



The Parish of
St Clement
and **St James**

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDING 31 DECEMBER 2012**

Registered Charity Number 1132478

CONTENTS

	Page
Administrative details of the charity, its trustees and advisers	3
Trustees' report	4 – 9
Financial report	10 – 17
Statement of financial activities	
Balance sheet	
Notes to the accounts (including accounting policies)	
Other assets	

ADMINISTRATIVE DETAILS OF THE CHARITY

Charity Name: THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST CLEMENT WITH ST MARK NOTTING DALE AND ST JAMES NORLANDS
Registered Charity Number: 1132478

Vicar The Revd Dr Alan Everett

Church address – St James Norlands

St James's Gardens
London
W11 4RB

Church address – St Clement Notting Dale

Treadgold Street
London
W11 4BP

Correspondence address

Parish Office
95 Sirdar Road
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W11 4EQ

Treasurer Allen Molesworth FCA

Independent Examiner

Gulistan Chaudhry ACA
8 Sterne Street
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Bankers

CAF Bank Ltd
25 Kings Hill Avenue
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West Malling
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Barclays Bank PLC
137 Ladbroke Grove
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Church Architect

Murray John Architects
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TRUSTEES' REPORT

The Parochial Church Council of St Clement with St Mark Notting Dale and St James Norlands (the PCC) presents its report and accounts for the year ended 31 December 2012.

The accounts have been prepared in accordance with the accounting policies set out on page 10 of the attached accounts and comply with the PCC's governing documents, applicable laws and the requirements of the Church Accounting Regulations 2006 ('the regulations') and s.145 of the Charities Act 2011 ('the Act').

PCC STRUCTURE, GOVERNANCE AND MANAGEMENT

Charitable status

The PCC acts with the Vicar of St Clement and St James as the governing body. From 2012, six PCC or Deanery Synod members are elected each year for a three year term of office, with the exception of Churchwardens, who are elected for one year. As this change was introduced in 2012, members were appointed at the 2012 APCM for terms of one, two and three years, to ensure an even spread of appointments in the years to come.

The PCC's activities include:

- Regular public worship open to all.
- The provision of sacred space for personal prayer and contemplation.
- Pastoral work, including visiting the sick and bereaved.
- Teaching of Christianity through sermons, courses and small study groups.
- Taking religious assemblies of schools.
- Providing services to the community by facilitating the use of the church by local organisations.
- In partnership with its sister organisation, The ClementJames Centre, supporting its provision of educational programmes for young people and adults, and its Into**Work** programme.

Governing Documents of the Parochial Church Council

The PCC is governed by two pieces of Church of England legislation, called Measures. These are:

- The Parochial Church Councils (Powers) Measure 1956 as amended. This defines the principal function, or purpose, of the PCC as 'promoting in the parish the whole mission of the Church'. The full text of the PCC Powers Measure in its currently amended form is available on the Statute Law Database:

<http://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>.

and

- The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The full text of the Church Representation Rules in its currently amended form is available on the Statute Law Database: <http://www.legislation.gov.uk/all?title=Church%20representation%20rules>.

The Parochial Church Council (PCC)

The members of the PCC who served during the year were:

Churchwardens – St James

Chris Sprague
vacancy

Churchwardens – St Clement

Merrilees Smiley
vacancy

Deanery Synod representatives

three vacancies (to be appointed from 2012)

PCC, Deanery Synod representatives and
Churchwardens
(from March 2011)

Anne Alexander
Margaret Ayo
Teresa Barclay
Laurene Caddle
Rachel Carr
Jerome Dodd
St John Donald
Isobel Eden
Cynthia Edun
Lola Jones
Priscilla Mamphey
Samuel Mamphey
Allen Molesworth
Sue Offord
Laura Radley
Merrilees Smiley
Chris Sprague
Angel Steward
Mike Stiff
Mary Tandon
Robin Tuck

PCC, Deanery Synod representatives and
Churchwardens
(from March 2012)

Margaret Ayo (*one year*)
Samantha Bain (*one year; resigned*)
Teresa Barclay (*two years*)
Rachel Carr (*three years*)
Jerome Dodd (*two years*)
St John Donald (*three years*)
Isobel Eden (*one year*)
Cynthia Edun (*one year*)
Lola Jones (*two years*)
Allen Molesworth (*treasurer; co-opted; one year*)
Sue Offord (*two years*)
Doreen Patterson (*one year; resigned*)
Laura Radley (*three years*)
Saira Salimi (*one year*)
Merrilees Smiley (*churchwarden; one year*)
Chris Sprague (*churchwarden; one year*)
Angelica Steward (*two years*)
Mike Stiff (*two years*)
*Vacancies: Deanery Synod (three);
Churchwardens (two); resignations (two)*

Parish staff

The Rev'd Dr Alan Everett, Vicar
The Rev'd Mary Clarke, Associate Priest

Note: The 2011 Annual Parochial Church Meeting resolved that

- from 2012, PCC members (as with Deanery Synod representatives) will be appointed for three years*
- the change will be staggered to ensure that an equal number of PCC/Deanery Synod representatives is appointed each year. In 2012: three Deanery Synod and three PCC members will be appointed for three years each; six PCC members for two years; and six PCC members for one year. Thereafter, six persons will be appointed each year. Churchwardens will continue to be appointed for one year.*

REVIEW OF ACTIVITIES

Review of achievements and performance

PCC Report

The congregations of the two churches continue to seek to express the love of God in the parish and beyond.

The two Victorian churches have been greatly adapted over the years. As places of worship and beautiful sacred spaces, they are also in heavy demand for community activities.

Worship

The usual Sunday pattern is as follows: 8.00 am Holy Communion (BCP) at St James; 9.45 am Parish Eucharist (Common Worship) at St James; 11.30 am Parish Mass (CW) at St Clement. There is a weekday Eucharist (CW) at St James on Wednesdays at 10.30 am.

There is a monthly meeting for Christian Meditation at 7.30 pm on a weekday evening in term time at St Clement.

The pattern of worship has been consolidated over the past year, with the new mass books enabling the congregations to enter fully into the annual cycle of seasons and festivals. Congregational participation has increased, through reading, leading prayers and serving. A Junior Choir contributed to the Carol Service, alongside the high quality adult choir. The Christmas Day Nativity Play at St Clement built on the previous year's success, and was very well supported.

The parish is a member of Churches Together in Notting Hill. Members of the parish attend monthly prayer lunches, and the annual service during the Week of Prayer for Christian Unity.

Film Project

Young people from the congregations made three short films in 2012. *Forgive them, Father* was a finalist in the 2012 Jerusalem Awards Under Twenty Five category; A London Nativity was joint second in The Nativity Factor 2012 Under Sixteen category.

Christian Education

The PCC has continued to help nurture the faith of both adults and young people.

- In Lent, the York Course, a weekly meeting at St James after the mid-week Eucharist.
- Sunday School at St James and Groups Nos 1 and 2 at St Clement.
- Confirmation classes for children and adults over the summer.

The Church Buildings

Improvements in 2012 included

St Clement

- New boiler and two new heaters installed; between 2010 and 2012, the heating system has been completely renewed
- Boiler and heaters serviced
- Treatment for rodent elimination, including a thorough sealing of the vestry
- Draught excluders fitted to two exterior doors
- Piano repaired and tuned
- Organ tuned
- Historic plaques placed on walls; one Station of the Cross re-sited

St Clement Notting Dale and St James Norlands

- Awards for All grant of £10,000 for a new sound system given; installed in March 2013
- An application for grant has been made to English Heritage towards works of up to £250,000, to replace part of the roof and complete associated works
- Getty grant of £25,000 given towards roof and other building works; to be spent either on the English Heritage project or should this not succeed, towards smaller scale repairs
- Green and red altar frontals provided by a parishioner
- Gutters, hopper and downpipes cleared as part of an annual cleaning cycle
- Fire extinguishers tested and serviced
- Replanting and weeding to the garden on the north side of the church by volunteers provided by the ClementJames Centre; some planting done by members of the Junior Church; work done on a voluntary basis by the Centre gardener
- In addition to Miss Delaney Too and the ClementJames Centre, church rentals included those by an Eritrean church, orchestras, and an after school ballet class
- The church is used for approximately 150 hours a year by the ClementJames Centre as part of its FOCUS programme, in which students from local schools spend several consecutive days in the church
- From November 2012, the parish returned the 95 Sirdar Road vicarage flat to the diocese, until accommodation is needed for a training curate or House for Duty priest, or another parish employee; the diocese has reduced the parish contribution to the Common Fund accordingly
- Three trolleys donated by W11 Opera provide much-needed storage of Junior Church and refreshment materials.

St James

- Altar linen purchased
- Heating system serviced
- Treatment for rodent elimination
- Induction loop tested and re-set
- Hand held radio microphone purchased and installed
- Piano regulated
- Organ and piano tuned and maintained
- Gutters, hopper and downpipes cleared as part of an annual cleaning cycle
- Fire extinguishers tested and serviced
- In addition to Miss Delaney, church rentals included those by Potter's House church, W11 Opera and orchestras. The church is rented out to such an extent that it is sometimes difficult to make bookings for church activities. However, lettings make an essential contribution to the financial stability of the church.

The PCC records its thanks to Murray John, who offers advice and support for the many small issues that constantly arise.

Mission and Ministry

St Clement

- Rotas for refreshments, flowers, Junior Church and periodic church cleaning are increasingly well-supported
- Ideally another churchwarden should be appointed at the 2013 Annual Parochial Church Meeting
- There are two Sunday school groups – Group No 1 for over sevens and Group No 2 for the under sevens. The leadership has extended over the past year; the age group is mostly from the upper primary age group into the teens – and on average about ten children and young people attend each week
- Ideally another churchwarden should be appointed at the 2013 Annual Parochial Church Meeting.

St James

- Flowers and other decorations and cleaning are provided by a small group who would welcome further help, especially at main festivals

St Clement Notting Dale and St James Norlands

- The rotas for refreshments, readers, prayers, stewards and welcomers continue to be extended, creating a much stronger team spirit; St James needs more altar servers – both adults and young people
- The small church choir continues, with a regular Thursday practice at 7.30 pm; the choir mainly sings at St James, but also sings at St Clement at its Patronal Festival, and on Maundy Thursday and Good Friday
- The weekly Sunday School at St James is organised by a member of the congregation, with a strong rota of parishioners leading on different weeks. Usual attendance is ten-fifteen children, weighted towards children under eight years old.
- Ideally another churchwarden should be appointed at the 2013 Annual Parochial Church Meeting.

Attendance is stable at both churches, and there are higher levels of volunteer support for the mission and ministry of the church.

Both churches had refreshments after their Patronal Festivals.

The PCC reviewed the 2011-12 Mission Action plan throughout the year; in October 2012, the PCC had an away-morning to agree a Mission Action Plan for 2012-13. Key headings to emerge from this were: *Money; Grow ministry; Welcome; Engaging with wider community; Deepening spiritual life*. The PCC will address these issues in the course of 2013.

The parish participates in monthly Prayer Lunches, an annual Christian Unity Service and other activities organised by Churches Together in Notting Hill.

The ClementJames Centre

The partnership with the ClementJames Centre, our sister charity (which is independently funded), continued to grow during 2012, with parishioners involved in the Centre's projects as trustees, volunteers and service users. We also share two members of staff. The main projects of the Centre are:

IntoUniversity North Kensington, a multi-stranded programme of support for children and young people enabling them to fulfil their potential. This includes academic support, mentoring, themed workshops and general pastoral care. As a result of the successful **Into**University programme at The ClementJames Centre, the **Into**University charity was created to provide a network of **Into**University centres across London and further afield. IU North Kensington is part of the wider **Into**University network, a London-based charity, whose head office is located at St Clement.

Communicate, an adult learning programme, providing English and basic skills classes and support for those for whom English is a second language.

IntoWork, an employment programme supporting adults and young people into work, through a combination of coaching, qualifications, support and guidance.

The Centre also maintains the impressive community garden. The Community Shop closed in July 2012.

Highlights of 2012 included:

74% of **IntoWork** users gaining training or employment in the pilot year.

81% of **Into**University students entering into university.

100% of **Communicate** students from higher-entry courses entering into employment or university.

The PCC does not charge a full rent to the ClementJames Centre for the use of St Clement's church premises. However, the rent is gradually being increased, and will double between 2010 and 2013. The PCC is mindful of the money raised by the ClementJames Centre towards the reordering of the church in 2007, to replace the chancel with a classroom now rented by the Centre from the PCC; and sees the work of the Centre as part of the social mission of the church. This vision is also shared by the Diocese of London, which in 2005 granted a 25 year lease for the Institute Building to the ClementJames Centre at a peppercorn rent, to enable it to run and develop its programmes for both young people and adults.

The Church School

St Clement and St James is a school with Christian values at its heart. We are proud of its history and our strong links with the vibrant community to which we belong. We welcome and celebrate every child, helping all children to develop their character and full academic potential. We promote high aspirations and a love of learning through a rich and varied curriculum.

Our children are:

- Confident and happy
- Respectful
- Friendly, kind and helpful
- Honest and trustworthy
- Enthusiastic
- Creative

Our six school values are:

- Respect
- Good manners
- Honesty
- Communication
- Trying our best
- Kindness

We have eight classes, from Nursery to Year 6, and a staff team committed to giving our children the best possible start to their education. This year, we have been working hard on improving our Maths and on the consistency of good standards throughout the school. We foster children's natural love of learning, and aim to keep our curriculum exciting and engaging in a variety of ways. For example, in February we returned to school after half term to find a giant egg in the playground, with a scientist inspecting it ... the newspaper reports, non-chronological reports, 'what if' thinking and writing, and art work that resulted from this have been fantastic.

A number from the churches serve as governors, including the Vicar. Church involvement in 2012 has included:

- Regular acts of worship in school
- Worship at St James: Harvest, Christmas, Ash Wednesday, Easter
- Periodic involvement of the clergy in teaching classes in religious education
- A six-session Confirmation class with Year 5 pupils.

The church has strong links with the school, and looks forward to developing these further.

Staffing

After two rounds of interviews, the PCC decided to abandon the attempt to recruit a house for duty priest to replace the Rev'd Dr Riglin, who left the parish on 31 December 2011. The PCC appointed the Rev'd Mary Clarke, (currently working for one day a week) to work for two days a week, and to share the clergy duties at the Sunday services equally with the Vicar. This took effect on 1 November 2012. In return for diocesan approval for this, the PCC brought forward its full Common Fund contribution from 1 January 2013 to 1 November 2012; however, this contribution was reduced as the parish returned the vicarage flat to diocesan use, on a temporary basis, until the parish has need for it.

Jack Jeffery took up his post as part time finance officer and receptionist (two days a week) from January 2012. Silke Mehrgott continues as receptionist at the parish office (one and a quarter days a week).

Margaret Ayo began her training to the ordained ministry at St Mellitus College in September 2012.

The 2013 electoral roll was completely renewed, as part of the usual six year cycle, and as a result there was inevitably a drop in membership. The electoral roll now stands at 148 people.

FINANCES

Statement of the PCC's financial responsibilities

Charity law requires the PCC to prepare accounts for each financial period which give a true and fair view of the charity's state of affairs at the end the year and of its income and expenditure for the year.

In preparing those accounts, the PCC is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that it will continue in its activities.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the entity and to enable them to ensure that the accounts comply with the Charities Act 2011 and other relevant legislation. It is also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves Policy

It is the policy of the PCC to build up unrestricted free cash reserves to a level equivalent to three months expenditure. At current levels this amounts to a target of about £40,000. On 31st December 2012, the unrestricted and undesignated free cash reserves stood at about £23,000.

The PCC considers that it is necessary to hold reserves at the target level in order to

Ensure continuity of services.

Provide a cash balance to cover delays in the receipt of income.

Provide cover for unexpected items of expenditure of which the most likely are repairs to the church buildings.

In addition the PCC needs to raise funds for a programme of capital work estimated to approach £400,000 over the next five years. The PCC has set up a Church Repair & Improvement Fund with a current balance of £40,000 towards meeting this expenditure.

Review of financial position

The PCC ended the year with a surplus of just over £65,000, including restricted donations of £35,000.

The PCC's income for the year was £214,000 The largest source of income was £80,000 from the hire of premises. Regular voluntary income and donations accounted for £72,000. The PCC also benefited from an exceptionally generous restricted donation of £25,000 from the J.P. Getty Jnr Charitable Trust towards the repair of St Clement's roof and also from a restricted grant of £10,000 from Awards for All, for sound systems in the churches.

Expenditure for the year totalled £150,000. The main items of routine expenditure are the diocesan parish share, £67,500, an increase of £13,500 on our 2011 contribution as we move towards covering our full costs; salaries, wages and honoraria which amounted to £26,000, reduced from 2011 since we no longer have the services of Rev. Keith Riglin; and church running expenses, which, including utility bills, accounted for £38,000. Successful renegotiation of utility contracts and a change of supplier for stationery supplies enabled some savings to be made. More new heaters costing about £5,000 were purchased for St Clements.

In 2009 the diocese lent the PCC. £10,000 to help with the repairs to St. James's tower which is repayable over three years. Two installments have been repaid. The final installment of £3,333 is repayable in 2013.

The Parish ended the year with cash balances, including restricted and designated funds, totaling about £99,000. The detailed figures are set out in the statements on pages 11 to 17.

Accepted by the Annual Parochial Church Meeting on 18th March 2013 and signed on its behalf by

The Rev'd Dr Alan Everett
Vicar
25th March 2013

THE PARISH OF ST CLEMENT WITH ST MARK NOTTING DALE AND ST JAMES NORLANDS
REGISTERED CHARITY No: 1132478
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2012

	Note	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL 2012 £	TOTAL 2011 £
INCOMING RESOURCES						
Voluntary Income	3	65,512.94		6,371.92	71,884.86	65,142.83
Other Voluntary Incoming Resources	4	12,682.50		35,412.39	48,094.89	76,794.37
Activities for Generating Funds: Summer Fair		3,659.25			3,659.25	313.56
Income from Investments	5	1,019.48			1,019.48	973.58
Church Activities	6	88,722.98			88,722.98	84,861.56
Miscellaneous Income		643.99			643.99	135.00
TOTAL INCOMING RESOURCES		172,241.14	0.00	41,784.31	214,025.45	228,220.90
RESOURCES EXPENDED						
Costs of Generating Funds	7	2,241.33			2,241.33	6,349.10
Charitable Activities	8	626.75		772.58	1,399.33	269.90
Church Activities						
Diocesan Parish Share		67,500.00			67,500.00	54,000.00
Salaries Wages & Honoraria	9	20,039.84		6,071.92	26,411.76	53,815.45
Clergy Expenses	10	1,610.29			1,610.29	2,029.44
Clergy House	11	1,100.94			1,100.94	1,324.02
Assistant Staff (Administration)	12	3,159.60		177.73	3,337.33	7,382.89
Sunday School Expenses	13	0.00		307.75	307.75	324.70
Church Running Expenses	14	22,295.89			22,295.89	28,065.92
Church Utility Bills	15	15,561.62			15,561.62	16,087.80
Major Capital Expenditure	16	5,708.22			5,708.22	44,718.52
Governance Costs		2,700.00			2,700.00	
TOTAL RESOURCES EXPENDED		142,544.48	0.00	7,329.98	150,174.46	214,367.74
NET INCOMING/(OUTGOING) RESOURCES		29,696.66	0.00	34,454.33	63,850.99	13,853.16
(LOSS)/GAIN ON INVESTMENT		1,666.80			1,666.80	-921.42
TRANSFERS BETWEEN FUNDS		-20,070.00	20,000.00	70.00	0.00	0.00
NET MOVEMENT IN FUNDS		11,293.46	20,000.00	34,524.33	65,517.79	12,931.74
BALANCES BROUGHT FORWARD AT 1.1.12/11		58,023.23	20,000.00	1,181.34	79,204.57	66,272.83
Adjustment re 2011 Accruals not required		1,895.34			1,895.34	
BALANCES CARRIED FORWARD AT 31.12.12/11		71,212.03	40,000.00	35,705.67	146,617.70	79,204.57

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2012 £	2011 £
RECONCILIATION OF RESOURCES RETAINED TO NET CASH FLOW					
NET MOVEMENT IN FUNDS	11,293.46	20,000.00	34,524.33	65,517.79	12,931.74
Repayment of Loan to Diocese	-3,333.33			-3,333.33	-3,333.33
(Decrease)/Increase in Creditors	-11,209.52			-11,209.52	10,453.28
Adjustment re 2011 Accruals not required	1,895.34			1,895.34	
(Reallocation of Creditor Payment)	11,500.00		-11,500.00	0.00	
(Increase)/Decrease in Debtors	-18,836.88			-18,836.88	-3,976.40
Loss(Gain) on Investment	-1,666.80			-1,666.80	921.42
Purchase of Fixed Assets	-1,132.50			-1,132.50	0.00
Depreciation	482.50			482.50	105.00
NET CASH INFLOW (OUTFLOW)	-11,007.73	20,000.00	23,024.33	31,716.60	17,101.71

CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2012

NET CASH INFLOW (OUTFLOW)	-11,007.73	20,000.00	23,024.33	31,716.60	17,101.71
Cash at 31.12.11/10	34,399.53	20,000.00	12,681.34	67,080.87	49,979.16
Cash at 31.12.12/11	23,391.80	40,000.00	35,705.67	98,797.47	67,080.87

BALANCE SHEET AT 31ST DECEMBER 2012

Fixed Assets					
Tangible Fixed Assets	17	1,072.00		1,072.00	422.00
Investment	18	18,225.27		18,225.27	16,558.47
Total Fixed Assets		19,297.27		19,297.27	16,980.47
Current Assets					
Debtors		38,271.44		38,271.44	19,434.56
Church Repair & Improvement Fund			40,000.00	40,000.00	20,000.00
Banks: Current Accounts		23,369.63	35,405.67	58,775.30	46,958.19
Cash in Hand		22.17		22.17	122.68
		61,663.24	40,000.00	35,405.67	137,068.91
					86,515.43
Current Liabilities					
Creditors		6,415.14		6,415.14	17,624.66
Loan repayable in 2013		3,333.34		3,333.34	3,333.33
		9,748.48		9,748.48	20,957.99
Net Current Assets		51,914.76	40,000.00	35,405.67	127,320.43
Loan from Diocese					3,333.34
NET ASSETS		71,212.03	40,000.00	35,405.67	146,617.70
					79,204.57
FUNDS					
Unrestricted		71,212.03		71,212.03	57,953.23
Designated			40,000.00	40,000.00	20,000.00
Restricted			35,405.67	35,405.67	1,251.34
TOTAL FUNDS		71,212.03	40,000.00	35,405.67	146,617.70
					79,204.57

Approved by the PCC on 18th March 2013 and signed on their behalf by

Rev'd Dr Alan Everett (PCC Chairman)

Allen Molesworth FCA:(PCC Hon Treasurer)

NOTES TO THE FINANCIAL STATEMENTS

1. Funds

Funds

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

The Designated Funds of the PCC are set out below.

Recognising the need for extensive provision for repair and improvement to its two churches, the PCC resolved to set up a

Church Repair & Improvement Fund

This fund replaces the two funds below which were under the custodianship of the London Diocesan Fund but which have now been repaid to the PCC

St Clement Maintenance Fund (Joint Maintenance Fund)

This fund represented the remaining balance of the net sale proceeds of the St James, Norlands Church Hall in Wilsham Street in November 1992

The Trust deed requires the LDF to hold these monies upon trust and to permit them to be used by the PCC for any ecclesiastical purpose within the meaning of the PCC (Powers) Measure 1956 affecting the parish.

St Mark's Church Hall

Capital and income are held for the benefit of the Church of St Mark Notting Hill and may be disbursed in such manner as the incumbent and churchwardens of St Mark's shall from time to time appoint or direct. The PCC had designated this fund to be for the benefit of St Clements.

The Restricted Funds of the PCC are set out below.

Additional Ministry Fund (Previously known as The Curate Fund)

This fund represents amounts donated or collected to fund the stipend of an additional priest or curate for the parish.

The Community Fund

The objective of the Fund is to fund local activities and projects that promote education, alleviate deprivation or otherwise contribute to the welfare of the local community.

Youth Work, Sunday School & Youth Trip

The PCC receives grants and raises funds to support youth work in the community.

Hope Centre Kisii, Kenya

As contact had been lost since 2005 with this charity, permission of the Charity Commission was sought and obtained to give the remaining balance of the funds collected to another African Charity, the Friends of Agona Asafo.

Other smaller funds arise from time to time as a result of special appeals (see Note 21)

2. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2006 together with applicable accounting regulations and the Statement of Recommended Practice (2005) for Charities.

The financial statements have been prepared under the historic cost convention, except for investments which are shown at market value.

Incoming Resources

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 related income is recognised.

Rental income is recognised when the rent is due.

Dividend and interest income is accounted for when received.

Funds raised from the summer fair and other events are accounted for gross.

Resources Expended

The diocesan parish share is accounted for when paid. Any parish share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet and the amount outstanding included in expenditure.

Fixed Assets

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

Moveable Church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time.

For inalienable property acquired prior to 2001 there is insufficient cost information available and therefore such assets are not valued in the accounts

All expenditure incurred in the year on consecrated or beneficed buildings on individual items under £500, or on the repair of moveable church furnishings is written off.

Office equipment costing £500 or over is depreciated on a straight line basis over three years.

Office Fixtures & Fittings costing £500 or over are depreciated on a straight line basis over ten years.

	UNRESTRICTED FUNDS	DESIGNATED FUNDS	RESTRICTED FUNDS	2012	2011
	£	£	£	£	£
INCOMING RESOURCES					
3 Voluntary Income					
Planned Giving (Gift Aided)	32,743.00			32,743.00	27,706.00
Income Tax Recoverable	6,546.00			6,546.00	7,640.79
Planned Giving (Non Gift Aided)	2,180.00			2,180.00	915.00
Community Support Fund			250.00	250.00	250.00
Income Tax Recoverable			50.00	50.00	62.50
Additional Ministry Fund (Gift Aided Planned Giving)			5,059.92	5,059.92	5,008.22
Income Tax Recoverable			1,012.00	1,012.00	1,321.94
Collections and Other Giving	21,159.94			21,159.94	18,777.98
Income Tax Recoverable	2,884.00			2,884.00	3460.4
	<u>65,512.94</u>		<u>6,371.92</u>	<u>71,884.86</u>	<u>65,142.83</u>
4 Other Voluntary Incoming Resources					
Donations (Gift Aided)	9,028.00			9,028.00	49,810.00
Income Tax Recoverable	1,502.00			1,502.00	13,271.73
Donations (Non Gift Aided)	680.00		35,000.00	35,680.00	6,488.00
Legacy for St. James's Clock Strike				0.00	1,200.00
Grant for Relief of Poverty			412.39	412.39	429.12
Other Non Recurring Grants	1,472.50			1,472.50	5,595.52
	<u>12,682.50</u>		<u>35,412.39</u>	<u>48,094.89</u>	<u>76,794.37</u>
5 Income from Investments					
Bank Interest	82.10			82.10	97.10
Other Interest and Dividends	937.38			937.38	876.48
	<u>1,019.48</u>	<u>0.00</u>	<u>0.00</u>	<u>1,019.48</u>	<u>973.58</u>
6 Church Activities					
Fees	4,479.50			4,479.50	5,263.50
Youth Trip				0.00	31.56
Hire of Church Buildings	80,443.48			80,443.48	76,066.50
W 11 Opera	3,800.00			3,800.00	3,500.00
	<u>88,722.98</u>			<u>88,722.98</u>	<u>84,861.56</u>

RESOURCES EXPENDED	UNRESTRICTED	DESIGNATED	RESTRICTED	2012	2011
	FUNDS	FUNDS	FUNDS	£	£
	£	£	£	£	£
7. Costs of Generating Funds					
Fundraising Event	60.18			60.18	6,200.00
Stewardship Campaign				0.00	149.10
Summer Fair	2,181.15			2,181.15	0.00
	<u>2,241.33</u>	<u>0.00</u>	<u>0.00</u>	<u>2,241.33</u>	<u>6,349.10</u>
8. Charitable Activities					
Friends of Agona Asafo			772.58	772.58	
BACE	100.00			100.00	
Churches Together in Notting Hill	10.00			10.00	35.00
Other Gifts	116.75			116.75	234.90
Notting Hill Parish Charity Committee	400.00			400.00	0.00
	<u>626.75</u>	<u>0.00</u>	<u>772.58</u>	<u>1,399.33</u>	<u>269.90</u>
Church Activities					
9. Salaries Wages & Honoraria					
Associate Vicar				0.00	25,452.47
Youth Work				0.00	3,335.53
Assistant Priest			5,720.48	5,720.48	4,819.17
Youth Work	1,348.56		651.44	2,000.00	1,100.00
Administrators (Note 10)	15,139.53			15,139.53	15,449.51
Organists' Fees	3,338.25			3,338.25	3,373.00
Other Wages & Fees	213.50			213.50	285.77
	<u>20,039.84</u>		<u>6,371.92</u>	<u>26,411.76</u>	<u>53,815.45</u>
10. Clergy Expenses					
Computer Supplies				0.00	74.50
Travel & Transportation	259.30			259.30	577.88
Locum Fees	100.00			100.00	104.00
Recruitment	654.08			654.08	
Hospitality	596.91			596.91	1,273.06
	<u>1,610.29</u>			<u>1,610.29</u>	<u>2,029.44</u>
11. Clergy House					
Clergy Expenses	839.40			839.40	769.35
Clergy House Utilities	261.54			261.54	554.67
	<u>1,100.94</u>			<u>1,100.94</u>	<u>1,324.02</u>
12. Assistant Staff (Administration)					
Vicarage Council Tax	291.00			291.00	290.73
Maintenance of Office Equipment	809.66			809.66	1,377.63
Computer Supplies				0.00	136.14
Telephone & Internet	686.11			686.11	836.08
Office Utilities	183.89			183.89	471.37
Office Catering	1.00			1.00	38.40
Printing, Stationery & Postage	919.94			919.94	2,836.55
Travel & Transportation	38.00			38.00	40.00
Bank Charges				0.00	124.33
Recruitment				0.00	20.00
Training	230.00			230.00	540.00
Youth Work			177.73	177.73	
Miscellaneous				0.00	671.66
	<u>3,159.60</u>		<u>177.73</u>	<u>3,337.33</u>	<u>7,382.89</u>
13. Sunday School Expenses					
Youth Trip				0.00	275.80
Other				307.75	48.90
	<u>0.00</u>			<u>307.75</u>	<u>324.70</u>
14. Church Running Expenses					
Website	457.13			457.13	2,016.00
London Diocese: Share of Fees	878.00			878.00	864.00
Weddings & Funerals	600.00			600.00	50.00
Sanctuary	3162.26			3,162.26	6,408.78
Advertising	529.00			529.00	1,818.91
Cleaning	2386.15			2,386.15	4,534.86
Insurance	7981.17			7,981.17	6,830.09
Minor Equipment under £500	39.99			39.99	285.94
Depreciation of Fittings & Equipment	482.50			482.50	105.00
Equipment Repairs and Maintenance	1471.08			1,471.08	2,393.03
Church Repairs & Maintenance	3311.25			3,311.25	2,483.33
Organ Repairs & Maintenance	980.00			980.00	55.00
Garden	17.36			17.36	220.98
	<u>22,295.89</u>			<u>22,295.89</u>	<u>28,065.92</u>
15. Church Utility Bills					
Gas	8,779.62			8,779.62	8,710.07
Electricity	6,005.79			6,005.79	7,276.21
Water	776.21			776.21	101.52
	<u>15,561.62</u>			<u>15,561.62</u>	<u>16,087.80</u>

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2012 £	2011 £
16. Major Capital Expenditure					
Heaters for Church				4,914.66	8351.78
Church Repairs				793.56	36366.74
	<u>5,708.22</u>	<u>0.00</u>	<u>0.00</u>	<u>5,708.22</u>	<u>44,718.52</u>

17. Tangible Fixed Assets

	UNRESTRICTED FUNDS £	TOTAL £
Cost at 1 January 2012	11,569.00	11,569.00
Additions	<u>1,132.50</u>	<u>1,132.50</u>
Cost at 31 December 2012	<u>12,701.50</u>	<u>12,701.50</u>
Accumulated Depreciation at 1 January 2012	11,147.00	11,147.00
Charge for the Year	<u>482.50</u>	<u>482.50</u>
Accumulated Depreciation at 31 December 2012	<u>11,629.50</u>	<u>11,629.50</u>
Net Book Value at 1 January 2012	422.00	422.00
Net Book Value at 31 December 2012	<u>1,072.00</u>	<u>1,072.00</u>

18. Investment (at market value)

	2012 £	2011 £
M&G Charifund (Equities Investment Fund for Charities)		
1519 Units M&G Charifund: Income	<u>18,225.27</u>	<u>16,558.47</u>

19. Employees

The PCC has two part time employees engaged on administration.
The employees are paid by the Community Project which is reimbursed by the PCC.

	2012 £	2011 £
	<u>15,139.53</u>	<u>15,449.51</u>

20. Trustees Remuneration

One Trustee received remuneration of £588.25 (2010 £893.00) for services as organist.

21. Movements on Funds

	Balances at 1.1.12 £	Income £	Interest £	Total Incoming £	Expenditure £	Transfers £	Balances at 31.12.12 £
Designated							
Church Repair & Improvement	20,000.00					20,000.00	40,000.00
Total Designated	<u>20,000.00</u>		<u>0.00</u>	<u>0.00</u>		<u>20,000.00</u>	<u>40,000.00</u>
Restricted							
Additional Ministry Fund	0.00	6,071.92		6,071.92	6,071.92		0.00
The Community Fund	0.00	300.00		300.00	300.00		0.00
St Clement's Roof	0.00	25,000.00		25,000.00			25,000.00
Audiovisual Equipment	0.00	10,000.00		10,000.00			10,000.00
Christmas Present Fund	49.64			0.00			49.64
Hope Centre Kisii, Kenya	772.58			0.00		-772.58	0.00
Friends of Agona Asafo					772.58	772.58	0.00
Relief of Poverty	429.12	412.39		412.39	485.48		356.03
Total Restricted	<u>1,251.34</u>	<u>41,784.31</u>		<u>41,784.31</u>	<u>7,629.98</u>	<u>0.00</u>	<u>35,405.67</u>

Independent Examiner's Report to Parochial Church Council (PCC) of St Clement with St Mark Notting Dale and St James Norlands

This report on the financial statements of the PCC for the year ended 31 December 2012, which are set out on pages 13 to 19, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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 130 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gulistan Chaudhry ACA

July 2013