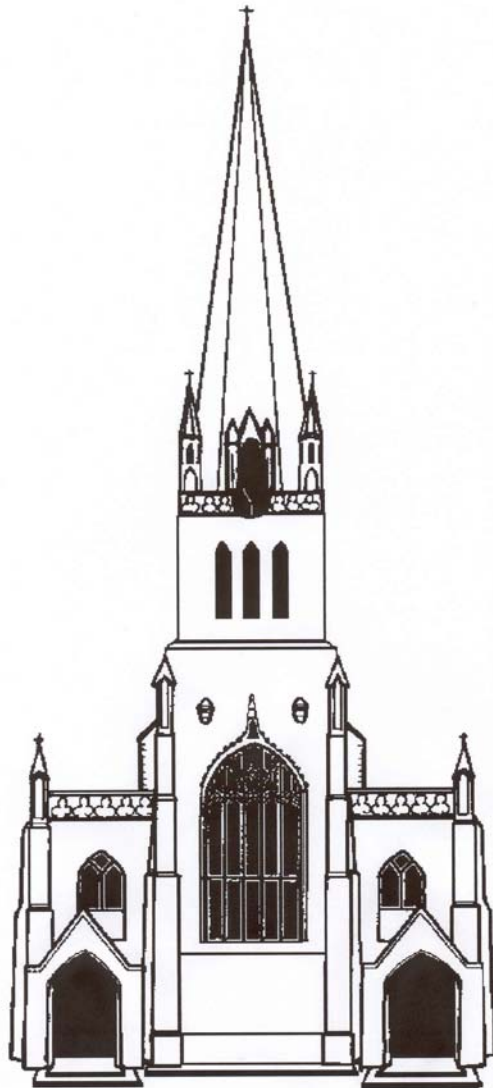


**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**



**Annual financial report and accounts**

**for the year ended**

**31st December 2010**

**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**

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**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**

**Annual Meetings**

**10th April 2011**

**AGENDA**

**Annual Meeting of Parishioners**

1. Apologies for absence
2. Minutes of the 2010 meeting
3. Vote to suspend the 'Six Year Rule' for John Moss
3. Election of the Churchwardens

**Annual Parochial Church Meeting**

1. Apologies for absence
2. Minutes of the 2010 meeting (see page 2)
3. Matters arising
4. Declaration of 'Any Other Business'
5. Election of PCC Representatives
6. Appointments of Sidespeople:  
Alex Whiting, Coco Huntman, David Whiting, Dimitri Blaxland-Horne, Edward Gray, Eleanor Robbins, Gabrielle Higgins, Jane Royle, John Grobmeier, John Moss, Joseph Ma, Maris Matthias, Mary Lambert, Matthew Semmence, Michael Ibsen, Mojgan Monfaredi, Robert Lloyd, Ros Minson, Mariano Sanchez, Wim van der Lee, Jillian Dart
7. Annual Report of Churchwardens & the Associate Vicar
8. Results of PCC Election (if applicable)
9. Churchwardens' Report on the Fabric of the church
10. Finance:
  - i. The APCM will be invited to receive the PCC's examined accounts
  - ii. The APCM will resolve to appoint independent examiners for the 2011 Accounts
  - iii. Any questions on the 2010 accounts
  - iv. The APCM will vote on accepting the accounts
11. Electoral Roll Officer's Report
12. Deanery Synod Report (none received)
13. Any other business – declared under item 4

## ST JAMES'S CHURCH, PADDINGTON

### PAROCHIAL CHURCH COUNCIL

#### Minutes of the Annual Meeting of Parishioners' held on Sunday 26 April 2010

1. Apologies for absence were received from Donald Mackenzie and Auriol Blandy.
2. The Minutes of the 2009 meeting were approved and signed nem con.
3. Election of the Churchwardens. John Moss and Alex Whiting had been nominated. The Vicar explained that after six years, Alex Whiting had come to the end of her sixth year as Churchwarden. Churchwardens normally serve for six years but can do more if the AMP vote to suspend the six year rule in her case. In view of the forthcoming interregnum Alex has agreed to stand for another year. The meeting voted for nem con for this. She and John Moss were therefore both eligible for election as Churchwardens. John Moss and Alex Whiting were proposed as Churchwardens by Jackie Hetherington, seconded by Ellen Reace and re-elected nem con.

#### Minutes of the Annual Parochial Church Meeting

1. Apologies for absence were received from Donald Mackenzie and Auriol Blandy.
2. The Minutes of the 2009 meeting were approved and signed nem con.
3. Matters arising. None.
4. Declaration of 'Any other Business'
5. John Moss said he would like to say something under Item 13.
6. Election of four PCC Representatives  
Patricia Boothman, Jacqueline Hetherington, Chris Rao were re-elected as representatives on the PCC and Lola Olatunji was elected to fill the vacancy left by George Sulker-Hutson who had resigned after his election in 2009.
7. Appointment of Sidespeople  
The following were appointed as Sidespeople: Edward Gray, John Grobmeier, Gabrielle Higgins, Coco Huntman, Michael Ibsen, Mary Lambert, John Moss, Eleanor Robbins, Jane Royle, Mariano Sanchez, Matthew Semmence, Wim van der Lee, Alex Whiting, David Whiting.
8. Presidential Address. The Vicar pointed out that his Report was printed on pages 7 and 8 of the Annual Report and Accounts for 2009 and encouraged everyone to read it.
9. Results of PCC Election. There were none.
10. Churchwardens' Report  
Fabric of the church. Alex Whiting pointed out that the Churchwardens' Fabric Report was on page 14 of the Annual Report and Accounts.  
There had been some matters needing attention in the architect's recent quinquennial report. Urgent items, such as cracks in the aisle roofs, would be dealt with during the interregnum. Other matters would wait.

The Interregnum. Alex Whiting explained that during the interregnum the two Churchwardens were responsible for the church together with members of the PCC and the Archdeacon. Fr. Graham Miller would be responsible for the Liturgy and Pastoral Affairs, with the help of Fr Will Baynes and Fr Martin Draper. Robin Kimber would be responsible for the music and Donald MacKenzie for business matters. The Churchwardens would be responsible for recruiting the new incumbent with the help of the PCC, a representative of the Bishop of London's office (the Archdeacon) and the Area Dean. There was a lot of administration involved, but eventually there would be a job advertisement in the paper and a selection procedure would take place. The Churchwardens had been told that the interregnum could last 9 months to a year, but they hoped there might be someone in post by January 2011. The PCC cannot spend any money during this period except on urgent items from the quinquennial report, advertisements, normal bills and possibly on the re-decoration, which has already been approved.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL**

11. Finance  
The APCM received the PCC's 2009 accounts.  
The APCM resolved to appoint Baker Tilly Tax and Accounting Ltd as independent examiners.  
The Vicar suggested that any questions on the 2009 accounts should be directed to Donald Mackenzie in the office during the week. The Vicar discussed briefly the question of giving money to the church and drew attention to some of the expenses which had been incurred in relation to the building, such as the repair of the clock and the tiles in the floor.  
Jackie Hetherington asked about payments from the Greenfield Trust; the Vicar said the accounts for this Trust did not come under the PCC and Donald Mackenzie could provide further details.  
In reply to a question from Fr. Will Baynes, it was confirmed that the Registered Charity number was given on page 6 of the Annual Report and Accounts.  
The Vicar expressed his appreciation to Donald Mackenzie for his work on the accounts.  
The APCM accepted the accounts. Proposed by Chris Gibson and seconded by Alex Whiting.
12. Electoral Roll Officer's Report. The written report (page 24 of the Annual Report and Accounts) was accepted. The roll has increased from 121 to 129.
13. Deanery Synod Report. In the absence of Auriol Blandy, no report was available. The vicar said that there had been three meetings during the year, one of which had been a social occasion.
14. Any other business  
On behalf of the Churchwardens, John Moss expressed appreciation to the Vicar for all he had given to St James's during the 17 years he had been at the church. The Vicar replied saying that he had enjoyed most of his time here – it was an exciting place in which to work and it had been a great privilege to have been here, to have been involved with the re-ordering and development and to have met so many visitors, from this country and abroad. He had particularly appreciated the support and encouragement he had received from members of the Church Development Group. More would be said about this on a future occasion.

The meeting closed with The Grace.

**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**

**Officers and advisers**

**Vicar**

The Revd Bill Wilson  
*From June 2010 – position vacant*

**Church Wardens**

Mrs Alexandra Whiting  
Mr John Moss

**Administrator**

Mr Donald MacKenzie

**Principal Address**

St James's Parish Office  
Sussex Gardens  
London  
W2 3UD

**Bankers**

National Westminster Bank plc  
P O Box 2795  
26 Spring Street  
London  
W2 1WE

**Accountants**

Baker Tilly Tax and Accounting Limited  
Hanover House  
18 Mount Ephraim Road  
Tunbridge Wells  
Kent  
TN1 1ED

**Solicitors**

Winkwood Sherwood  
Registry Chambers  
The Old Deanery  
Deans Court  
London  
EC4V 4AA

**Main Office**

The Parish Office, St James's Church, Sussex Gardens, London W2 3UD.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL****ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2010****The Parochial Church Council**

The Parochial Church Council, which is a Registered Charity No. 1134640, with the Charity Commission. This report for the year ended 31st December 2010 which complies with the current statutory requirements and should be read in conjunction with the PCC Annual Report.

The nine members of the Parochial Church Council during the year were:

Patricia Boothman  
Jacqueline Hetherington  
Gabrielle Higgins  
Patricia Kishler  
Mary Lambert  
Lola Olatunji  
Chris Rao  
Matthew Semmence  
David Whiting

Deanery Synod Reps:

Auriol Blandy  
Carl Emilien

Clergy:

Fr Graham Miller (Associate Vicar)  
Fr Will Baynes (Hon. Curate)

**Structure, Governance and Management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the electoral Roll and if they wish to stand for election to the PCC.

**Appointment and induction of PCC members**

PCC members are appointed by the Council and at each Annual Parochial Church Meeting three of the Board Members will retire from office. On retirement PCC members are eligible for re-election.

New PCC members undergo an induction to brief them on their legal obligations under charity and church law, the content of the constitution, the Council and the decision making processes and the recent performance of the church. They meet key employees and the other PCC members.

**Risk assessment policy**

This is to be formulated and reviewed by the Standing Committee.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL****ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2010****Organisational policy**

The PCC members meet four times per annum. There is one Standing Committee which consists of the Vicar, Churchwardens and two elected members from the PCC. Other sub committees are formed as and when required. The administrator is appointed to manage the day to day operations of the charity. To facilitate elective operations, the administrator has delegated authority, within the terms of delegation approved by the PCC members, for operational matters including finance, employment and production and management of policies.

**Objective, organisation and activities for the public benefit**

The objective of the Parochial Church Council is to provide day to day management of the Church, to generate funding necessary for its ongoing ministerial commitments, and to safeguard its assets.

The method of appointment of PCC members is set out in the Church Representation Rules.

The Church is engaged in a range of activities and supports a number of groups. For a full description of these references should be made to the Annual Report of the PCC.

St James's PCC has the responsibility of co-operating with the incumbent, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has the maintenance responsibilities of the Church Centre complex of St James's Paddington and Holy Trinity Hall, Paddington.

**Churchwarden's & Associate Vicar's Annual Report *in absence of an incumbent***

The past year has been an eventful and, in many ways, an encouraging one in the life of St James's.

In May we had to say good-bye to Fr Bill Wilson who retired after nearly 17 years with us, in which time he transformed both the building and the life of St James's. Our profound thanks and best wishes go to Fr Bill and Anne as they settle into their new life in Brighton.

Early in 2010 we began the lengthy process of appointing a successor. In January this year, we were delighted to be able to announce the appointment of Fr Paul Thomas who will be joining us with his wife Louisa on 4 July 2011.

An interregnum is never an easy time in the life of a parish, but we are very fortunate here to have so many willing hands, good humour and wisdom among the staff and congregation. There has been a lot of help with running the parish, and we would like to thank the Standing Committee, the Parochial Church Council and all those who have volunteered their time to help with mid-week services, administrative support, preparing for Sunday services, managing the rota, washing the linen, as well as the many people who regularly contribute time and thought to welcoming people to the church, serving drinks, and acting as eucharistic ministers, readers, intercessors and servers. We particularly want to thank Barbara Gammon who has laundered the altar linen for 29 years, and is handing over the task.

Our profound thanks go to Fr Graham Miller and Donald MacKenzie for the extraordinary work they have done this year. Fr Graham has managed all the liturgical and pastoral needs of the parish while maintaining a rich flow of quiet days and outings. Donald has kept the business end of the parish running extremely smoothly despite the challenges of an interregnum.

A particular thank-you too to Fr Will Baynes and Fr Martin Draper for their enormous support during the interregnum, and to Robin Kimber and the choir for bringing so much beauty to our liturgy each week. In September we celebrated Robin's 25 years at St James's.

Finally, we would like to thank everyone in the congregation for their support and patience during this interregnum.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL****ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2010**

It has meant so much to us both.

All of this hard work has meant that, as a congregation, we have been able not only to maintain the life of St James's over the past few months, but also to grow in numbers.

It has also meant that we have been able to keep the church open every day and continue to offer weekday masses, an important part of our ministry in the parish of Paddington.

We were very sad to lose Marshall Hunt, who died in December. He is much missed.

Some of you may know that St James's has spent many years trying to let out Holy Trinity Hall, a property we inherited when the parish of Holy Trinity ceased to exist at the end of the 1970s. The main obstacle we have faced in renting the property is the terms of the Underlease to us from the Housing Association which has made it virtually impossible to let. However, the Housing Association changed hands in November, and we are building a good and productive working relationship with the new managers, Octavia Housing.

Our architect Colin Kerr carried out the Quinquennial Inspection of the church building in April 2010. The main conclusion is that there are some substantial roof repairs to be made. The PCC has to decide whether to spend a relatively small sum of money for short-term repairs, or to raise some larger sums to safeguard the building for the long-term. Further details of this are contained in the fabric report.

The PCC has begun to explore the use of the music room for parents and children, and we have a new carpet for the children's area which we hope will be more comfortable for those using that space.

On the financial side, the PCC can only spend money on basic running costs during an interregnum. However, this has not meant a significant reduction in our costs for 2010 because the PCC has to maintain its contributions to the Diocesan Common Fund - including the incumbent's salary – during a vacancy. The recent rise in VAT will affect church costs in the coming months and 2011 all churches and charities will face a 2% reduction in the amount of tax we can reclaim from the government on donations which have been Gift Aided. So, as a congregation, we will need to raise our regular giving to maintain and grow our mission and worship here. The most effective way of doing this is to set up a standing order, and to regularly review the amount we give.

With our warmest wishes

***Alex Whiting & John Moss - Churchwardens***

The past year has been one of transition at St James's and we have been helped in keeping the church open each day and in sustaining our life of prayer by visiting clergy and through the commitment of members of the congregation to open and close the church, assist with the evening Eucharist, say evening prayer and act as sacristans.

Our thanks goes to the Revds Alastair Thom (Area Dean and St Luke's West Kilburn), Stephen Mason, Brutus Green and Margaret Legg (St John's Hyde Park), Jeremy Allcock (St Stephen's Westbourne Park), Reji Raj-Singh (St James & St Michael's School), Canons Martin Draper, Rex Davis and Jim Rosenthal, and to David Whiting, Coco Huntman, Mariano Sanchez and Patricia Kishler.

Music plays a central part in our weekly offering of praise and thanksgiving. We are enormously fortunate to have musicians of such musicality and commitment. In September we marked Robin Kimber's Silver Jubilee as Director of Music. We also said goodbye to our bass Patrick Allies (his own choir *Siglo de Oro* gave a concert performance of Lassus' Requiem before he moved to Cambridge to continue his studies). And welcomed Jonathan Coates as our new bass, joining our regular choir: Claire Tomlin, Roya Ziai, Henry Capper –Allan and Niel Joubert.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL**

We are also fortunate to have a dedicated team of servers, readers, sidespersons and Eucharistic Ministers. For much of the past year they have been ably co-ordinated by Maureen Grobmeier. Our thanks go to her and to Gabrielle Higgins who has taken on responsibility for the rota, and to Carl Emilien and Mary Lambert who have laundered the servers' albs and choir surplices. Also to Barbara Gammon who, after twenty-nine years washing the altar linens, is now handing over this task.

Baptisms at St James's take place within the celebration of the Eucharist on Sunday mornings. In August Fr Martin Draper celebrated a bi-lingual English-French baptism/first communion with two members of our community from Reunion.

Amongst the weddings this year we have celebrated those of two members of the congregation: Chris Rao and Kathie Wong and Jennifer Boland and Richard Plumb.

We have also entrusted to God two much-loved members of our congregation: Michael Holland and Marshall Hunt. In May we held the funeral of the poet Peter Porter.

We have welcomed visiting preachers this year: Bishops David Farrer (former Bishop of Wangaratta), Bishop Martin Shaw (former Bishop of Argyle & The Isles), the Ven Rachel Trweek (Archdeacon of Northolt), the Very Revd Dr Michael Higgins (former Dean of Ely), and the Revds Alasdair Coles (All Saints Academy, Dunstable and former Pastoral Assistant at St James's), Sarah Eynstone (St Paul's Cathedral). William Morris (St Martin-in-the Fields) and Graham Morgan (St Michael's Bedford Park)

In May we had a Quiet Day at Wantage, in September a week-long pilgrimage retreat to Northumbria, based at Alnmouth Friary, in December an Advent Quiet Day at the All Saints' Sisters, Oxford and in March a Lent Quiet Day at Ham Common.

In June OSCANCE performed The Ballad of Reading Gaol and in November we had an outing to the V&A.

There have also been opportunities to explore London: a night pilgrimage to Westminster Abbey, a visit to the Palace of Westminster and an outing to the East End.

I am grateful for support of Fr Will, an experienced and dependable colleague, and of our Church Wardens Alex Whiting and John Moss. After seven years in office Alex Whiting is standing down. St James's has been fortunate to have such an enthusiastic, wise and committed Church Warden.

*Fr Graham Miller – Associate Vicar*

**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**

**ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER 2010**

**Results for the year**

During the year ended 31st December 2010 the Parochial Church Council recorded a surplus in funds of £34,926 (2009 deficit of £757).

**Financial review**

The charity is dependent on incoming resources from investment and the continued support of its worshippers in donations via the envelope system and standing orders, making use of the Gift Aid scheme.

**Investment policy**

After a review early in 2007, the PCC decided to keep the investment funds with the CCLA (CBF) accounts.

**Reserves policy**

The policy is linked to the investments and is reviewed from time to time, ensuring adequate provision is made. The reserves at 31st December 2010 were £1,442,099. Of which £1,082,258 are Unrestricted Funds, £246,789 are Restricted Funds and £113,052 are Endowments Funds.

**Independent examiner**

A resolution to appoint the independent examiner for the 2011 Accounts will be proposed at the APCM.

**John Moss**  
**Churchwardens**

**Alex Whiting**

For and on behalf of the Parochial Church Council on: 10/04/2011

**ST JAMES'S CHURCH, PADDINGTON**

**PAROCHIAL CHURCH COUNCIL**

**INDEPENDENT EXAMINER'S REPORT**

I report on the accounts of the PCC for the year ended 31 December 2010, which are set out on pages 9 to 20.

**Respective responsibilities of trustees and examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43 (7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as members 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 below.

**Independent examiner's statements**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nicholas Paul Sladden FCA DChA  
ON BEHALF OF BAKER TILLY TAX AND ACCOUNTING LIMITED  
Chartered Accountants  
Hanover House  
18 Mount Ephraim Road  
Tunbridge Wells  
Kent  
TN1 1ED  
Date: 10/04/2011

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2010**

<b>Incoming resources</b>	Notes	Unrestricted Funds £	Restricted funds £	Endowment Funds £	Total 2010 £	Total 2009 £
<b>Incoming resources from generated funds</b>						
Voluntary income	2(a)	113,706	-	-	113,706	92,908
Activities for generating funds	2(b)	75,909	-	-	75,909	84,993
Income from investments	2(c)	35,683	10,747	6,389	52,819	52,112
<b>Incoming resources from charitable activities</b>						
Church activities	2(d)	1,620	-	-	1,620	4,515
<b>Total incoming resources</b>		<u>226,918</u>	<u>10,747</u>	<u>6,389</u>	<u>244,054</u>	<u>234,528</u>
<b>Resources expended</b>						
Cost of generating voluntary income	3(a)	7,897	-	-	7,897	10,924
Cost of charitable activities						
Church activities	3(b)	254,288	-	-	254,288	265,562
Governance costs	3(c)	4,260	-	-	4,260	4,111
<b>Total resources expended</b>		<u>266,445</u>	<u>-</u>	<u>-</u>	<u>266,445</u>	<u>280,597</u>
<b>Net (outgoing) / incoming resources before transfers</b>		(39,527)	10,747	6,389	(22,391)	(46,069)
Transfers		-	6,389	(6,389)	-	-
<b>Net (outgoing) / incoming resources before other recognised gains and losses</b>		(39,527)	17,136	-	(22,391)	(46,069)
Gains on investments						
Unrealised		40,010	16,537	770	57,317	45,312
<b>Net movement in funds</b>		483	33,673	770	34,926	(757)
Funds balances brought forward 1 January		<u>1,081,775</u>	<u>213,116</u>	<u>112,282</u>	<u>1,407,173</u>	<u>1,407,930</u>
Funds balances carried forward 31 December		<u><u>1,082,258</u></u>	<u><u>246,789</u></u>	<u><u>113,052</u></u>	<u><u>1,442,099</u></u>	<u><u>1,407,173</u></u>

All activities are classified as continuing.

## ST JAMES'S CHURCH, PADDINGTON

## PAROCHIAL CHURCH COUNCIL

## BALANCE SHEET AS AT 31ST DECEMBER 2010

	Notes	2010		2009	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		293,029		316,820
Investments	6		1,084,674		1,027,357
			<u>1,377,703</u>		<u>1,344,177</u>
<b>CURRENT ASSETS</b>					
Debtors	7	36,787		34,404	
Short term deposits		11,005		10,982	
Cash at bank and in hand		22,644		27,058	
		<u>70,436</u>		<u>72,444</u>	
<b>LIABILITIES</b>					
Creditors due within one year	8	6,040		9,448	
			<u>64,396</u>		<u>62,996</u>
<b>NET ASSETS</b>					
			<u>1,442,099</u>		<u>1,407,173</u>
<b>INCOME FUNDS</b>					
<b>Funds:</b>					
Unrestricted	9	1,082,258		1,081,775	
Restricted	10	246,789		213,116	
Unrestricted Designated Funds	10	113,052		112,282	
		<u>1,442,099</u>		<u>1,407,173</u>	

JOHN MOSS  
Churchwarden

ALEXANDRA WHITING  
Churchwarden

For and on behalf of the Parochial Church Council on:

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 DECEMBER 2010****1. Accounting policies****(i) 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 "Accounting and Reporting by Charities" (SORP) 2005.

These financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

**(ii) Land and buildings**

The Church and the site on which the vicarage and offices sit are consecrated and are excluded from accountability under the S.96(2)a of the Charities Act 1993. Maintenance and improvements are written off in the year in which they are incurred.

**(iii) Incoming resources**

Income is recognised when the PCC is legally entitled to the income. No amounts are included for services donated by volunteers. Planned giving, collections and donations are recognised when received. Indirect giving: tax refunds are recognised as soon as the amounts are claimable. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Investment income: dividends are accounted for when received; interest and tax recoverable are accrued. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on a proportionate basis.

**(iv) Outgoing resources**

Payments to the Common Fund are paid regularly and are included in expenditure for the year to which they relate. Grants from unrestricted funds (including donations to missions) are recognised when determined by the PCC. Amounts received specifically for missions are dealt with as restricted funds and the liability for payment is recognised when the amounts are received. All other expenditure is generally recognised when it is incurred.

**(v) Fund accounting**

General purposes 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.

**ST JAMES'S CHURCH, PADDINGTON****PAROCHIAL CHURCH COUNCIL****NOTES TO THE ACCOUNTS (CONTINUED)****FOR THE YEAR ENDED 31 DECEMBER 2010****1. Accounting policies (continued)****Accounting convention**

The accounts include 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.

**Funds**

Restricted capital (endowment) funds are those where the interest may be spent in accordance with the donor's wishes or the Trust Deed, but where the capital may not be spent.

Restricted income funds are those where the capital and interest may be spent in accordance with the donor's wishes or the trust Deed. Donations for a specific purpose are also restricted income funds.

Unrestricted funds are those which are not subject to any restriction as to their use. Such funds are available for application on the general purpose of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted, since the PCC may reverse such decisions at any time prior to expenditure taking place.

**Incoming resources**

Collections are recognised when received by or on behalf of the PCC.

- Planned giving by bankers order (or regular donations) is recognised only when received.
- Income tax recoverable on Gift Aid donations is recognised when the income is recognised, except for that recoverable on stewardship giving, which is recognised when the annual Gift Aid is received.
- Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement; the amount is quantifiable, and its ultimate receipt by the PCC is relatively certain.
- Income from church lettings and fee income is recognised when the rental or fee is due.
- Dividends and interest are accounted for when receivable.
- All other income is recognised gross, and on a receivable basis.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

**1. Accounting policies (continued)**

**Resources expended**

- Cost of generating funds represents the cost of advertising, and the cost of maintaining properties that currently generate income from the PCC.
- Grants and donations are accounted for when paid over, or when awarded, if that reward creates a binding obligation on the PCC.
- The Diocesan Common Fund is accounted for when payable. Any amount unpaid at 31 December is provided in the accounts as a liability.
- Support costs comprises costs incurred or payments made which are an integral part of expenditure on the PCC's objects.
- Governance costs include the cost of compliance with constitutional and statutory requirements.

**Fixed assets**

Consecrated land and buildings and movable church furnishings

Consecrated or beneficial property is excluded from the accounts by Section 96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1st January 2000 have been capitalised and depreciated on a straight line basis in the accounts over their currently anticipated useful economic life. All expenditure incurred during the year on consecrated or benefice buildings, individual item under £1,000 or on repair of movable church furnishings acquired before 1st January 2000 is written off.

**Other buildings**

Properties are included in the accounts at cost or valuation. The PCC reviews the valuation annually, and any permanent impairment in value is transferred to the SOFA. No depreciation is charged on these buildings as, in the view of the PCC, the estimated useful life is so long that any charge would be immaterial.

**Other assets**

Equipment used within the church premises with a purchase price exceeding £1,000 is capitalised. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Depreciation is provided at the following rates to write off fixed assets over the useful lives:

Church furnishings	- Straight line over 20 years
Furniture, fittings and equipment	- Straight line over 5 years

**Investments**

Investments are valued at market value at 31 December, the figures being provided by the Fund Managers. Movements in the value of investments, and gains or losses realised on disposal are accounted for through the SOFA.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

**1. Accounting policies (continued)**

**Current assets**

Amounts owing to the PCC in respect of fees, rent or other income are shown as debtors less provision for amounts that may prove irrecoverable.

Short term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

(vi) Investments

Investments are included in the balance sheet at market value.

(vii) Operating leases

Rentals payable under operating leases are charged to resources expended on a straight line basis over the period of the lease.

(viii) Pension scheme

The PCC operates a stakeholder pension scheme for the benefit of the employees. Contributions to the scheme are charged to the Statement of Financial Activities in the accounting period to which they relate.

(ix) Reserves policy

Monies are set aside for specific purposes into restricted and designated funds. The general purpose fund is intended to provide for the costs of church management and administration for the year ahead.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

<b>2. Incoming resources</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment funds</b>	<b>Total Funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>2010</b>	<b>2009</b>
				<b>£</b>	<b>£</b>
<b>2a Voluntary income</b>					
Stewardship	51,864	-	-	51,864	57,843
Income tax recoverable	11,526	-	-	11,526	16,605
Church collections	5,036	-	-	5,036	4,567
Unrestricted donations	5,299	-	-	5,299	7,444
Other income	39,981	-	-	39,981	6,449
	<u>113,706</u>	<u>-</u>	<u>-</u>	<u>113,706</u>	<u>92,908</u>
<b>2b Activities for generating funds</b>					
Ground rent receivable	11,601	-	-	11,601	14,800
Ground rent receivable in previous years	3,141	-	-	3,141	-
Pilgrimage	1,807	-	-	1,807	770
Car park	10,860	-	-	10,860	7,829
Crypt rentals	48,500	-	-	48,500	61,594
	<u>75,909</u>	<u>-</u>	<u>-</u>	<u>75,909</u>	<u>84,993</u>
<b>2c Income from investments:</b>					
Interest receivable	35,683	10,747	6,389	52,819	52,112
<b>2d Income from church activities</b>					
Fees	1,620	-	-	1,620	4,515
<b>Total incoming resources</b>	<u><u>226,918</u></u>	<u><u>10,747</u></u>	<u><u>6,389</u></u>	<u><u>244,054</u></u>	<u><u>234,528</u></u>

## ST JAMES'S CHURCH, PADDINGTON

## PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2010

## 3. ANALYSIS OF RESOURCES EXPENDED

3a Cost of generating funds	2010		Total 2010 £	Funds 2009 £
	Unrestricted £	Restricted £		
Advertising	5,665	-	5,665	4,740
Holy Trinity Hall	2,232	-	2,232	6,184
	<u>7,897</u>	<u>-</u>	<u>7,897</u>	<u>10,924</u>
<b>3b Church activities</b>				
Ecclesiastical expenses	3,390	-	3,390	6,785
Music	32,850	-	32,850	35,746
Clergy expenses	3,583	-	3,583	3,554
Diocesan Common Fund	67,000	-	67,000	65,000
Repairs and maintenance	7,694	-	7,694	10,863
Insurance	15,620	-	15,620	15,793
Curates flat	2,200	-	2,200	1,876
Heat, light and power	17,393	-	17,393	18,511
Cleaning	3,010	-	3,010	3,502
Depreciation	24,191	-	24,191	24,111
Salaries and social security	59,833	-	59,833	57,345
Parish office administration	4,020	-	4,020	4,221
Legal and professional fees	503	-	503	9,775
Bank Charges	197	-	197	-
Other expenditure	12,804	-	12,804	8,480
	<u>254,288</u>	<u>-</u>	<u>254,288</u>	<u>265,562</u>
<b>3c Governance costs</b>				
Accountancy fees	2,460	-	2,460	2,486
Independent examiner's fees	1,800	-	1,800	1,625
	<u>4,260</u>	<u>-</u>	<u>4,260</u>	<u>4,111</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>266,445</u>	<u>-</u>	<u>266,445</u>	<u>280,597</u>

## ST JAMES'S CHURCH, PADDINGTON

## PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2010

<b>4. Staff costs</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Wages and salaries	57,228	54,351
Social security costs	2,521	2,382
	<u>          </u>	<u>          </u>

The average number of staff members during the year was 2 (2009 – 2). No employee was paid at a rate of more than £60,000 in the year.

**5. Fixed assets for use by the PCC****Tangible fixed assets**

	<b>Long Leasehold Property</b>	<b>Church furnishings</b>	<b>Furniture fittings and equipment</b>	<b>Total</b>
<b>Cost or valuation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Cost:				
At 1st January 2010	240,617	9,601	118,153	368,371
Additions	-	-	400	400
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st December 2010	240,617	9,601	118,553	368,771
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation</b>				
At 1st January 2010	-	2,656	48,895	51,551
Charge for the year	-	480	23,711	24,191
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st December 2010	-	3,136	72,606	75,742
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net book value:</b>				
At 31st December 2010	240,617	6,465	45,947	293,029
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31st December 2009	240,617	6,945	69,258	316,820
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

<b>6. Fixed assets investments</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Movements in the year		
Market value at 1st January 2010	1,027,357	1,052,045
Purchases at cost, less disposals at market value	-	(70,000)
Net gains on disposal and annual revaluation	57,317	45,312
	<u>          </u>	<u>          </u>
Market value at 31st December 2010	1,084,674	1,027,357
	<u>          </u>	<u>          </u>

## ST JAMES'S CHURCH, PADDINGTON

## PAROCHIAL CHURCH COUNCIL

## NOTES TO THE ACCOUNTS (CONTINUED)

## FOR THE YEAR ENDED 31 DECEMBER 2010

<b>7. Debtors</b>						<b>2010</b>	<b>2009</b>
						£	£
Income tax recoverable						16,051	16,636
Other debtors						14,766	10,866
Prepayments and accrued interest						5,970	6,902
						<u>36,787</u>	<u>34,404</u>
<b>8. Liabilities: amounts falling due within one year</b>						<b>2010</b>	<b>2009</b>
						£	£
Other creditors including taxation and social security						6,040	9,448
						<u>6,040</u>	<u>9,448</u>
<b>9. Unrestricted funds</b>	<b>Balance brought forward</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>Gains/ (losses)</b>	<b>Balance carried forward</b>	
	£	£	£	£	£	£	
General fund	41,897	226,918	(242,254)	(21,188)	-	5,373	
<i>Designated funds:</i>							
Church House fund	16,356	-	-	-	-	16,356	
Church fund	727,490	-	-	-	40,010	767,500	
61 Pembroke House	240,617	-	-	-	-	240,617	
Fixed asset fund	55,415	-	(24,191)	21,188	-	52,412	
	<u>1,081,775</u>	<u>226,918</u>	<u>(266,445)</u>	<u>-</u>	<u>40,010</u>	<u>1,082,258</u>	

The Designated Funds represent sums which have been set aside out of unrestricted funds by the Parochial Church Council to fund special projects and ministries and for the purpose of replacing the church's assets, and for future building repairs and at 31st December 2010 comprised:

The Church House fund represents the proceeds from the grant of a long lease on Joanne House, and the sale of the freehold in the same property in 2003. The amount has been invested in the Deposit Fund of the Central Board of Finance.

The Fixed Asset fund and 61 Pembroke House fund are designated funds, the balance of which is maintained at a level equal to the net book value of tangible fixed assets held for use by the PCC.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

10. Restricted funds	Balance brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains/ (losses) £	Balance carried forward £
Church renovation fund	212,436	10,747	-	6,389	16,537	246,109
Other restricted funds	680	-	-	-	-	680
	<u>213,116</u>	<u>10,747</u>	<u>-</u>	<u>6,389</u>	<u>16,537</u>	<u>246,789</u>

The Church Renovation fund represents amounts given by donors towards the continuing renovation of the Church.

The transfer represents the interest received on endowed assets (see below) whose use is restricted.

**Other restricted funds**

This fund represented various amounts received by the PCC for specific purposes, and expended thereon during the year. Any balance not expended by the year-end is carried forward for expenditure in the following year.

*Restricted capital (endowment) funds*

	Balance brought forward £	Incoming resources £	Resources expended £	Transfers £	Gains/ (losses) £	Balance carried forward £
Ralli Trust	39,756	2,262	-	(2,262)	273	40,029
Barber Trust	72,526	4,127	-	(4,127)	497	73,023
	<u>112,282</u>	<u>6,389</u>	<u>-</u>	<u>(6,389)</u>	<u>770</u>	<u>113,052</u>

The Ralli Trust is an endowment whose income is to be expended half as to the maintenance of the fabric and furnishings of St James's, and half as to general purposes.

The Barber Trust represents a moiety, being half of the original legacy (the other half being left to the London Diocesan Fund). The income is to be expended as to the upkeep of St James's.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2010**

<b>Analysis of net assets by fund</b>	<b>Unrestricted Funds £</b>	<b>Restricted funds £</b>	<b>Endowment funds £</b>	<b>Total 2010 £</b>
Tangible fixed assets	293,029	-	-	293,029
Investments	725,180	246,442	113,052	1,084,674
Net current assets / (liabilities)	64,049	347	-	64,396
	<u>1,082,258</u>	<u>246,789</u>	<u>113,052</u>	<u>1,442,099</u>

**11. Related parties**

No material expenses were reimbursed or remuneration paid to any member of the PCC during the current or previous year.

**ST JAMES'S CHURCH, PADDINGTON**  
**PAROCHIAL CHURCH COUNCIL**  
**CHURCH WARDENS FABRIC REPORT**

**Effects of the Interregnum.**

The interregnum has resulted in no development work being carried out, as predicted in last year's report. It has also led to delays in decisions about future work, including certain repairs, because the priorities for many items and realistic budgets and their effect on cash flow ought to be agreed with the new incumbent. Also the energy and attention of the churchwardens and the parish staff has necessarily been directed at the selection of the new incumbent rather than at the building during this period.

**The Quinquennial Report.**

The architect's quinquennial report has now been digested. There are some urgent works needed, and in consequence items such as redecoration and matters that are better left until others are finished, to prevent for example reworking due to consequential damage, have not been taken forward.

Some of the more urgent repairs listed in the report are:

- 1) Most of the lead guttering and certain lead roofing.
- 2) The Entrance Porch
- 3) The Priest's Porch (near the organ)
- 4) The brickwork behind the belfry louvers and the louvers themselves.
- 5) The access door to the chancel roof
- 6) Many worn stone copings
- 7) The ironwork which supports the (stained glass) windows

The architect has pointed out that on the roof, for instance, we could spend a smaller amount now, not less than k£10, which would make the building waterproof for around 5 years with probable minor re-repairs, or a much larger amount, k£80 which would last for at least 15 – 20 years. Other elements needing repair could be treated in the same way. This has led to the view that the new incumbent must be involved in decisions about the work. It has also led to the view that we should consider fundraising for particular items.

As a consequence, of the principal items originally listed to be carried out during 2009, the following have been carried over;

- i) The coping stone and cross on the east end gable.
- ii) The organ continues to deteriorate and at some time in the near future the parish needs to decide a course of action. Currently it is estimated that a full overhaul and rebuild of the current instrument would be in the region of £500,000.
- iii) The internal decoration of the church.
- v) The front doors for the church and repairing or replacing the iron gates.

Minor items from 2009 and 2010 that were completed include fixing of loose tiles and fitting a new carpet in the children's play area.

**Wheelchair access.**

Access for the disabled in wheelchairs has also been considered and the architect has warned us of severe difficulties. It would be possible to fit a chairlift in the current choir vestry and music room. Its current functions would be displaced and there is no obvious alternative location for them. But the major problem is that it is virtually impossible to fit a ramp of approved slope between the public pavement and this space without excavation of the carpark close to the church (and of the music room floor), and effectively cutting the carpark in two. A compromise solution might be to fit the lift and hope that wheelchair users would be helped to reach it by other church users. A faculty and presumably planning permission would be required for a lift.

## ST JAMES'S CHURCH, PADDINGTON

### PAROCHIAL CHURCH COUNCIL

#### **Children's quiet space.**

Because of the difficulties in arranging full disabled access through the space it has been suggested that the choir-vestry/music room could be used as an area to which particularly noisy children (and their parents/minders) could temporarily withdraw. The room would have to be refurbished, needing proper shelving for the music, with child-proof doors at lower levels, and lockable cupboards for the choirs clothing and valuables. A faculty might be required for this work.

#### **Funding**

Funding of the above needs careful consideration. Both a stewardship campaign and an "appeal" might be needed if we cannot find alternative sources of income.

**John Moss & Alex Whiting (Churchwardens)**

### ELECTORAL ROLL REPORT 2010

This time last year there were 129 people on the Electoral Roll. Now there are 142, which is very encouraging.

The following 6 people have left the parish or have died during the past year:

Dr. Beatrice Coop  
 Matthew Richard Coop  
 Marshall Hunt  
 Owen Thomas Lowry  
 Kolawole Shitta  
 Anne Erica Wilson

The following 19 people have been welcomed or welcomed back to St James's during the past year:

Dr Josu de la Fuente	Gregory Paul Minson
Richard Derek Hithersay	Rosamond Jane Minson
Patricia Holland	Mojgan Monfareddi
Peter Holman	Jacqueline Moore
Rolando Andres Ibarquen	Kolawole Shitta
Deepak Jayraman	Yewande Ogunbode Shitta
Robert Lloyd	Kiril Trifonov
Carleen Rose-Mary Lucey	Chinyere Mercy Udekwu
Eunice Ma	Patrick Udekwu
Joseph Ma	

I am very grateful for the support Fr. Graham has given to the Electoral Roll by encouraging new people to sign the necessary form and to Donald for the help he provides in keeping the computer list in the office up-to-date.

Mary Lambert  
 Electoral Roll Officer  
 21 March 2011



