll and available from the church foyer area. The magazine keeps our parishioners informed of the important matters affecting our Church and articles from Reverend Daniel and Reverend Judith help us develop our knowledge and trust in Jesus.

**Ecumenical Relationships:**

The church is a member of Churches Together in Four Oaks.

We have held joint services with all the members of the churches together in the week of prayer for Christian unity and hosted the Good Friday Witness service on our church centre complex car park.

We have also worked with all member churches in delivering Easter cards (with all service details) and Christian Aid collections in the entire Four Oaks area.

**Financial Review**

The statement of financial activities provides full disclosure of all receipts and payments for the year ended 31 December 2018. The net result for the year is a deficit of receipts over payments of £2,304 which leaves a balance to carry forward at 31 December 2018 of £1,022,981 as shown in the statement of financial activities.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**ANNUAL REPORT (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Reserves Policy**

It is PCC policy to maintain a balance on unrestricted funds which equates to at least three months unrestricted payments, equivalent to approximately £40,000 and to cover emergency situations that may arise from time to time. The balance held on unrestricted funds, after designations, at the year-end has been specifically accumulated to provide sufficient funds for church fabric repairs that are expected to be in excess of £100,000.

The amount of restricted funds held at 31 December 2018 were £44,584, and the amount of funds in endowments were £4,034.

**Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our churchwardens Mr. Hugh Brocklebank and Mrs. Sue Cutler who have worked tirelessly on our behalf, Mrs. Janet King who has helped us all to understand the Church's accounts and its finances, and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church growing.

**Structure, Governance and Management**

The method of appointment of PCC members is set out in the Church Representation Rules. At St. James the membership of the PCC consists of the incumbent (our Vicar), churchwardens, the reader and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average level of attendance of 80%. Given its wide responsibilities the PCC has a number of sub-groups (sub-committees) each dealing with a particular aspect of parish life. These sub groups cover worship, mission and outreach and fabric and finance, and are all responsible to the PCC and report back to it regularly with minutes of their deliberations being received by the full PCC and discussed as necessary.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**ANNUAL REPORT (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF ST. JAMES HILL, SUTTON COLDFIELD**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

I report to the Charity's trustees on my examination of the accounts of the Charity for the year ended 31 December 2018 which are set out on pages 7 to 21.

**Responsibilities and basis of report**

As the Charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145 (5)(b) of the Act.

**Independent examiner's statement**

I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of any independent examination.

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.



Zoe Walsh FCCA  
For and on behalf of  
Harwoods  
Chartered Accountants  
Statutory Auditor

1 Trinity Place  
Midland Drive  
Sutton Coldfield  
B72 1TX

2019

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME & EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Endowment</u> <u>Funds</u>	<u>Total</u> <u>2018</u>	<u>Total</u> <u>2017</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Incoming Resources</b>						
<b>Income and endowments from:</b>						
Voluntary income	2a	90,339	23,559	-	113,898	84,606
Activities for generating funds	2b	5,030	5,250	-	10,280	13,029
Income from investments	2c	14,093	-	79	14,172	34,613
Income from church activities	2d	76,291	16,040	-	92,331	131,960
<b>Total Income</b>		<b>185,753</b>	<b>44,849</b>	<b>79</b>	<b>230,681</b>	<b>264,208</b>
<b>Resources Expended</b>						
<b>Expenditure on:</b>						
Charitable giving	3a	7,673	1,400	-	9,073	1,969
Diocese	3b	70,356	-	-	70,356	68,976
Clergy costs	3c	4,074	-	-	4,074	4,525
Church and churchyard costs	3d	14,650	-	-	14,650	15,437
Church centre running costs	3e	56,668	27,164	-	83,832	63,119
Investment property costs	3f	3,293	-	-	3,293	2,130
Cost of generating funds	3g	-	-	-	-	5,375
Administration	3h	42,983	3,932	-	46,915	40,398
<b>Total Expenditure</b>		<b>199,697</b>	<b>32,496</b>	<b>-</b>	<b>232,193</b>	<b>201,929</b>
Net gains/(losses) on investment	7c	(756)	-	(36)	(792)	3,854
Net income/expenditure		(14,700)	12,353	43	(2,304)	66,133
Transfer between funds		11,516	(10,730)	(786)	-	-
<b>Net movement in funds</b>		<b>(3,184)</b>	<b>1,623</b>	<b>(743)</b>	<b>(2,304)</b>	<b>66,133</b>
Total funds brought forward		975,986	42,961	4,034	1,022,981	956,848
<b>Total funds carried forward</b>		<b>972,802</b>	<b>44,584</b>	<b>3,291</b>	<b>1,020,677</b>	<b>1,022,981</b>



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**BALANCE SHEET**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

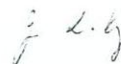
	<u>Notes</u>	<u>2018</u> £	<u>2017</u> £
<b>Fixed Assets</b>			
Tangible	7	453,859	443,692
Freehold investment property	8	300,000	300,000
Investments	9	48,394	47,667
		<hr/> 802,253	<hr/> 791,359
<b>Current Assets</b>			
Debtors and prepayments	10	20,554	24,593
Short term deposits		95,269	94,107
Cash at bank and in hand		109,729	118,055
		<hr/> 225,552	<hr/> 236,755
<b>Liabilities</b>			
Creditors - Amounts falling due within one year	11	7,128	5,133
<b>NET CURRENT ASSETS</b>		<hr/> 218,424	<hr/> 231,622
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> <hr/> 1,020,677	<hr/> <hr/> 1,022,981
<b>REPRESENTED BY PARISH FUNDS</b>	12		
Unrestricted		972,802	975,986
Restricted		44,584	42,961
Endowment		3,291	4,034
		<hr/> 1,020,677	<hr/> 1,022,981

Approved by the Parochial Church Council on 9th April, 2019 and signed on its behalf by

Chairman



Treasurer



The notes on pages 9 to 21 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**1. Summary of significant accounting policies**

**a) General information and basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise noted in the relevant notes to those accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 (effective 1 January 2015) – (Charities SORP (FRS 102)), the Charities Act 2011 and with the Church Accounting Regulations 2006.

The Charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**b) Income recognition**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Planned giving receivable under gift aid is recognised on when received. Income tax recoverable on gift aid donations is recognised when the income is received.

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**c) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities includes note 3; and
- Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis.

**d) Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**e) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity. The endowment fund has limited use for the income produced so that it has been included in this category.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**f) Tangible Fixed Assets**

**Tangible fixed assets for use by the church**

Where tangible fixed assets have been acquired with the aid of specific grants, either from the government or from the private sector, they are included in the Balance Sheet at cost and depreciated over their expected useful economic life. Where there are specific conditions attached to the funding requiring the continued use of the asset, the related grants are credited to a restricted fixed asset fund in the Statement of Financial Activities and carried forward in the Balance Sheet. Depreciation on the relevant assets is charged directly to the restricted fixed asset fund in the Statement of Financial Activities.

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Land	Nil
Fixtures, fittings and equipment	10 years
Buildings for church use	50 years

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities.

**Consecrated and benefice property**

In so far as the consecrated and benefice property of any kind is excluded from the definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than when insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

**g) Fixed Asset Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains/(losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

**h) Current Asset Investments**

Current asset investments are short term highly liquid investments and are held at fair value. These include cash on deposit and cash equivalents with a maturity of less than one year.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**i) Going Concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**j) Debtors**

Debtors and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discount due.

**k) Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount allowing for any trade discount due.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Contd.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>		
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>2. INCOME</b>					
<b>a) Voluntary income</b>					
Planned giving:					
Covenants and gift aid	48,655	-	-	48,655	50,314
Income Tax recoverable on covenants and gift aid (including interest)	13,049	-	-	13,049	13,364
Charities Aid Foundation	840	-	-	840	1,070
Other planned giving	5,441	-	-	5,441	4,932
Collections (open plate) at all services	3,595	-	-	3,595	4,394
Sundry donations	1,174	-	-	1,174	6,317
Restoration funds received	-	1,559	-	1,559	4,215
Legacies	17,585	22,000	-	39,585	-
	<u>90,339</u>	<u>23,559</u>	<u>-</u>	<u>113,898</u>	<u>84,606</u>
<b>b) Activities for generating funds</b>					
Appeals including lent lunches	455	1,250	-	1,705	2,117
Christmas Fair and other fund raising	3,354	-	-	3,354	4,444
Parish magazine sales	1,221	-	-	1,221	918
Grants for church activities	-	4,000	-	4,000	5,550
	<u>5,030</u>	<u>5,250</u>	<u>-</u>	<u>10,280</u>	<u>13,029</u>
<b>c) Income from investments</b>					
Dividends and similar income	1,540	-	79	1,619	1,576
Bank interest	243	-	-	243	7
Rental income from car park	3,360	-	-	3,360	22,830
Rental income from 3 Dower Road	8,950	-	-	8,950	10,200
	<u>14,093</u>	<u>-</u>	<u>79</u>	<u>14,172</u>	<u>34,613</u>
<b>d) Income from Church Activities</b>					
Church Centre lettings	57,341	-	-	57,341	63,139
Church centre donations	3,542	-	-	3,542	2,886
Church centre fund raising	807	5,040	-	5,847	1,201
Church centre grants received	-	11,000	-	11,000	19,600
Church centre grants advanced	-	-	-	-	35,000
Church fees	14,601	-	-	14,601	10,134
	<u>76,291</u>	<u>16,040</u>	<u>-</u>	<u>92,331</u>	<u>131,960</u>
<b>TOTAL INCOME</b>	<u>185,753</u>	<u>44,849</u>	<u>79</u>	<u>230,681</u>	<u>264,208</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

<b>3. EXPENDITURE</b>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Endowment</u>	<u>2018</u>	<u>2017</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>£</u>	<u>£</u>
	<u>£</u>	<u>£</u>	<u>£</u>		
<b>a) Charitable Giving</b>					
Secular charities	7,673	1,400	-	9,073	1,969
<b>b) Diocese</b>					
Diocesan parish share	70,356	-	-	70,356	68,976
<b>c) Clergy Costs</b>					
Clergy expenses	3,155	-	-	3,155	3,196
Vicarage - water rates etc.	919	-	-	919	1,329
	4,074	-	-	4,074	4,525
<b>d) Church and Churchyard Costs</b>					
Church running expenses	3,862	-	-	3,862	3,325
Church maintenance	1,158	-	-	1,158	2,266
Organ repairs	668	-	-	668	586
Insurance	4,473	-	-	4,473	4,563
Upkeep of services	1,890	-	-	1,890	2,443
Upkeep of churchyard	799	-	-	799	1,654
Architects Fees	1,800	-	-	1,800	600
	14,650	-	-	14,650	15,437
<b>e) Church Centre</b>					
Running costs	37,957	27,164	-	65,121	45,530
Depreciation of buildings & equipment	18,711	-	-	18,711	15,120
Equipment expenses	-	-	-	-	2,469
	56,668	27,164	-	83,832	63,119
<b>f) Investment Property Costs</b>					
Dower Road - insurance, water rates and repairs	3,293	-	-	3,293	2,130
<b>g) Cost of Generating Funds</b>	-	-	-	-	5,375
<b>h) Administration</b>					
Parish magazine costs	4,788	-	-	4,788	49
Cost of events	-	3,932	-	3,932	1,515
Honoraria and salaries	13,703	-	-	13,703	16,308
Secretarial services	7,813	-	-	7,813	5,252
Equipment expensed	1,606	-	-	1,606	1,279
Postage, printing and stationery and booklets	7,798	-	-	7,798	8,022
Church groups	300	-	-	300	1,271
Training	50	-	-	50	197
Bank charges	38	-	-	38	36
Music licences	791	-	-	791	708
Sundries	4,596	-	-	4,596	4,741
Independent Examiners fee	1,500	-	-	1,500	1,020
	42,983	3,932	-	46,915	40,398
<b>TOTAL RESOURCES EXPENDED</b>	199,697	32,496	-	232,193	201,929



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**4. STAFF COSTS**

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
Wages and salaries	34,431	32,945
Average number of employees – All Charitable Activities	8	8

During the year the PCC employed a vergers, organist, administrators, cleaners and kitchen staff (all part time). The employer's national insurance was covered by the employment allowance. No employees had employee benefits in excess of £60,000 (2017-Nil). No pension contributions became due in the year.

Trustees remuneration Nil (2017: Nil).

**5. RELATED PARTIES**

There were no related party transactions during the period (2017 – Nil).

**6. TRUSTEES' EXPENSES**

The reimbursement of trustees expenses was as follows:

	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
	<u>Number</u>	<u>Number</u>	<u>£</u>	<u>£</u>
Travel	2	2	958	677
Subsistence	1	1	1,535	2,528
Accommodation	0	0	0	0
Other	1	1	3,157	3,388
	<hr/>	<hr/>	<hr/>	<hr/>
	2	2	5,650	7,038
	<hr/>	<hr/>	<hr/>	<hr/>

Included in above were no payments paid directly to third parties (2017 – £Nil).

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**7. Tangible fixed assets**

		<u>Church Centre</u> <u>(freehold)</u> <u>£</u>	<u>Church and</u> <u>Centre</u> <u>equipment</u> <u>£</u>	<u>Total</u> <u>£</u>
Cost or valuation	At 1 January 2018	487,869	67,638	555,507
	Additions at cost	-	28,878	28,878
	At 31 December 2018	487,869	96,516	584,385
Depreciation	At 1 January 2018	86,577	25,238	111,815
	Charge for the year	9,757	8,954	18,711
	At 31 December 2018	96,334	34,192	130,526
Net book value	At 31 December 2018	391,535	62,324	453,859
	At 31 December 2017	401,292	42,400	443,692

The house in Dower Road, originally acquired for use by the curate, is let via agents and considered to be an investment property. This has been revalued in effect as at 31 December 2017 by the Standing Committee using freely available information from the internet and local knowledge. This value has not changed materially since 31 December 2015 when first applied to produce these FRS102 accounts for the first time. It was not considered necessary to obtain a professional valuation.

The Church Centre and car park has been included at deemed cost using the cost of the building less depreciation as from 2008, earlier costs including that for land are not known. The Centre and car park have mixed use with very little separation of facilities that are let/hired and are used by church groups. Consequently, it is considered that the fair value of the investment property component cannot be measured reliably without due cost and effort. The entire property should be accounted for as property within tangible fixed assets.

**8. Investment property (freehold)**

	<u>2018</u> <u>£</u>	<u>2017</u> <u>£</u>
Investment property (freehold)		
Valuation as at 31 December 2017 and 31 December 2018	300,000	300,000

**9. Investments**

	<u>2018</u> <u>£</u>	<u>2017</u> <u>£</u>
Market value at 1 January 2018	47,667	42,375
Dividends reinvested	1,519	1,438
Valuation gain	(792)	3,854



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

Market value at 31 December 2018	48,394	47,667
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**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**10. Debtors and prepayments**

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
Debtors	267	0
Tax recoverable	13,000	13,082
Prepayments	1,287	5,236
Rent debtors	6,000	6,275
	20,554	24,593

**11. Creditors: due within one year**

	<u>2018</u>	<u>2017</u>
	<u>£</u>	<u>£</u>
Amounts falling due in one year		
Trade creditors	4,708	2,533
Deferred income	700	780
Accruals for utilities and other costs	1,720	1,820
	7,128	5,133

**12. Independent Examiners Remuneration**

The independent examiners remuneration amounts to an independent examination fee of £1,500 (2017 - £1,020).

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**13. Funds reconciliation**

**Unrestricted funds**

	<u>Balance at</u> <u>1 January</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Gains /</u> <u>(losses)</u>	<u>Balance at 31</u> <u>December</u>
	<u>2018</u>					<u>2018</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Unrestricted	924,307	182,707	(198,178)	11,516	-	920,352
Churchyard	48,226	3,042	(1,519)	-	(756)	48,993
Organ Repairs	2,953	4	-	-	-	2,957
Charity Reserve	500	-	-	-	-	500
	975,986	185,753	(199,697)	11,516	(756)	972,802

**Restricted funds**

	<u>Balance at</u> <u>1 January</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>	<u>Gains /</u> <u>(losses)</u>	<u>Balance at 31</u> <u>December</u>
	<u>2018</u>					<u>2018</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Altar Servers	320	-	-	-	-	320
Church Restoration Fund	5,541	23,559	-	-	-	29,100
Sundry Fund	-	-	-	-	-	-
Messy Church	1,500	-	-	-	-	1,500
Dignity Funerals	-	-	-	-	-	-
Centre AV System	15,600	1,000	(16,600)	-	-	-
Dementia/Hope Café	20,000	15,040	(10,646)	(10,730)	-	13,664
Lent Lunches	-	1,250	(1,250)	-	-	-
Church Activities	-	4,000	(4,000)	-	-	-
	42,961	44,849	(32,496)	(10,730)	-	44,584
Endowment	4,034	79	-	(786)	(36)	3,291
	46,995	44,928	(32,496)	(11,516)	(36)	47,875
<b>Total Funds</b>	<b>1,022,981</b>	<b>230,681</b>	<b>(235,246)</b>	<b>-</b>	<b>(792)</b>	<b>1,020,677</b>



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

Comparative information in respect of the proceeding period is as follows;

**Unrestricted funds**

	<u>Balance at</u> <u>1 January</u>				<u>Gains /</u> <u>(losses)</u>	<u>Balance at 31</u> <u>December</u>
	<u>2017</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>		<u>2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Unrestricted	897,761	194,320	(192,374)	24,600	-	924,307
Churchyard	42,931	3,079	(1,439)	-	3,655	48,226
Organ Repairs	2,953	-	-	-	-	2,953
Charity Reserve	500	-	-	-	-	500
	944,145	197,399	(193,813)	24,600	3,655	975,986

**Restricted funds**

	<u>Balance at</u> <u>1 January</u>				<u>Gains /</u> <u>(losses)</u>	<u>Balance at 31</u> <u>December</u>
	<u>2017</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers</u>		<u>2017</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Altar Servers	320	-	-	-	-	320
Church Restoration Fund	1,026	4,715	(200)	-	-	5,541
Sundry Fund	-	6,416	(6,416)	-	-	-
Messy Church	2,000	1,000	(1,500)	-	-	1,500
Kitchen Refurbishment	5,000	19,600	-	(24,600)	-	-
Centre AV System	600	15,000	-	-	-	15,600
Dementia/Hope Café	-	20,000	-	-	-	20,000
	8,946	66,731	(8,116)	(24,600)	-	42,961
Endowment	3,757	78	-	-	199	4,034
	12,703	66,809	(8,116)	(24,600)	199	46,995
<b>Total Funds</b>	<b>956,848</b>	<b>264,208</b>	<b>(206,429)</b>	<b>-</b>	<b>3,854</b>	<b>1,022,981</b>

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF**  
**ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Fund descriptions**

**Unrestricted funds:**

General Fund – This fund is unrestricted and can be used in accordance with the charitable objectives at the discretion of the trustees.

**Designated Funds:**

Churchyard Maintenance – This fund is designated in the maintenance of the churchyard.

Organ Repairs – This fund is set aside to be used if a potentially large organ repairs becomes necessary.

Charity Reserve – This fund was created to enable a member of the clergy to provide immediate help when an emergency arose.

**Restricted Funds:**

Alter servers – This fund is restricted and for the supply of linen etc. for the alter.

Church Restoration Fund – This fund is restricted and is for restoration/repair cost of the church and tower.

Messy Church – This fund is restricted and is used for the set up and running costs of Messy Church.

Centre Audio Visual System – This fund is restricted for the use of the AV System.

Intergenerational Dementia Café – This fund is restricted and for the running costs of the café.

Sundry Fund – This fund is restricted and is used for sundry expenses.

Kitchen Refurbishment – This is a restricted fund and is used for the refurbishment of the centre kitchen.

Lent Lunches – This is a restricted fund for the use of Lent Lunches.

Church Activities – This is a restricted fund for restricted church activities.

**Endowment Funds:**

The Miss Lane Legacy, the capital of which is invested in the CCLA Church of England Investment Fund, the income is restricted to the purchase of alter requisites.



**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF  
ST JAMES, HILL, SUTTON COLDFIELD**

**NOTES TO THE FINANCIAL STATEMENTS (Cont.)**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**14. Analysis of Net Assets**

	<u>Unrestricted</u> <u>funds</u> <u>£</u>	<u>Restricted</u> <u>funds</u> <u>£</u>	<u>Endowment</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>
Fixed assets	799,895	-	2,358	802,253
Current Assets	180,035	44,584	933	225,552
Current Liabilities	(7,128)	-	-	(7,128)
Total	<u>972,802</u>	<u>44,584</u>	<u>3,291</u>	<u>1,020,677</u>

Comparative information in respect of the proceeding period is as follows;

	<u>Unrestricted</u> <u>funds</u> <u>£</u>	<u>Restricted</u> <u>funds</u> <u>£</u>	<u>Endowment</u> <u>funds</u> <u>£</u>	<u>Total</u> <u>£</u>
Fixed assets	788,965	-	2,394	791,359
Current Assets	192,154	42,961	1,640	236,755
Current Liabilities	(5,133)	-	-	(5,133)
Total	<u>975,986</u>	<u>42,961</u>	<u>4,034</u>	<u>1,022,981</u>