

**Parish Church of St James with St Matthew**

**St James's Lane**

**Muswell Hill**

**London**

**N10 3DB**

**Reg. charity 1134716**

**Annual Report and Financial Statements  
for the year ended 31 December 2018**

**Incumbent:**

**The Reverend Chris Green**

**Statutory auditors:**

**Lakin Rose Limited  
Chartered Accountants  
Cambridge CB24 9NL**

**Bankers:**

**HSBC Bank plc  
Muswell Hill  
London N10 3RX**

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## **Parish Church of St James with St Matthew, Muswell Hill**

### **Year ended 31 December 2018**

#### **Background**

The PCC of St James with St Matthew has the responsibility, together with the Incumbent, for promoting the whole mission of the Church of England in its local parish. This responsibility covers evangelistic, pastoral, social and ecumenical matters. It also has maintenance responsibilities for the Church, Parish Centre and Birchwood Centre and the houses occupied by clergy and staff.

The PCC is pleased to present its report for 2018. As a church we have been blessed in so many ways. We continue to see God at work at St James in all the different ministries and activities. We are so thankful for His hand at work in everything we do for Him. Set out below are a few highlights from the past year, which are expanded in the rest of this report.

#### **Preaching**

At the beginning of the year we continued our study of Matthew's gospel in the morning services and looked at the life of David in the 6:00pm service. Our Lent theme this year was 'Devoted: 40 Days of Community', with focus on Small Groups, Word, Fellowship, Prayer, Growth and Worship at all the main services. April saw a study of Easter in the book of John, followed by a three-month programme looking at Philippians and a summer series on Christ and Culture. In the autumn the preaching series focused on the book of Nehemiah.

#### **Support Team**

The Support Team endeavoured to give the best support possible to the ministry areas, being committed to this vital role, and seeing this as a ministry in itself.

In 2018, we had 647 on the electoral roll. Jean Airey supervised the administration of 20 DBS checks for those working with children and young people, and 8 for those working with vulnerable adults.

Charlene Azille administered five weddings, eight funerals, 11 baptisms for under-16s and three adult baptisms. She also continued to administer bookings at the Birchwood Centre. The income from regular bookings came to a total of £7,819.00. Two regular bookings were lost in the summer. Income from one-off bookings was £5,680.50 and from bookings for St James Church (not including weddings) income was £5,511.00.

#### **Staff Changes**

There were several staff changes in 2018. In February, Michael John finished his curacy here and relocated with his family to Holy Trinity, Clapham. Alex Jacobsen joined the team as Contemporary Music Minister. In the summer, Chris George also relocated, leaving the post of Classical Music Minister vacant, but we are grateful to Ashley Nichols for taking over the role temporarily to lead the choir and orchestra over the Christmas period. Paul Ellerby resigned from his position as Head of Operations and this position was taken up by Charlene Azille and Leona Akass. We thank Paul for ably leading the Operations team during his tenure. Holly Newbould, our Youth Ministry Associate, left to take up a new position in Bolton, and Swantje Ungerer finished her internship at St James.

#### **Midweek Pastorate Groups**

A total of 23 small groups met throughout the year, offering fellowship and discipleship to some 223 members of the church family, including four groups of women meeting for FOCUS on Thursday mornings at church, and two groups' worth of young adults at Gather & Send on Thursday evenings.

Our groups are spread throughout Muswell Hill and most of the surrounding neighbourhoods, although we have relatively few groups meeting up in Barnet or over in Bounds Green/Wood Green, where a sizeable number of our church family live. Groups still meet generally on Tuesdays, Wednesday and

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occasionally Thursday evenings, and some parents have begun to ask whether we could start a group meeting in the day time on Saturdays where children could play in another room.

It is really encouraging to see that there is a growing energy in our pastorates; 58 people joined one last year – more than one a week – and one of our larger pastorates is looking carefully at the opportunity to form two new groups. We've done a variety of studies, from books of the Bible like Philippians, Nehemiah and Zechariah, to Bible overview courses and *The Reason for God* by Tim Keller.

**Special Events**

In addition to the regular events in the church calendar there were several other exciting events in 2018.

- In February Dr Eric Ortland led a popular tour of the British Museum's Old Testament gallery.
- We welcomed Graham Daniels, a former footballer and now Director of 'Christians in Sport', was an after-dinner speaker, talking about God being at work in a footballer's life.
- We were also delighted to have an adult baptism service on 11 February.
- In March the Women's Ministry hosted an evening for church members to think about the topic of women and ordination: three ordained women gave their personal views on this subject, with biblical reference.
- Colin Buchanan, a well-known Christian songwriter of children's praise and worship songs, gave a rousing concert for the younger members of the congregation.
- In June, a group of dads and children went on a camping weekend in Lee Valley Country Park led by with Ashley Nichols.
- Chris Green led a course called 'The Prodigal God', based on Dr Timothy Keller's book of the same name, over 6 weeks. It comprised group discussion and study based on Jesus' great parable, 'The Prodigal Son.'
- In October, the church family came together for a weekend away at the De Vere hotel, Staverton Estate. We were delighted to welcome back Jim Salladin as our guest speaker.
- 'The God Particle', a romantic comedy with a hint of sci-fi, was performed in autumn.
- Women's Ministry held an Advent Evening with testimonies and a talk.
- The Christmas Experience again attracted and enchanted many children from local primary schools.

**Classical Music at St James**

We said good bye to Chris George as director of Classical music in the summer of 2018. Ashley has taken responsibility for coordinating classical music, and Anna Williams conducted the choir for the Choral Evensong marking 100 years since the end of WW1 and the Carol Services. The monthly Saturday lunchtime concerts continued to be well attended.

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**Community Ministry**

**Community Café** numbers have been steady since last year and the café continues to be popular. Most weeks between 35 and 65 people come. We have created new work placements for learners from Beyond Autism. We still have strong links with Haringey Advice Partnership, Haringey Council (learning disabilities team), Muswell Flyer, Action for Kids, Treehouse School and Ambitious College. We have two great teams from these partnerships, one working in the kitchen providing homemade hot soup and one serving/acting as front of house. The café had up to four work-experience students from Treehouse School, three work-experience learners from the Harington Scheme to cook and one to clean the church, A 'Thought for the Day' and 'words of comfort from the Bible' slot and a quiz (or similar) each week draw the whole group together. Many regulars and visitors have enjoyed being part of the community each Tuesday.

We have strong partnerships with Marks and Spencer, Planet Organic, Gail's Bakery and Sainsbury's, who generously donate produce that they can no longer sell. Martin Stone from the Muswell Hill Soup Kitchen attended some sessions in this way supporting the Head of Community Ministries. For many of the attendees the café was the highlight of their week, and also their weekly church attendance.

**Besom in Haringey** has had an encouraging year, doing numerous van runs and welcoming new people on the administration and delivery teams.

**Haringey Churches Winter Night Shelter (Overnight Respite)** ran up until mid-March and restarted in December 2018. This initiative continued to attract considerable interest from local volunteers not otherwise connected with church, as well as from St James members who gave a huge amount of time, love and money. There was always a wonderful sense of community and friendship among the guests and the team. In 2018, due to the generosity of church family members and partnerships with local businesses (Sainsbury's and M&S) our outgoings were lower than previous years. We have also had local trusts donate grants to help the work of the Winter Night Shelter as this ministry is supported through monetary donations.

**The Muswell Hill Soup Kitchen** continued to meet a huge need, serving 11,000 meals a year, opening five nights a week at the Baptist Church where a team from St James, along with other local people, ran Monday evenings. St James continues to be involved with and support Next Meal – a scheme to help direct homeless people to food and support - handing out cards and testing the website.

**Adopt A Grandparent** was launched in summer 2018 in collaboration with TeaTime and Community Ministries. We have 2 partnerships formed so far which has been life-changing for one of our grandparents in particular. We would like more grandparents and more befrienders to come forward.

**TeaTime**, a community group for seniors, continued to meet every Wednesday afternoon during term time. About 30 seniors attended each week, and for some it was the only time they left their homes. Each week an activity such as Keep Fit or a quiz, or some form of entertainment, was organised, followed by afternoon tea.

TeaTime started in 1985 and in 2018, it celebrated its 33<sup>rd</sup> birthday with an annual party. Seniors also enjoyed a Christmas lunch, followed by carol singing. TeaTime could not function without numerous volunteers; the helpers on the day, the drivers who give lifts, and the cake bakers.

**Other:** St James was involved in Midsummer Muswell again this year where we had a big promotion for 'Raise the Roof', generating a considerable amount of money thanks to the work of the Community Café team, staff team and volunteers. This year was St James' first big year to get involved in "A Very Merry Muswell" where we had a craft market in the church, entertainment and more!

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**Wave**

We are thankful to have seen new friendships develop and deepen at the Challenge Group, Wave Church and the now weekly arts café events established by our sister charity Wave Cafe. None of this would be possible without the on-going commitment of our mixed ability teams and the support provided by St. James Church, the Methodist Church and our regular donors.

There have been wonderful opportunities this year for us to share our ethos more widely (actively valuing people of all abilities, and changing attitudes through doing things with and not for each other) - Celia and Bernice had good discussions about Wave with the new Bishop of London; Wave Church ran two invitation services with participants from varied denominations across London; one of the mothers from Challenge undertook a 50k fundraising walk for the group; we received visits and enquiries from individuals and organisations who are supportive of inclusive church and keen to learn from our experiences; we were also subject of a featured interview on BBC Radio 4's Woman's Hour last summer.

There is a noticeable momentum building in this area of work actively to include individuals with learning disabilities in churches, work places and social venues. However, we are acutely aware of the still significant need that exists, as we receive emails through our website from families who are hopeful of finding groups like Wave in their local community.

Our hope is that through sharing our learning, stories and resources more widely, we will motivate others to feel that they too can start initiatives to encourage better inclusion in their communities. We are planning a 10<sup>th</sup> anniversary event on September 21<sup>st</sup> (save the date!) to celebrate what God has been doing through Wave. The day will also aim to share learning and help others see the mutual transformation benefit that comes through people with and without learning disabilities worshipping, socialising and working together.

**Children's Ministry**

We give thanks to God for another year of active ministry amongst children, both in their schools and with their families and the encouragement of seeing many new families join us over the year.

In 2018 we said goodbye to Holly and Swantje, and unusually were without any Oak Hill or Pathway placement students. However, we've welcomed Tara onto the staff and look forward to welcoming Alice from August 2019. We're grateful to Celia Webster, who pioneered and managed for many years Promiseland Plus (our Sunday ministry for children with additional needs). She has now handed the leadership across to Helen Watts, though Celia continues to serve on the team.

One of the bigger changes made in 2018 was the decision to divide Promiseland (our ministry for Primary school aged children) into two groups, for their Bible teaching, so that we could be more age-specific in tailoring the programme to the two age bands. The challenge is the space we have available, meaning that the most viable option involves walking the older children (7-10s) to the Birchwood Centre. We've trialled it for just over a term now and will be reviewing it during 2019.

Looking ahead, we are looking forward to partnering with other churches to produce a holiday club as a means of outreach to families. We also plan to make helpful parenting resources available to church families in 2019.

In a routine week we depend on more than 50 people to serve in children's ministry and we want to thank them all for helping grow the next generation of Jesus followers! It couldn't be done without them.

**Youth Ministry**

St James Youth Ministry is all about partnering with parents to make young disciples. That's us in a nutshell and it flavours everything we do.

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God has been kind to us this past year. Young people have been saved and built up in following Jesus. Numbers have steadily increased, particularly at Engage (school years 6-9). Over the past year we have focussed on refining each of our regular groups to make them the best they can possibly be. We've made a few changes in how they run, the structure they follow, and content taught. Regular week-in week-out discipleship doesn't necessarily look the most glamorous, but it's certainly the best thing we can do. Consequently, we've raised the profile of one-to-one discipleship amongst young people, where adults regularly read the Bible and share life with young people. What a brilliant example of church family in action.

Alongside this, two big events form part of our discipleship goal. The Big Weekend 2018 saw 86 young people and leaders delve into the topic of eternity and its impact on everyday life in the 21<sup>st</sup> century. Numerous young people took huge strides in their faith. Together with Children's Ministry, the Equip conference ran for its second year, training around 250 Youth and Children's workers. This is a great training day for our teams but also acts as a huge blessing to other churches who brought their teams along too. Even though it was sad saying goodbye to Holly as Youth Ministry Associate in December, it has been such a blessing to have Anya join the team on a full-time basis as Youth Minister to work alongside Dave.

This year we're focussing on two key areas. First, partnering with parents. This is currently an area where we are weaker. So, we're already busy putting together some resources to encourage parents as the primary disciplers of their children. We'd also love to host a Sunday lunch in the spring or summer term for parents to think through some of the key areas of parenting God's way. Our second focus is evangelism which Anya will lead. The best way for us to do that is by making disciple-making-disciples. The young people are the ones in the schools who have the contacts and know the culture best. They are the best way of doing evangelism. Big events are great and will certainly play a part, but the steady long-term training of young people to be fearless followers of Jesus in reaching their friends for him will be our focus.

Unless God builds his house, the workers labour in vain. Please join with us in praying for God to work in the hearts of our young people. Praise him too for all his goodness to us over the past year.

**Evangelism**

We started 2018 by running Life Explored, led by Michael John and a willing team. In February, Graham Daniels from Christians in Sport came to speak at a dinner event. After Easter Chris ran a course based on "The Prodigal God" by Tim Keller which attracted a number from within the church family as well as visitors. In the autumn, we hosted an Alpha course, with two lively and engaged discussion groups.

Within all this activity we saw God's gracious hand at work as some had their misconceptions about Jesus and his church clarified, some grew in their faith, and others returned to faith after years away. One learning point for us has been to notice that people are more likely to persevere with an evangelism course or group if they were personally invited by a member of the church. Evangelism is clearly a task for all members of our church family.

**West Haringey Deanery Synod**

The West Haringey Deanery Synod met three times in 2018.

On 28 February, William Cooper Bailey gave a presentation on using parish statistics for mission. Data collected from the Office for National Statistics and Transport for London can be used to inform incumbents, church-wardens and office administrators of needs within their parish and as supportive information when applying for grants. Anne Casson (Lay Chair) introduced the Church of England paper 'Setting God's People Free', and said she hoped to find an opportunity to discuss this further.

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At the meeting held on 5 July, Fr Ben Kerridge gave a talk about Poetry in Prayer, followed by time for reflection and discussion. Philip Sudell interviewed Mary Embleton, as she nears retirement from many years' service as an LDBS (London Diocesan Board for Schools) officer.

Sharon Howard, lead of East Haringey 'Christians Against Poverty', gave an informative and interesting account of CAP at the meeting on 22 November. She explained the real need for this service, how it is organised and how the volunteers engage with clients in the borough. There are 'Life Skills and Money' courses as well as a Debt Centre. Following her talk, Sharon took questions and was happy to explain the personal and Christian nature of her work.



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**Church Leadership and Oversight**

**PCC**

<i>Incumbent:</i>	Revd Chris Green (Vicar)
<i>Other ministers:</i>	Revd Mark Murthen (Associate Vicar) Revd Phil Mullins (Associate Vicar) Revd Michael John (Curate)
<i>Wardens:</i>	Ian Roberts Alison Vincent
<i>Other representatives on the Deanery Synod (in addition to the Wardens):</i>	
Jane Davidson Gillian Dunkeld Ajay Gohil David Williams Gina Titheridge	
<i>Other members, all elected unless otherwise indicated:</i>	
Richard Brueton Benamina Bolton Chris Law Patrick Haines Olasoji Odegbare Sue Picano Lydia Bartlett Murphy Prichard	Katrina Orme Clare Davey Gill Brazier (PCC Secretary) Celia Eldridge Anne Ayles Tom Kitching Michael Bleakley Seb Butter (Honorary Treasurer, ex-officio)

**PCC Sub-Committees**

The PCC operates through a number of sub-committees, which meet between full meetings of the PCC. These sub-committees comprised the following people since the Annual Parochial Church Meeting ("APCM") in March 2018 (see the 2017 Annual Report and Financial Statements for sub-committee membership up to that date):

**Standing Committee**

This committee has responsibility to transact the necessary business of the PCC between its meetings, subject to any directions given by the Council. It comprised Chris Green (Vicar) Chair, Mark Murthen (Associate Vicar), Phil Mullins (Associate Vicar), Ian Roberts (Church Warden), Alison Vincent (Church Warden), Seb Butter (Hon Treasurer), Andrea Bleakley.

**Finance Committee**

This committee oversees the financial affairs of the parish, by monitoring income and expenditure, cash flow, budgeting, accounting and setting the fund-raising targets for the parish. Its members comprised John Waters (Chair), Seb Butter (Treasurer), Chris Law (representing the Building Committee), Jonathan Thornton, Gina Titheridge, Tim Bartlett, Alison Tyndall.

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### **Year ended 31 December 2018**

#### **Buildings Committee**

The Buildings Committee is responsible for maintaining the Parish Church itself, and all its associated buildings, including staff housing. Its members comprised Chris Law (Chair), Gill Brazier, Yvonne Hardy, Nigel Young, Ian Roberts, James Lea, Paul Ellerby, Anand Achuthan and Charlene Azille.

#### **World Mission Group**

The World Mission Group is responsible for developing mission links outside the Parish, and the distribution of the bulk of the funds set aside for mission giving (10% of the Parish's unrestricted donation income is designated for mission giving.) Its members comprised Stephen Booth (Chair), Richard Bird, Richard Brueton, Deborah Kiwanuka, Clare Davey, Gina Titheridge, Alex Jacobsen, Esther Sharma and Steve Sexauer.

#### **PCC Activity in 2018**

The PCC met in January and March, before the APCM, where it considered and approved the 2017 Annual Report and Financial Statements, and the Financial Budget for 2018. Four further meetings were held in the course of the year. At each meeting the PCC spent time looking at the Bible, praying and conducting normal business including Human Resources, building updates, World Mission Group and finance updates. Throughout the year the various PCC Sub-Committees met regularly between the PCC meetings.

#### **Our Patrons, the Diocese of London and Common Fund**

We continue to enjoy an open and productive relationship with the Patrons of the Church, The Bishop of Edmonton and the Church Pastoral Aid Society. The Common Fund we pay to the Diocese of London fully covers the direct costs of employing our Vicar, and in addition makes a contribution to other costs of the Diocese of London. Our contribution to the Common Fund in 2018 was £78,300 (2017 - £78,300).

#### **Finance**

The Finance Committee continued to review the finances of the church, and in doing so met formally twice during the year. The finance Committee has been strengthened by the recent appointment of Alison Tyndall and Tim Bartlett. St James has had a good year financially, supported by one-off giving during the Gift-Day in June and greater control over non-staff expenditure. The General Fund achieved a surplus of £50,113 for the year compared with the surplus of just over £31,000 in 2017. This brings the retained amount within the General Fund to £92,409 as at 31 December 2018, and thus a step closer to the medium-term financial objectives set by the committee. The budget for 2019 is challenging and shows a potential deficit before factoring the response to the Gift-Day appeal, so we need to pray for a positive response to support our ministry once again.

#### **Buildings**

The Buildings Committee met six times during the year. Membership consisted of Chris Law (Chair), Gill Brazier, Yvonne Hardy, James Lea and Nigel Young. Our thanks to Nicholas Durden who stood down. We were pleased to welcome as new members Paul Ellerby (then Head of Operations) and Ian Roberts (Churchwarden), Paul Ellerby, Anand Achuthan and Charlene Azille.

The Buildings Committee met early in the New Year to assess the priorities for this year and arrange a further inspection of church properties. Both Chris Law and the Churchwardens, together with the staff, work closely to ensure a system of establishing priorities and that sign-offs work satisfactorily.

In April the flower kitchen at the back of church was redesigned to improve hospitality and the preparation of teas and coffees for the main services.

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As part of the 'Raise the Roof' scheme to raise funds for repairs to the church roof, it was proposed that a pilot project should be carried out, opening up part of the north aisle roof next to the tower. This was to identify the complexity of the problem and indicate approximately how much was needed for the work as a whole. The pilot project was approved by PCC, and carried out in September 2018, using £20,000 already raised. Our thanks to Gill Brazier who compiled an extensive report for PCC with the results, which showed less damage than previously thought.

Ian Roberts set up a sub-group to look at the Birchwood Centre and financing options.

St. James has a large number of parish staff properties which require constant maintenance and updates to make sure they are suitable for our staff.

Our thanks go to Paul Ellerby, the staff member related to parish property, to the Churchwardens and to Anand.

### **Eco Matters**

The Church continues to follow good environmental practice in its buildings. We have been diligent about our mainstream recycling of materials on-site and taken items which cannot be recycled in our containers (such as wood, plastic, metal and fluorescent strips) to the recycling centre. We have also been recycling our waste food on-site and putting out more green waste. To save energy our use of LED lights has increased. We continue to reuse paper in the photocopier where possible and, with the exception of a small amount of white paper, all the paper we purchase is recycled.

With the redesign of the small kitchen at the back of church, a dishwasher was installed making the need for paper cups redundant.

### **World Mission Group**

The World Mission Group (WMG) distributed over £50,000 of financial support to our mission partners on behalf of the PCC in 2018. New additions in 2018 included Emmanuel Anglican Church in New York, where Jim and Amber Salladin are now serving, and contributions towards the cost of enlarging the main church building at All Saints, Ssanga in Uganda. £6000 in aggregate of financial support was provided to three students at Bible Colleges. We continued to support Jane Ingle (Wycliffe Bible Translators, Cameroon), Heather Payne (now studying at OCMS with a focus on Christians from the Dalit caste in India), Philippa Lovell (working with London City Mission), Emma Kenyon (arts ministry in Cambodia), Paul and Liz Bendor-Samuel (OCMS/Interserve) and Niki Evans (Pathway schools ministry in local primary schools). 2018 was also our final year of support for NFlame which has now merged with The Message Trust, and we thank Kathy Goddard for her great work in North London's secondary schools.

It was particularly pleasing to observe the opening of Forte Torre's new church building in Bologna, where St. James has been supporting both the Arunzullas and the building project over many years. Chris Green represented St. James at the opening of Forte Torre. WMG member Clare Davey visited All Saints Ssanga to observe the building works first hand. The locations of our various mission partners can now be seen on the large world map that is towards the front of church.

### **Safeguarding**

St James has formally adopted and implemented the diocesan policy for safeguarding children, young people and vulnerable adults 'Safeguarding in the Diocese of London', and the associated procedures and guidance provided by the Diocese. The PCC Safeguarding Policy Statement is adopted and signed each year after the APCM. We have appointed a Church Safeguarding Officer and Children's Champion and have published contact details in the Church. We have also adopted additional guidelines and procedures to help us implement the policy and comply with the Diocese's guidelines on safer

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recruitment. The implementation of the policy and procedures is kept under regular review and is discussed and reviewed by the PCC at regular intervals.

We are also in the process of drawing up a Vulnerable Persons Policy in order to protect our staff, volunteers and church members from potentially dangerous situations that may arise. This is a work in progress.

**Governance, internal control and risk management**

It is through the various committees and sub-committees that the PCC has addressed the key operational and financial control requirements of the Parish. St James is subject to the full accounting and auditing requirements established by UK law and practice. In addition, the PCC and staff team have addressed some of the non-financial risks associated with the activities of the Church, such as Child Protection policy and the health and safety of its employees, members, visitors and contractors, and established appropriate risk management policies and procedures, including where necessary, appropriate insurance cover.

The PCC is grateful for the considerable efforts of volunteers for its successful operation. Without that help, the church would not be able to carry out the ministries it does, and neither would we as individuals have opportunity to serve our Lord God as he would have us.

**Auditors**

Lakin Rose Limited acted as auditors during the year. A resolution for their re- appointment will be put forward at the 2019 APCM, as required by law.

On behalf of the PCC

Revd Chris Green (Vicar)

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

28 March 2019

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**Summary of a Parochial Church Council's Financial Responsibilities:**

1.	The PCC shall prepare accounts of the ecclesiastical parish and be accountable in particular to all whose names are on the electoral roll ( <i>Church Accounting Regulations 2006</i> ).
2.	Every PCC shall furnish to the Annual Parochial Church Meeting the audited accounts of the council for the years ending 31 December immediately preceding the meeting and an audited statement of the funds and property, if any, remaining at that date ( <i>Parochial Church Councils (Powers) Measure 1956</i> ).
3.	The charity trustees ( <i>for which read PCCs</i> ) shall ensure that accounting records are kept in respect of the charity which is sufficient to show and explain all the charity's transactions ( <i>Charities Act 2011, Part VIII Charity Accounts, Reports and Returns, Section 130 Accounting records</i> ).

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

**Opinion**

We have audited the financial statements of Parish Church of St James with St Matthew (the 'charity') for the year ended 31 December 2018 set out on pages 17 to 25. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn.

This has been done in order for the accounts to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the PCC members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the PCC members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The PCC members are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the PCC members' report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of the PCC**

As explained more fully in the PCC's responsibilities statement, the PCC members are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the PCC members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the PCC members are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the PCC members either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditors' report.

**Use of our report**

This report is made solely to the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's PCC members those matters we are required to state to them in an auditors' report and for no other purpose.

**Parish Church of St James with St Matthew, Muswell Hill**  
**Year ended 31 December 2018**

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW**  
**FOR THE YEAR ENDED 31 DECEMBER 2018**

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its PCC members, as a body, for our audit work, for this report, or for the opinions we have formed.

*Lakin Rose Limited*

**Lakin Rose Limited**

Chartered Accountants  
Statutory Auditors  
Pioneer House  
Vision Park  
Histon  
Cambridge  
CB24 9NL

Date: *29<sup>th</sup> March 2019*



Parish Church of St James with St Matthew, Muswell Hill  
Statement of Financial activities for the year ended 31 December 2018

		UNRESTRICTED				RESTRICTED	TOTAL	
		General Revenue	Capital Fund	Charitable Giving	Property Fund	Total	Special Collection Fund	
		£	£	£	£	£	£	2018 £
								2017 £
<b>INCOME AND ENDOWMENTS FROM</b>								
Donations	Note 2(a)	630,652	-	-	-	630,652	101,405	732,057
Legacies	Note 2(b)	-	-	-	-	-	-	2,000
Other trading activities	Note 2(c)	52,101	-	-	-	52,101	-	40,734
Other	Note 2(d)	25,093	-	-	-	25,093	-	46,755
<b>TOTAL</b>		707,846	-	-	-	707,846	101,405	809,251
<b>EXPENDITURE ON:</b>								
<b>CHARITABLE ACTIVITIES</b>								
Grants	Note 3(a)	-	-	53,315	-	53,315	74,625	103,687
Activities directly relating to the work of St James's	Note 3(b)	464,263	-	-	25,779	490,042	-	464,509
Church management and administration	Note 3(c)	130,873	-	-	-	130,873	-	118,379
Governance costs	Note 3(d)	3,661	-	-	-	3,661	-	3,752
<b>TOTAL</b>		598,797	-	53,315	25,779	677,891	74,625	690,327
<b>NET INCOME/ (EXPENDITURE)</b>								
Transfers between funds:		109,049	-	(53,315)	(25,779)	29,955	26,780	13,536
From the Property Fund	Note 10	6,445	-	-	(6,445)	-	-	-
To the Special Collection Fund	Note 10	(2,316)	-	-	-	(2,316)	2,316	-
To the Charitable Giving Fund	Note 10	(63,065)	-	63,065	-	-	-	-
<b>NET MOVEMENT OF FUNDS</b>		50,113	-	9,750	(32,224)	27,639	29,096	13,536
<b>RECONCILIATION OF FUNDS</b>								
<b>TOTAL FUNDS BROUGHT FORWARD</b>		42,296	7,000	39,817	1,079,931	1,169,044	30,297	1,185,805
<b>TOTAL FUNDS CARRIED FORWARD</b>		92,409	7,000	49,567	1,047,707	1,196,683	59,393	1,199,341

**Parish Church of St James with St Matthew, Muswell Hill**  
**Balance sheet as at 31 December 2018**

	Note	2018			2017		
		Property Fund	Other Funds	Total Funds	Property Fund	Other Funds	Total Funds
		£	£	£	£	£	£
FIXED ASSETS							
Tangible fixed assets	5	1,109,582	11,450	1,121,032	1,135,361	13,369	1,148,730
CURRENT ASSETS							
Debtors	6	-	13,747	13,747	-	15,133	15,133
Cash at bank and in hand	7	-	203,126	203,126	6,445	116,368	122,813
		-	216,873	216,873	6,445	131,501	137,946
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR							
	8	-	(19,954)	(19,954)	-	(25,460)	(25,460)
NET CURRENT ASSETS							
		-	196,919	196,919	6,445	106,041	112,486
LONG TERM LIABILITIES							
	9	(61,875)	-	(61,875)	(61,875)	-	(61,875)
NET ASSETS							
		1,047,707	208,369	1,256,076	1,079,931	119,410	1,199,341
FUNDS							
Unrestricted		1,047,707	148,976	1,196,683	1,079,931	89,113	1,169,044
Restricted		-	59,393	59,393	-	30,297	30,297
		1,047,707	208,369	1,256,076	1,079,931	119,410	1,199,341

Approved by the PCC on 25 March 2019, and signed on its behalf by:



Revd Chris Green (Chair)



Seb Butter (Honorary Treasurer)

The notes on pages 20 to 25 form part of these financial statements.

**Parish Church of St James with St Matthew, Muswell Hill**  
**2018 Cash flow statement**

**Statement of cash flows**

Table 1

	2018	2017	Note
	£	£	
<b>Cash flows from operating activities:</b>			
<i>Net Cash provided by (used in ) operating activities</i>	59,261	15,367	(Table 2 below)
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments	27,582	13,887	
Proceeds from the sale of property, plant and equipment	-	-	
Purchase of property, plant and equipment	(6,530)	(686,736)	
Proceeds from sale of investments	-	-	
Purchase of investments	-	-	
<i>Net Cash provided by (used in ) investing activities</i>	21,052	(672,849)	
<b>Cash flows from financing activities:</b>			
Repayments of borrowing	-	-	
Cash inflows from new borrowing	-	61,875	
Receipt of endowment	-	-	
<i>Net cash provided by (used in) financing activities</i>	0	61,875	
<i>Change in cash and cash equivalents in the reporting period</i>	80,313	(595,607)	
<b>Cash and cash equivalents at the beginning of the reporting period</b>	122,813	718,420	(Table 3 below)
<b>Cash and cash equivalents due to exchange rate movements</b>	-	-	
<i>Cash and cash equivalents at the end of the reporting period</i>	203,126	122,813	(Table 3 below)

**Reconciliation of net movement to net cash flows from operating activities**

Table 2

	2018	2017
	£	£
<i>Net movement in funds for the reporting period (as per the statement of financial activities)</i>	56,735	13,536
<b>Adjustment for:</b>		
Depreciation charges	34,228	26,072
Dividends, interest and rents from investments	(27,582)	(13,887)
Loss/(profit) on the sale of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	1,386	(7,007)
Increase/(decrease) in creditors	(5,506)	(3,347)
<i>Net cash provided by (used in) operating activities</i>	59,261	15,367

**Analysis of cash and cash equivalents**

Table 3

	2018	2017
	£	£
Cash in hand	203,126	122,813
Notice deposits (less than 30 days)	-	-
Overdraft facility repayable on demand	-	-
<b>Total cash and cash equivalents</b>	<b>203,126</b>	<b>122,813</b>

# Parish Church of St James with St Matthew, Muswell Hill

## Notes to the 2018 Financial Statements

### 1 ACCOUNTING POLICIES

#### Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities SORP (FRS 102)" effective 01 January 2015. They have been prepared under the historical cost convention.

#### Fund accounting

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

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

#### Incoming resources

##### *Voluntary income and capital sources*

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt is reasonably certain.

##### *Income from investments and other income*

Interest entitlements (including any tax recoverable thereon) are accounted for as they accrue. Rental income from the letting of the church premises or related property is recognised when the rental is due.

#### Resources used

##### **Grants and donations**

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

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

The Common Fund is accounted for when payable. Any amount unpaid at 31 December is provided for in these financial statements as an operational (though not legal) liability and is shown as a creditor in the Balance Sheet.

#### Fixed assets

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

Consecrated and beneficed property is excluded from the accounts as per the Charities Act 2011. In the case of this Parish, the properties excluded by this section are the Church, the Parish Centre, the land surrounding both and the Vicarage.

The Birchwood Memorial Hall is the subject of a separate trust dating back to the early 1900s, the sole custodian trustee of which is a Diocesan body. The Church is allowed to use the Hall for Church activities, as directed by the Church Wardens for the time being, but has no other rights to the building. It is regarded therefore as inalienable property of the Church. As no reliable cost information is available, and conventional valuation methods lack

sufficient reliability and would involve cost which far outweigh the benefit such a valuation could provide in the circumstances, no valuation is provided for this property in these financial statements.

The costs of maintaining and using this property are treated as expenses of the General Fund, and expensed or capitalised (as relevant) as incurred.

No value is placed on movable church furnishings held by the Church Wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

All expenditure incurred on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

##### **Staff housing and other property**

Freehold or leasehold property required to be accounted for by the PCC are included in these financial statements at market values estimated in 1998, in accordance with the SORP. These values were reviewed in 2000 and considered by the PCC to continue to be appropriate valuations for the purposes of these financial statements. Maintenance expenditure is written off as incurred.

Land and buildings are not revalued upwards unless there are exceptional reasons for so doing. This is because, in the PCC's view

- i. the presentational and other benefits of formally revaluing such properties outweigh the cost and effort of obtaining appropriate valuations
- ii. these buildings comprise residential property in Muswell Hill, whose market value is and has historically been substantially higher than the values at which these properties are currently recognised in these financial statements.

Any permanent diminution in the value of these properties, as evidenced by formal or informal valuations drawn up by or on behalf of the PCC, below that at which these properties are recognised in these financial statements, however, is appropriately provided for.

Depreciation has been provided on these properties based upon an expected useful life of 50 years.

##### **Other fixtures, fittings and office equipment**

Equipment purchased and used within Parish premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 (excluding VAT) or less are written off when the asset is acquired.

#### Current assets

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

Short-term deposits include cash held on deposit either with the Central Board of Finance Church of England Funds or at the bank.

#### Taxation

As a charity, the Parish of St James with St Matthew, Muswell Hill is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 to the extent that these are applied to its charitable objectives. No tax charges have arisen in either the current or preceding year.

Parish Church of St James with St Matthew, Muswell Hill  
Notes to the 2018 Financial Statements

**2 INCOME AND ENDOWMENTS FROM:**

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2018	2017
	£	£	£	£
<b>2(a) Incoming resources from donors</b>				
Planned giving:				
Gift Aid donations	400,489	5,405	405,894	375,790
Income tax recoverable on these	103,334	3,174	106,508	99,578
Other planned giving	59,795	-	59,795	52,728
Service Collections	34,337	5,413	39,750	49,344
Other donations	32,697	87,413	120,110	36,934
	<u>630,652</u>	<u>101,405</u>	<u>732,057</u>	<u>614,374</u>
<b>2(b) Other voluntary incoming resources</b>				
Legacies	-	-	-	2,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000</u>
<b>2(c) Income from operating activities to further the PCC's objectives</b>				
Birchwood Hall lettings	23,272	-	23,272	22,227
Rental	27,492	-	27,492	13,240
Service fees	1,337	-	1,337	5,267
	<u>52,101</u>	<u>-</u>	<u>52,101</u>	<u>40,734</u>
<b>2(d) Other ordinary incoming resources</b>				
Interest income	90	-	90	696
Insurance proceeds	-	-	-	-
Profit on disposals	-	-	-	-
Other income	25,003	-	25,003	46,059
	<u>25,093</u>	<u>-</u>	<u>25,093</u>	<u>46,755</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>707,846</u>	<u>101,405</u>	<u>809,251</u>	<u>703,863</u>

**3 EXPENDITURE ON:  
CHARITABLE ACTIVITIES**

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2018	2017
	£	£	£	£
<b>3(a) Grants</b>				
Missionary and charitable giving (see 11 below):				
Church overseas	24,160	7,575	31,735	40,495
UK missions and societies	29,155	67,050	96,205	63,192
	<u>53,315</u>	<u>74,625</u>	<u>127,940</u>	<u>103,687</u>
<b>3(b) Activities directly relating to the work of the Church</b>				
Diocesan Common Fund	78,300	-	78,300	78,300
Staff and ministry costs	222,415	-	222,415	202,966
Church property expenses	186,881	-	186,881	180,955
Costs of services	2,446	-	2,446	2,288
Other activities	-	-	-	-
	<u>490,042</u>	<u>-</u>	<u>490,042</u>	<u>464,509</u>
<b>3(c) Church management and administration</b>				
Office expenditure	45,412	-	45,412	42,178
Staff and lay assistance costs	85,323	-	85,323	76,019
Bank charges	138	-	138	182
	<u>130,873</u>	<u>-</u>	<u>130,873</u>	<u>118,379</u>
<b>3(e) Church management and administration</b>				
Audit fees	3,661	-	3,661	3,752
<b>TOTAL RESOURCES USED</b>	<u>677,891</u>	<u>74,625</u>	<u>752,516</u>	<u>690,327</u>

**Parish Church of St James with St Matthew, Muswell Hill**  
**Notes to the 2018 Financial Statements**

**4 STAFF AND RELATED COSTS**

The Diocesan Common Fund payment covers all salary and pension costs of the one permanent clergy position at St James's Church as at the beginning of 2018. The salary and pension costs of other two clergy are paid by the PCC through the Diocese as 'Off Common Fund' positions. In addition, the housing and other normal employment related costs for the above positions are paid directly by the PCC and are included in Staff and Other Ministry costs above. These positions are full time, and each clergy member is by right a member of the PCC.

The Church also employs other staff, in ministry and support posts. All employment costs are reviewed annually, effective January in each year. Clergy and other staff costs excluding Diocesan Common Fund but including staff property depreciation may be summarised as follows:

	2018	2017
	£	£
Wages and salaries (including expense reimbursements, training, etc)	248,170	202,118
Social security costs	11,076	10,445
Pension costs	3,213	1,909
Housing costs (including repairs and maintenance)	80,693	92,065
	<u>343,152</u>	<u>306,537</u>

Excluding the three permanent clergy posts, the average number of other employees working over 16 hours per week (measured from 1 July in each year when contracts normally commence), analysed by function, was:

	No.	No.
Activities directly relating to the work of the Church	5	6
Church management and administration	4	4
	<u>9</u>	<u>10</u>

Of those employees, none earned more than £60,000 in the year.

**Transactions with PCC members and related parties:**

**Transactions with PCC members and related parties:**

Employees are appointed on merit and are paid salaries commensurate with responsibilities on scales after due review by designated members of the PCC.

No elected members of the PCC were also employees concurrently during 2018. No salary was paid to PCC members who were also employees concurrently, for 2017 (previous year).

The following transactions were undertaken with PCC members or related parties, all figures are inclusive of VAT if applicable:

- £413 was paid to Ajay Gohil in reimbursement of expenses incurred by Ajay for authorised ministry expenses. (*Ajay is a PCC member*).
- £83 was paid to Alison Vincent in reimbursement of expenses incurred by Alison for authorised 'Property redecoration' expenses. (*Alison is Church Warden and PCC member*).
- £84 was paid to Caroline Streets-Law in reimbursement of expenses incurred for authorised 'Easter Garden' expenses. £700 was paid to Caroline as solatium payments for three instances of damage to car tyres suffered due to church work. (*Caroline is the wife of Chris Law who is a PCC member*).
- £338 was paid to Gill Brazier in reimbursement of expenses incurred for authorised 'Tea-time' ministry and 'church property maintenance' expenses (*Gill is a PCC member - Secretary*).
- £683 was paid to Ian Roberts in reimbursement of expenses incurred by Ian for authorised 'church property redecoration/repair' expenses. (*Ian is Church Warden and PCC member*).
- £66 was paid to Lydia Bartlett in reimbursement of expenses incurred by Lydia for authorised 'Alpha' ministry expenses. (*Lydia is a PCC member*).
- £304 was provided as bursary to enable Olatoji Odegbare and family attend the 'Church weekend away'. (*Olatoji is a PCC member*).
- £40 was paid to Valerie Brueton in reimbursement of expenses incurred by Valerie for authorised 'Women's ministry expenses'. (*Valerie is the wife of Richard Brueton who is a PCC member*).
- £162 was paid to Viv Roberts in reimbursement of expenses incurred by Viv for authorised ministry expenses. (*Viv is the wife of Ian Roberts who is a PCC member*).

The clergy members of the PCC were provided allowances to assist with payment of utility bills, cleaning, gardening bills etc. The amounts for 2018/2017 are as follows: Chris Green - £3,299/£5,152; Mark Murthen - £1,616/£373 Phil Mullins - £1,447/£859.



Parish Church of St James with St Matthew, Muswell Hill  
Notes to the 2018 Financial Statements

5 FIXED ASSETS FOR USE BY THE PCC

	Land and buildings Freehold	Leasehold	Plant and equipment	Motor vehicles	Total
	£	£	£	£	£
<i>Tangible fixed assets</i>					
<b>Gross book value</b>					
At 1 January 2018	494,040	794,887	137,897	-	1,426,824
Additions	-	-	6,530	-	6,530
Disposals	-	-	(3,272)	-	(3,272)
At 31 December 2018	494,040	794,887	141,155	-	1,430,082
<b>Depreciation</b>					
At 1 January 2018	108,750	44,816	124,528	-	278,094
Charge for year	9,881	15,898	8,449	-	34,228
Disposals	-	-	(3,272)	-	(3,272)
At 31 December 2018	118,631	60,714	129,705	-	309,050
<b>Net book value</b> At 31 December 2017	385,290	750,071	13,369	-	1,148,730
At 31 December 2018	375,409	734,173	11,450	-	1,121,032

As at 31 December 2018 the freehold land and buildings include staff housing located at 67 St James's Lane, Muswell Hill. In 2012, a new Children's room, the Jimmy Peppiatt room was constructed, adjoining the old children's ministry room on land that was part of the vicarage grounds. The church building (consecrated property) is normally shown in the books of the Diocese. As the new room is deemed as non-consecrated, we have included it within Freehold property.

The leasehold land and buildings comprised the staff housing at 176B Muswell Hill Road. The Parish also occupies the property at 8 St James's Lane. This property cost £193,750 a number of years ago. It is financed by a Value Linked Loan from the Church Commissioners, and is formally accounted for as the property of the London Diocese of the Church of England. Consequently, it is not treated as an asset of the Parish. In 2017, the PCC acquired 14 Woodside Mansions, Muswell Hill, N10 3NY, a 3-bedroom flat for £680,000. The purchase was enabled by an unsecured, interest free equity loan of £61,875 from a church member.

6 DEBTORS

	2018	2017
	£	£
Income tax recoverable	7,667	6,968
Prepayments and accrued income	3,280	5,135
Property, equipment and other deposits	2,800	3,030
	13,747	15,133

7 CASH BALANCES

	2018	2017
	£	£
Held by General Fund	87,166	39,254
Held by Capital Fund	7,000	7,000
Held by Special Collections	59,393	30,297
Held by Charitable Giving	49,567	39,817
Held by Property Fund	-	6,445
	203,126	122,813

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Accruals and deferred income	6,026	8,708
Other creditors	13,928	16,752
	19,954	25,460

## 9 LIABILITIES: LONG TERM (VALUE LINKED LOAN)

As at 31 Dec 2018, the Long Term liabilities comprises the 'Equity loan' of £61,875 extended by church member, Jonathan Thornton for the purchase of leasehold property, 14 Woodside Mansions, Muswell Hill N10 3NY for £680,000 (see Note 5).

The equity loan is interest free and unsecured. Earliest repayment is after the completion of 3 years from purchase i.e. 10 August 2020. Repayment sum is to be based on multiplying Sale proceeds or market value with the 'relevant percentage'.

Relevant percentage which reflects the proportion of equity loan value to purchase price has been agreed as 9% of £687,500 (inclusive of the estimated cost of major repairs that was to be undertaken by the freeholder in 2018). The repairs was completed in 2018.

## 10 FUND DETAILS

The **unrestricted funds** in use in 2018 comprised the General Revenue Fund, into which the majority of the Parish's income is placed, and three funds (Charitable Giving, Capital and Property Funds) to which funds are designated from the General Revenue Fund by the PCC.

The Charitable Giving Fund which is paid away to missions and charities both in the UK and overseas (see note 3 above and 11 below is funded by transferring 10% of the unrestricted donated income from the General Fund (see Note 2 (a)).

The Capital Fund is used to set aside funds which are earmarked for specific capital projects, such as significant church building fabric repair, major equipment purchase and refurbishment to enhance the buildings at St James.

The Property Fund comprises the assets used for staff accommodation plus any surplus on previous disposals of such property. Amounts otherwise not invested in property are lent to the General Fund on an interest free basis. As at end 2018 the fund balance represents the net assets total referred to in the Balance sheet after netting the 'Equity loan' raised for the purchase of 14 Woodside Mansions, in 2017. The residual funds after the purchase, held in the Property Fund has been transferred to the General fund to mainly cover the major works undertaken in 2018. Given that this fund is normally fully invested in staff accommodation, it is presented separately from other funds in the balance sheet of St James.

The **restricted funds** comprises the Special Collections Fund. Funds donated for specific purposes or projects as specified by the donor are placed in, and paid away from, the Special Collections Fund. In addition it includes the Vicars Discretionary Fund, the Roof Fund, the Legal Fund, the Winter Shelter Fund.

With the exception of the Property Fund, the assets and liabilities of each of these funds are not separately distinguished.



**Parish Church of St James with St Matthew, Muswell Hill**  
**Notes to the 2018 Financial Statements**

**11 GRANTS & RESTRICTED FUND PAYMENTS**

	2018			2017		
	£	£		£	£	
	Unrestricted	Restricted (Special Collections)	Total	Unrestricted	Restricted (Special Collections)	Total
<b>Overseas Church and charities</b>						
Cambodia, support for Emma Kenyon	6,000	7575	13575	6,000	6,531	12,531
Cambodia, support for Jonathan Airey	-	-	-	4,000	-	4,000
Cameroon, support for Jane Ingle, Wycliffe Translators	5,000	-	5000	5,000	3,360	8,360
Daughters of Cambodia, Cambodia	-	-	-	-	74	74
India, support for Heather Payne	-	-	-	6,000	-	6,000
Italy, Bologna, support for Penny Northway	-	-	-	500	-	500
Italy, Crosslinks - Forte Torre, JP & S Aranzulla Building Project	1,000	-	1000	3,000	-	3,000
Uganda, All Saints Ssanga Church	6,120	-	6120	-	-	-
USA, Katartismos Global Inc, Emmanuel Anglican Church	6,040	-	6040	6,030	-	6,030
	<b>24,160</b>	<b>7,575</b>	<b>31735</b>	<b>30,530</b>	<b>9,965</b>	<b>40,495</b>
<b>UK missions and societies</b>						
All Nations Christian College, Husseyin Bayir	3,000	-	3000	-	-	-
- Support for Husseyin Bayir	-	-	-	-	750	750
Bible Fund	-	-	-	-	10,063	10,063
Bishop of Edmonton Discretionary Fund	-	-	-	-	459	459
Bishop of London's Lent Appeal	-	-	-	-	160	160
Bread of Life - Community Café	-	1207	1207	-	368	368
Challenge Group	-	-	-	-	8,256	8,256
Christmas Experience	-	2996	2996	-	3,878	3,878
Church Weekend, De Vere Venues	-	29956	29956	-	-	-
Crosslinks, Support for Ben Williamson, Christchurch Hillbrow	-	-	-	500	-	500
Crosslinks, Support for St James Youth Ministry trip to Kenya	-	-	-	3,264	-	3,264
Easter Garden Project	-	84	84	-	321	321
Equip Conference, Youth Ministry	-	210	210	-	-	-
Heather Payne @	3,000	-	3000	-	-	-
Greater Europe Mission	2,200	-	2200	-	-	-
Interserve, support for Martin & Catherine Hickey	-	-	-	3,000	-	3,000
Interserve/OCMS, support for Paul Bendor-Samuels	3,000	-	3000	3,000	-	3,000
London Diocesan Fund	450	-	450	-	-	-
London City Mission	-	1143	1143	-	-	-
London City Mission, Support for Philippa Chambers	4,000	-	4000	4,000	-	4,000
Nflame, Kathy Goddard	4,000	-	4000	4,900	-	4,900
- Support for Kathy Goddard	500	-	500	-	-	-
Oakhill College, Ben Wells	1,000	-	1000	-	-	-
Oakhill College, Swantje Ungerer	2,000	-	2000	-	-	-
Pathway, Support (one-off) following their fundraising event	-	-	-	1,000	-	1,000
Pathway, Support for Niki Evans	5,000	-	5000	5,000	-	5,000
Philo Trust, JustOne Event	-	-	-	1,000	-	1,000
Piano Fund	-	182	182	-	520	520
Roof-Fund	-	9322	9322	-	378	378
Soup Kitchen, Muswell Hill Baptist Church	-	-	-	-	1,480	1,480
Spanish Church, Samuel Cueva	-	-	-	2,430	-	2,430
Staff leaving gifts	-	2693	2693	-	2,234	2,234
Support for Simon Slaney	-	-	-	-	1,500	1,500
Tea-Time Ministry	-	1588	1588	-	1,093	1,093
Tear Fund - Bangladesh Relief	-	1143	1143	-	-	-
The Big Weekend, Youth Ministry	-	9339	9339	-	-	-
WAVE	-	267	267	-	-	-
Winter Shelter	-	2442	2442	-	1,263	1,263
World Vision, Syria Crisis Fund	-	2428	2428	-	-	-
Other £750 or under	1,005	2050	3055	200	2,175	2,375
	<b>29,155</b>	<b>67,050</b>	<b>96,205</b>	<b>28,294</b>	<b>34,898</b>	<b>63,192</b>
<b>Total Charitable Payments</b>	<b>53,315</b>	<b>74,625</b>	<b>127,940</b>	<b>58,824</b>	<b>44,863</b>	<b>103,687</b>

@ Heather Payne, currently studying at OCMS, UK was previously based in India and the grant was reported under overseas missions. (See above for 2017)