

Annual Report and Financial Statements of the Parochial Church Council of St James Newchapel

For the year ended 31st December 2018

Charity registration number: 1163088



“Wake up, wake up!
Put on your boots, Zion!”

Isaiah 52:1 (The Message) Church verse for 2018



DIOCESE OF
LICHFIELD



Come follow Christ in the footsteps of St Chad

The Parochial Church Council of St James Newchapel
Trustees' Annual Report for the year ended 31st December 2018
Charity registration number: 1163088

Objectives and Activities

The trustees of the PCC are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of St James Newchapel it helps to promote the whole mission of the Church by following Christ in the footsteps of St Chad (The Lichfield Diocesan direction of Travel) through vocation, discipleship and Evangelism, and that in doing so it provides a benefit to the public. The MAP plans formed during 2018 help us to do this.

Church Members have spent two Away Days, a number of PCC meetings and other occasions during 2018 working towards producing the Church's Mission Action Plan. The church is grateful for Capt. Gordon Banks CA support for part of this journey. The now complete MAP will be taken to the PCC in January 2019 and then launched. Work has already begun on a number of areas of our MAP which are divided into the Diocesan direction of travel themes of: Vocation, Discipleship and Mission.

St James' Church principal worship service is 10.30 Sunday morning, there is a 9am service on the 1st and 3rd Sundays. In September the 6.30pm Evening Service moved from weekly to monthly, the 1st Sunday, due to low numbers for several years and heating costs. The Churchmanship of St James' congregation is evangelical/charismatic in style. Music is provided at the 9am service using internet downloads, at the 10.30 by an organist, drummer, bongo drummer and voices and in the evenings by singing unaccompanied. The monthly All Age Worship continues to develop but is limited by the increasing number of Baptisms, transience of Baptism families and lower numbers of the regular congregation.

There is much informal pastoral visiting which takes place within the community by the congregation as well as by the Vicar and a small team who offer to pray with people when they visit.

Bereaved families are prayed for in services, visited, offered further prayer and sent an invitation to the annual Memorial Service held on the evening of Remembrance Sunday. In 2018 over 70 members of the community gathered for cake and a cuppa before the service. One family were so grateful for their funeral service that they donated goods to sell at the Craft Fair for church funds.

Wedding Banns couples are interviewed and their identification details recorded. Wedding couples meet at least 3 times with the Vicar and have a rehearsal prior to their wedding. Baptism families are prepared by a visit from the Vicar, then by Lorraine Green and Chris Pass who share about what a difference being a Christian makes, then the Vicar meets with the parents and Godparents to go through the service. Families are also invited to attend the 'START!' Course. All contacts from the occasional offices are invited and encouraged to attend services. This contact helps build positive relationships with people from the community.

The Hopes and Dreams Panto and New Year Party, Craft Fairs, Memorial Service brought in members of the community. The second Angel Festival alongside the 'Sing a Song of Christmas' led by the Worship team engaged participation, involvement and community singing. The Angel Festival attracted organised visits from Watermill School and the staff and residents of Davlyn House. A new activity in the community was the 'Travelling Crib'

which took a Christmas crib and short prayers into 16 homes, a nursery, school and a home for the elderly.

In June Revd Janet celebrated 30 years of ministry as a Church Army Sister with guest preachers and a fellowship lunch.

The church could not operate without many trustworthy, reliable and committed volunteers giving sacrificially of their time and money, for which we praise and thank God. The Lichfield Diocese Finance Team have been generous with their advice, time and help this year, along with those who serve on the Hub Management Committee. We literally could not do this without the support and help of the diocesan team, thank you.

Achievements and Performance

The attached Mission Action Plan sets out the Vocation, Discipleship and Evangelism priorities for St James Church over the next 3-4 years.

During 2018 we planned and hosted a visit from the Vicar and 4 members of our link church from Ipoh, Malaysia, for 10 days. This linked up with the Diocesan 'East meets West' Conference. They spent time visiting a school, local people, Messy Church, a local working pottery museum, castle, lake and sharing their testimonies. Their visit brought joy, deepened friendships, renewed prayer and challenged faith in the congregation and community. This Malaysian visit resulted in us exchanging ideas and sharing resources and setting up a prayer exchange. It also continues to increase understanding of each other's cultures & contexts in order to develop realistic support of one another, to work on a jointly developed resource and plan future visits.

The Pilgrim Course continued their Tuesday Study Group, a practical; we ran 'Seeking God thru' Prayer' Lent Course and Lesley Stoker led an Acorn listening course for the Ministry Team, which broadened and honed our prayer life and listening. There was a morning sermon series on the books of Judges, 1 Corinthians, Mark and Ephesians and in the evening on the book of Ruth. All Age Worship has focused on "God called..." characters of the Bible. These have been well received and allowed focussed learning.

The 'START!' course was run twice during 2018, once for church members and once for Baptism families. The Baptism families decided they wanted to continue to grow in faith with a follow-on 'Life Course' in 2019.

In September around 40 church members attended the 'Stepping into the Supernatural' Jesus Prayer Ministry Course introductory day. Due to this interest Revd Paul and Joan Howard were invited to offer the first diocesan course at St James, attended by the Vicar and Ministry Team. There were a number of very positive testimonies to the work God was doing in people's lives. The Course is planned to be repeated as the 2019 Lent Course.

Deanery Synods in Sneyd Green, Longton and Fenton were attended by the Vicar and Deanery Synod reps and focused on the Diocesan direction of travel and the themes of Discipleship, Vocation and Evangelism. The Archdeacon's Visitation was attended by the Warden, Vicar and a small group from St James. The Vicar attended all Chapter Meetings, and became the Chapter Clerk for the new Deanery of Stoke. These meetings are a helpful local focus and support. The Vicar valued the opportunity to spend a week's retreat in May at the Bishop's Home in Lichfield and the opportunity afforded to get to know the Rt Revd Dr Michael Ipgrave and his wife Julia.

The overdue Quinquennial Report was received by the PCC and although there are not sufficient current funds to deal with the major repairs required to the Church roof and Western Wall, a restricted fund has been set up to encourage people to pay in towards these urgent repairs. Thanks are due to Frank Harper and the Maintenance Team, who have continued with small on-going repairs, e.g, jet-washed the stained glass windows on the Hub side and re-decorated the boiler room.

Charlie Crouch's churchyard team of community and church members have again toiled over the grass-cutting and removed grass keeping the area trim and tidy. This year the council budget removed the free skips to take away grass and dead wreaths, a strimmer was replaced and the petrol mower broke. It is a large churchyard and visitors appreciate the work to keep it tidy and safe.

The Vicar worked hard building relationships with the local Headteachers, RE Co-ordinators and schools by delivering the magazine, visits, and follow-up which has resulted in leading classroom teaching and assemblies at Ormiston Academy (Packmoor), and assemblies at Watermill Special School and Thursfield Primary School; this has opened up further opportunities.

The Hub regular bookings include: Slimming World and Pilates, and for the later months Grace & Faith Victory Church who moved on at the end of the year. During 2018 the Hub finances have been separated, as best we can, from the Church finances and now come under the umbrella of 'The Mercian Community Trust'. Rob Kellett was employed from September as the Booking Secretary to help develop the work, then left in December for a fulltime job elsewhere. There have been community Parties, Wedding receptions, funeral teas and 'Princess' parties.

Church activities which run in the Hub such as 'Knit and Natter' and 'Tiddlers, Toddlers and Friends' have all grown in number this year, the latter benefitting from new helper Astrid. 'Messy Church' continues to flourish and has invited members to use their talents grow a £1 into funds for a head-secured microphone. The 'Early Born Meals' Team continue to produce monthly three course meals with a speaker or entertainment, but sadly, Jenny Boughey has needed to leave. Being a Craft Fair volunteer is hard work, especially in the kitchen to provide the popular café. The church is grateful for the dedicated hard work of all the volunteers. Hub maintenance included: re-placing fallen roof tiles after a storm, a screen across the men's toilet mirror. The Hub Management Committee's ongoing agenda items are: issues with the quality of the flooring, the heating system being constantly 'on' and the lease changes with the Paddock Car Park.

Financial Review

Following the resignation of the long-standing and committed Treasurer, in April, (he continued to keep things ticking over until August) Cosy Bagot-Hewitt and Jean Overton from Lichfield Diocese took over the church finances, assisted by Mary Elden in banking, Will Timbey in making payments and a finance sub-committee. In July the Vicar finally became a signatory for the Church Bank Account with Will Timbey, Nancy Phillips, and Paul Eldon - the names of the previous Treasurer, previous Vicar and Church Warden were removed. The 2017 Accounts were sent to the Examiner in July 2018 followed by an Extra-ordinary APCM on 30th September 2018 which received the Accounts, Annual Report and agreed for the Diocese to be the external examiner for the 2018 accounts.

There was a review and training in completing new counting forms and banking practices led by Mary. A safe has been promised to St James by St John's Goldenhill PCC. The PCC agreed for this to be moved into St James' vestry and a list B application has been made.

Early in 2018 it was revealed that the parish is carrying a Parish Share arrears dating from 2010-13 and accrued £26,782 of debt. The PCC agreed to a generous scheme from the Diocesan Board of Finance whereby the church pay £1,195.50 extra Parish Share per year from 2018-2021, each year £5,500 is wiped off the arrears. This is both an encouragement and relief, and hopefully the church is able to sustain these payments which will wipe out the arrears. It was agreed that these arrears should be shown in the accounts from now on.

In October the Parish learned that financially the Church has been spending more than was being received over a period of time and had dipped into the restricted funds. The financial challenge was presented to the congregation who were encouraged to re-assess their

giving, to consider gift-aid, if paying tax and to give regularly through the envelope scheme or bank. There has been some increased giving as a result. However, the size of the Parish Share would be impossible to maintain by the current congregation and Revd. Janet initiated a discussion with the DBF to make the figure more achievable.

A generous anonymous gift from within the congregation enabled the 2018 Parish Share arrears quota to be paid at the year end. Fundraising activities included the Craft Fairs, social events, the Angel Festival and catering for events run in the Community Hub. However, most of the church finances come directly from the sacrificial giving of the congregation for which we are very grateful.

Reserves Policy

It is PCC policy to try to maintain a balance on free reserves (net current assets) which equates to at least three months unrestricted payments. This is equivalent to £14,700. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £3,900 which is considerably lower than this target. The PCC are addressing this shortfall as a matter of urgency.

Safeguarding

The PCC now have a Safeguarding Policy in place and a DBS registration day was held with 18 people registered. During 2018 online C0 & C1 training was offered (with support) and a C2 training day was held in the Community Hub which a number of leaders attended. There are still a number of people who need registering and to attend training now that group C0 and C1 training can be offered. The registration and clearance got somewhat confused by the different criteria put forward by different bodies for registration (i.e. CCPAS, The Lichfield Diocese, Bishop's Guidelines and National Guidelines). This confusion resulted in many who had registered not being entered by the advisor for their DBS clearance. This has only begun to come to light following Trevor Roughton's appointment as Safeguarding Officer in November 2018. In 2019 he plans to review policies, procedures, alongside obtaining lists of those who have received and those needing a DBS. The PCC recognise this is their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Fundraising

The PCC takes its fundraising responsibilities seriously and is very grateful to all who give to St James' church – whether regular or occasionally, especially those who are able to gift aid or give through their bank – in their support of the church and church events. PCC supporters are never taken for granted. The PCC take full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, fundraising events, special appeals or legacies for which the PCC are most grateful. Following the sad death of a previous Church member, Pat Malby, the church is to receive a £2,000 legacy which is to be designated for the roof and western wall repairs.

Volunteers

The members of the PCC would like to thank all the volunteers who work so hard to make our Church a lively and vibrant community. Our special thanks go to the church warden; Margaret Smith, PCC Secretary; Nancy Philips who have worked so tirelessly on our behalf and to the Diocesan Finance Team of Cosy Baggot-Hewitt, Jean Overton, Sue Schulz and Roger Chesters, who have helped us understand the church's accounts and its finances better.

The church is particularly grateful to Peter Smith, who resigned as Treasurer just prior to the AGM in April following more than 25 years of dedication through good and lean times. We also thank the Finance Team, particularly Will Timbey, and Paul and Mary Eldon, for helping to fill the gap since Peter's resignation. In 2018 Margaret Smith said she will step down next year from being warden of St. James, completing 27 years of faithful and committed service

in this role, which has been above and beyond the call of duty. Kerry Roughton, is greatly missed; she served as PCC Secretary, Deanery Synod Rep. and in the Worship group but moved away to work, in the Autumn. We had the sad deaths of beloved church members; John Deaville and 'Little Mary' Moss whom we miss, but rejoice they are with the Lord. We are aware through these changes of the changelessness of God and his faithfulness.

Review of the Year

2018 began with a Panto, New Year Party and Prayer Course and occasional services being cancelled due to snow. The main focus in 2018 was the developing the Mission Action Plan (MAP) strategy threaded through the year in PCC meetings and away days here and at Rudyard. This was ready for launch in 2019. However, the church has already begun working on some of the priorities alongside the Diocesan direction of travel "Following Christ in the footsteps of St Chad" through Discipleship, Vocation and Mission.

There have been an increased number of occasional offices: 4 weddings, 7 Baptisms, 16 funerals (mixed Church or Crematoria based) and 11 internments. These provided opportunities to come alongside people at very important times in their lives and build relationships within the community. It was a privilege to welcome over 60 people to the Memorial Service in November.

The pattern of services changed in September with the evening Communion now monthly, on the 1st Sunday. The new Standing Committee helped with the work of the PCC and a Finance sub-committee dealt with bank signatories, new counting & banking processes and discussed financial issues. The Maintenance Team continued with ongoing repairs, and tidying despite the council's provision of skips for the churchyard being withdrawn. There have been no funds available to begin Quinquennial major repairs.

It has been a challenging and faith building year, we have been active on all fronts, and the spiritual life of the church has been fed, developed and deepened despite the building and financial challenges that could so easily have overshadowed things. People continue to get involved in leading and preaching at services.

Revd Janet had the privilege of a week's retreat staying with Bishop Michael and his wife, Julia in Lichfield, also attending a week's Clergy Conference in Swanwich, and 'New Opportunities', 'Induction' and 'Working with Change' conferences.

Safeguarding training C0, C1, and C2 and registration was offered at St James' and the Vicar attended C3 training. The Prayer Meeting shifted to a Tuesday and grew in numbers. Lesley Stoker ran a practical Acorn Listening Course for the Ministry Team. Vicky Calvert & Kerry Roughton shared personal testimonies at their Confirmation, by Bishop Geoff Annas, in September. Over 40 members of St James attended an introductory day in Tipton for the 'Stepping into the Supernatural' Course. Paul and Joan Howard then ran the first N. Staffs. course hosted at St. James, with members of St. James' Ministry Team learning and growing in faith and experience. The START! Course was run twice, the second time for baptism couples, led by Sarah Gidman and the Vicar; both the couples are looking to begin 'Life Course' in 2019.

We give thanks to God for a highlight of the year; hosting Revd Gerrad and a Mission Team from Ipoh, Malaysia who witnessed, prayed and shared among us, building lasting and transforming relationships between us, renewing prayer and challenging our faith.

This year the longstanding and committed Treasurer Peter Smith resigned, and members of Lichfield DBF stepped in, temporarily, to support the church, when no-body came forward as Treasurer, aided by Mary & Paul Elden and Will Timbey. The PCC Secretary, Kerry Roughton, moved away to a new job and Nancy Phillips took up the role. Amy Calvert gave up being the Safeguarding Officer and Trevor Roughton has taken that on. We give thanks to God for the commitment of all volunteers; from the catering teams to the typing and printing of the notice sheet etc... all who keep the Church and activities running. We had the sad death of beloved church members; John Deaville and 'Little Mary' Moss whom we miss, but rejoice they are with the Lord. We are aware through these changes of the changelessness of God and his faithfulness.

There have been financial challenges updating the bank account signatories that took months and insufficient income which led to dipping into restricted funds, identified in October. This was announced to the church, whilst requesting members review their giving and gift aid status. Expenditure is kept to a bare minimum and the Vicar did not claim expenses for rest of the year. Through the generosity of some, we managed to pay the Parish Share and arrears re-payments for 2018 and we Praise God for his provision!

Revd Janet continues to build connections with the primary schools and to lead assemblies. The Hub has been used more frequently by the community and by Grace & Faith Victory Church. Rob Kellett gave 3 months to being the Hub Booking Secretary prior to gaining fulltime work elsewhere. Knit and Natter made an exquisite knitted Nativity Set which along with a short service of prayers, travelled to 16 homes, a school, nursery and care home during Advent, 'bringing Jesus' and joy into people's homes.

A report from leaders covering all areas of Church life has been published prior to the APCM.

Revd Janet Arnold 03/04/19

Future Plans: Map for 2019

Vocation

- 1) Review Safeguarding policies, procedures, complete Safeguarding Training, DBS registration and checks.
- 2) Complete risk assessments for church activities and write a Health and Safety policy.
- 3) The Vicar and PCC to work with the Church Warden of 27 years in training others and handing on the role.
- 4) Encourage and develop lay ministry skills through leading Sunday worship in; preaching, service leading, prayers, Bible reading, worship group, healing and ministry team, Hopes & Dreams drama group, computer projection etc... Promote training offered through the Deanery, Diocese and national Church.
- 5) Encourage people to take up the roles of Treasurer, Church Warden, Community News Editor, Gift Aid Officer, and Purchasing Assistant. The new Community News Editor, Sarah Gidman, to start producing the Magazine, with the support of a small team.
- 6) Gain quotes, faculties and raise funds for major repair work.
- 7) Develop the new website.
- 8) Set up action groups for fabric, socials/fundraising etc...
- 9) Explore how to raise further funds to balance the books, pay bills, plan ministry and mission.

10) Look at honing the skills of the Vicar and PCC by running the CPAS 'PCC Tonight' Course.

Discipleship

- 1) Develop ministry with young families by continuing to develop the monthly All Age Worship and new provision for babies and children during the remaining 10.30am services.
- 2) Repeat the 'Stepping into the Supernatural' course at St James inviting Paul & Joan Howard to run the course for St James and other churches.
- 3) Prepare to launch Growth Groups by identifying who might help lead this forward, initiate the group and begin to develop a strategy.

Evangelism

- 1) Offer a 'Life Course' to those who complete the 'START!' course and consider follow on courses providing a framework for growing and nurturing faith, to offer to baptism families and those new to attending Church.
- 2) Explore setting up and running a monthly tots group for men and their children associated with 'Who Let the Dads out?' on Saturday afternoons.
- 3) The Vicar plans to visit the church link in Ipoh, Malaysia to experience the culture and church life and to initiate plans for a Mission Team from St James to visit in and initiate plans for a Mission Team from St James to visit in 2020.

Vocation, Discipleship & Evangelism

- 1) Initiate a group to plan, write and sell space in the Community News since editor's retirement.

Risk Management

The Church Warden carries out regular visual Health and Safety checks and with the Maintenance Team regularly inspect the premises for potential hazards. There is a Safeguarding Policy in place, with packs available in both Church and Hub and signage displayed. The new Safeguarding Officer plans to initiate rigorous DBS checking of staff and volunteers and ensure that a Health & Safety Policy is created. Our insurances are reviewed annually ensure there is adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

Structure, Governance and Management

The PCC is a Body Corporate established by the Church of England (PCC Powers Measure 1956, and the Church Representation Rules 2006) and is a Charity registered with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2nd January 1957, and the Church Representation Rules.

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. In 2018 the PCC met 7 times, with an additional 3 extra-ordinary meetings to deal with finance and the planned outreach by the worship team during 2018. Given its responsibilities, in 2018 the PCC has established a Standing Committee which meets prior to every PCC meeting and a Finance Committee

which meets when needed. It is hoped that in the future other sub-committees will be established. Each reports back to the PCC.

Related Parties

The PCC are asked to declare any conflicts of interest and relationship with any related parties.

Donations from related parties (PCC members) during the year was £XXXX

Reference and Administrative details

The Church is situated in Station Road, Newchapel, Stoke-on-Trent, ST7 4QT and is part of the Deanery of Stoke-on-Trent, in the Diocese of Lichfield. The correspondence address is The Vicarage, 32 Pennyfields Road, Newchapel, Stoke-on-Trent. ST7 4PN. Registered charity number 1163088. Our website address is: <http://www.stjamesnewchapel.co.uk>

PCC members who have served from 1st January 2018 until the APCM on 3/4/2019 were:

Ex Officio Members

The Incumbent

The Reverend Sister Janet Arnold CA (Chairperson)

Churchwardens

Margaret Smith

Deanery Synod Reps

Mary Elden (Finance Team)

Paul Elden (Finance Team)

Kerry Roughton (also Secretary) Until 18th July 2018

Elected Members

Nancy Phillips (Secretary) From 18th July 2018

Will Timbey (Finance Team)

Martyn Baddeley

Amy Calvert

Neil Gidman

Margaret Harper

Jess Leech

Gordon Pritchard

Karin Pritchard

Donna Rampling

Rose Smith

Aveen Stubbs

Jean Tidball

Laura Woods

Bank

NatWest

Independent Examiner

Lichfield Diocesan Board of Finance

St Marys House, The Close, Lichfield WS13 7LD

Approved by the PCC on 2019 and signed on its behalf by:

.....
Reverend Sister Janet Arnold CA (Chairperson)

.....
Nancy Phillips (Secretary)



The PCC of St James Newchapel

Financial Statements for the Year Ended 31st December 2018

Statement of Financial Activities

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowments Funds £	Total Funds 2018 £	Total Funds 2017 £
							<i>*see note 13 for full comparatives</i>
Incoming Resources							
Income and Endowments from:							
Donations and Legacies	2a	46,741	-	630	-	47,371	53,167
Activities for Generating Funds	2b	2,404	119	-	-	2,523	1,913
Income from Investments	2c	0	-	-	-	0	0
Church Activities	2d	5,379	278	1,871	-	7,527	19,589
Other	2e	-	-	-	-	-	-
Total		54,524	397	2,501	-	57,421	74,669
Resources Expended							
Expenditure on:							
Raising Funds	3a	648	99	4,007	-	4,754	9,160
Church Activities	3b	52,699	-	4,142	-	56,840	62,710
Other	3c	-	-	-	-	-	-
Total		53,347	99	8,148	-	61,594	71,870
before investment gains/(losses)		1,177	298	(5,648)	-	(4,173)	2,799
Net gain/(losses) on investments	7(b) & 8(a)	-	-	-	-	-	-
Net Income/(Expenditure)		1,177	298	(5,648)	-	(4,173)	2,799
Transfer between Funds	6	3,029	-	(3,029)	-	-	-
Net Movement in Funds		4,206	298	(8,677)	-	(4,173)	2,799
Total Funds brought forward	11 & 14	(20,766)	300	12,691	-	(7,775)	(10,574)
Total Funds carried forward		(16,560)	598	4,014	-	(11,948)	(7,775)

Independent Examiner's report to the trustees/members of The PCC of Newchapel St James

I report on the accounts for the year ended 31st December 2018 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the with the accounting records
- 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 an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

- *Please delete the words in the brackets if they do not apply.*

Signed: 
Mrs Jessamine Dace

Date: 16/8/19

Lichfield Diocesan Board of Finance
St Mary's House, The Close, Lichfield, WS13 7LD
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