

**The Church of  
St James the Greater  
Parochial Church Council**

**Annual Report  
and  
Financial Statements**

**Year ended December 31 2019**

**Registered Charity 1180180**

**Incumbent:**

The Reverend Andrew Quigley  
St James the Greater Vicarage  
216 London Road  
Leicester, LE2 1NE

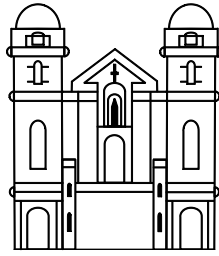
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**Independent Examiner:**

Richard Buckby FCA  
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**THE MISSION OF ST JAMES THE GREATER**  
is to welcome all people,  
to share with them the knowledge of God,  
to encourage them to follow the Christian way  
to celebrate the joys of life and to support each other through its sorrows,  
to serve those amongst whom we live,  
and to address the needs of others in the world.

**WE ENDEAVOUR TO FULFIL OUR MISSION BY:**

1. **welcoming** all people.
2. **worshipping** in ways both old and new, combining words and music, movement and stillness with skill and imagination to glorify God and to inspire people in their life and work.
3. **belonging** to the Church of England and taking an active part in the life of the Diocese of Leicester.
4. **listening** to different points of view to discern God's will for the church and the world.
5. **preaching** and teaching a thoughtful response to the gospel of Jesus Christ in the light of the Spirit for today.
6. **studying** the Bible and Christian life in groups and linking with Diocesan courses.
7. **praying** for the well-being of one another, for those who ask for our prayers, and for the church and the world.
8. **caring** pastorally for the needs of the congregation and of the parish and contributing to charitable causes.
9. **conducting** services at special moments for people - including baptisms, weddings and funerals - and for organisations.
10. **providing** opportunities for people of all ages to meet socially and as members of organisations.
11. **promoting** cultural excellence by making available space and facilities for concert performances.
12. **raising** the money needed to maintain and improve our buildings, and to meet the costs of our church's ministry and mission.

## Contents

Annual Report	Pages 1-10
Independent Examiners Report	Page 11
Statement of Financial Activities	Page 12
Balance Sheet	Page 13
Notes to the Financial Statements	Pages 14-19

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER, LEICESTER  
ANNUAL REPORT**

**STRUCTURE AND GOVERNANCE**

The Parochial Church Council of the Ecclesiastical Parish of St James the Greater, Leicester (the 'PCC') is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2020). It is a charity registered with the Charities Commission – Charity No. 1180188. It falls within the Church of England Diocese of Leicester and is part of the City of Leicester Deanery,

The Rules provide for the composition of the PCC (the Trustees) and arrangements for the election of lay members to the PCC at the Annual General Parish Meeting in addition to those ex-officio members on the Council in accordance with the Rules.

Members of the PCC during the year and at the date of this report were:

*Ex Officio members*

- Incumbent: Reverend Andrew Quigley
  
- Wardens: Philip Jones  
Simon Edwards
  
- Deanery Synod: Margaret Terry  
William Woolley  
Annabel Cowley

*Elected Members:*

- Julia Walker (until April 2019)
- Jennifer Smith
- Caroline Beardsmore
- Barbara Penrose (until October 2019)
- April Rule
- Janet Geere
- John Raven (from April 2019 until March 2020)
- Keith Vaughan
- Lucy Hutchinson
- Michael Rule
- Serge Mozota
- Pamela Howe
- Stephen Howe

*Co-opted Members:*

- Vicky Roe
- David Sharman

The PCC met 6 times during the year with many of its functions carried through a number of sub committees.

## **OBJECTIVES AND ACTIVITIES**

The Church of England together with the wider Anglican Communion seeks to advance the Christian religion through world-wide mission. The PCC's objectives are to ensure that church life and work within the parish and its surrounds help to fulfil that mission, both locally and more widely.

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

The PCC is aware of the Charity Commission's guidance on public benefit in "*The Advancement of Religion for Public Benefit*" and have regard to it in their administration of the parish. In particular we try to enable ordinary people to live out their faith as part of our community through:

- worship and prayer, learning about the Gospel; and developing their knowledge and trust in Jesus
- the provision of pastoral care for people living in the parish and its surrounds
- missionary and outreach work

## **COMMITTEES**

The PCC operates through a number of sub committees which meet between full meetings of the PCC to work towards achieving the mission and objectives of the Church. Reports on their work follow later in this document.

### **Fabric Committee**

Oversees repairs to and maintenance of the buildings, excluding the Vicarage which is in the care of the Diocese.

### **Finance Committee**

Provides stewardship of all the financial resources of the PCC. Safeguards against the misuse, loss or unnecessary depletion of PCC funds. Has oversight of all the procedures and documentation which relate to all and any aspect of the finances of the PCC.

### **Flower Guild**

To co-ordinate the floral decorations in the church for festivals and throughout the year.

### **Funding Committee**

To raise funds for projects and ongoing church expenses through events and stewardship programmes.

### **Standing Committee**

This is the only committee required by law. It has power to transact the business of the PCC between meetings, subject to any directions given by the PCC.

### **Worship & Mission Committee**

Reviews the pattern and content of services and advises on education and mission.

### **Youth & Children Group**

Implements the policy "To build up contacts with as many young people as possible, so that they may grow up with an understanding of the Christian option for their lives".

## **THE YEAR AT ST JAMES**

There are 133 members on the Electoral Roll, which was revised in 2019. The majority of worshippers are resident outside the parish.

### **Church Services**

Attendance at the three services on Sundays – as recorded by Churchwardens – averaged 126 including children. Sunday morning services have seen some modest increase in numbers, whilst evening services are smaller.

A team of leaders has provided a children's Sunday Club on Sunday mornings in term time attended by up to 8 children but has faced challenges in maintaining a full rota of leadership.

The Church Choirs continue to play a vital role in our church services. Over 50 people support the church with their voices between the two choirs.

There is continued demand for the church as a venue for funeral and memorial services but far fewer currently seek us out for baptisms and weddings.

Festival services attract many visitors – a feature of the public ministry of this church.

Thursday mid-morning Eucharist followed by a coffee drop-in is well supported. Housebound members of our fellowship are remembered in prayers at Sunday services and a number regularly receive communion at home.

### **Other Church Activities**

The Shell magazine has been edited by Graham Jagger and made available in both paper and electronic forms. A Parish away day was held in Kibworth Church Hall at the start of March, and some of the discussions held during the day formed the basis of the Lent evening sermon series given by the vicar. Our first garden party was held in the vicarage garden in September.

### **Friends of St James**

The Friends of St James is established as an independent charity to support the work and ministry of the Church of St James the Greater, Leicester. It is a means of binding together in friendship and prayer those who wish to play a part in the life, worship, and mission of the Church. It provides financial support to enhance the fabric of the building and contribute to its maintenance and preservation. We are grateful for its continued support.

### **Outreach**

The historic link with the 41<sup>st</sup> Scout Group which met in the Undercroft came to an end as falling numbers necessitated amalgamation with Oadby.

Saturday Stop-by – a joint initiative of the British Islamic Society and St James the Greater – providing socialising and a hot meal for local people with housing and employment issues met on Saturdays. The hall is used for a Muslim after-school Madrassa.

The Southern Edge Mission Partnership, of which St James the Greater is a constituent member, continued its work during the year. However, following the end of the 'Edge' Youth Project, the PCC agreed that the Mission Partnership should be dissolved, which formally happened in early 2020.

A number of events run in conjunction with members of the English faculty of the University of Leicester took place, along with a three-week course focused on space exploration and science fiction run by the vicar.

## Concerts and Church Lettings

Church sponsored concerts for both adults and children (with a box office provided through the Church Office) plus lettings to local choral societies and orchestras have reinforced St James as an excellent concert venue. Several schools use our buildings for carol services and presentations.

God bless our church and parish, and prosper all our attempts to be faithful to you and to draw others into your Kingdom.

**Reverend Andrew Quigley, Vicar**

## FLOWER GUILD



Our Membership stands at 7.

Mothering Sunday - 100 bunches of daffodils were prepared for this special day.

Holy Week – Traditionally at St James we arrange flowers for Maundy Thursday's Altar of Repose. On Good Friday morning the Wooden Cross was placed in the porch

Festivals - Easter, Harvest and Christmas flowers have once again given great pleasure to all attending Church on these special days.

Donations - The only income the Guild receives to finance these festivals is the via the four-week collection of "Easter Flowers" marked Envelopes. Without this income, the Guild would not be able to decorate our beautiful church to the standard we have all been accustomed to for so many years.

Advent Wreath & Crib - once again Guild members ensured both were assembled in preparation for Christmas.

Commemorative Flowers - Guild members consider arranging these flowers a privilege and willingly undertake this duty on behalf of members of our congregation.

Silk Flowers – A number of weeks during the year silk flowers will be arranged in the porch in place of fresh. Each Guild member will continue their commitment to personally finance and arrange fresh flowers in the porch for four weeks during the year.

Thank you, Guild Members for the support you have given me and the time and talent you give freely each week.

May God give us strength to continue our work.

**Julia Walker**  
**Co-ordinator**

## FINANCIAL REVIEW

The accounts for St James are split into an Unrestricted Fund and a series of Restricted Funds. The Unrestricted Fund (the General Fund) is effectively our day-to-day fund detailing the income and expenditure required to maintain our mainstream activities at St James and for the maintenance of our building.

We continue to require an income into the General Fund of at least £400 a day for our church to effectively function. I am pleased to report that we achieved our budgeted targeted income in 2019. The total revenue generated over the year was £153,705.



Our total voluntary income to St James for the year including donations and gift aid amounted to just over £100,000. Of this the regular weekly / monthly giving from envelopes, standing orders, plate collections and the Parish Giving Scheme amounted to just under £70,000 – some £5,000 less than in 2018. I can report that this downward trend is being addressed by the positive outcome from the Funding Campaign that was carried out during the year.

The remaining £50,000 of income was generated by the church, the flat and hall hire, and various other small but valuable income lines such as coffee and candles. This year the income from these activities was boosted by hire fees from the Montessori Nursery's use of the hall amounting to almost £18,000. Regrettably this contract ceased after the summer. A significant challenge for 2020 will be to bridge this shortfall and a number of innovative income generating proposals are being considered by the Funding Committee.

Our total expenditure from the General Fund amounted to £143,927.

General church expenses consisting of heating, lighting, insurance, water and general administration costs and salaries amounted to just over £68,000. This was up from 2018 due to a full year's cost of employing a Building Services Co-ordinator.

The provision of choir, organ and music accounted for just over £33,000 and the balance comprises our Parish Gift to the Diocese which was £42,000.

Hence overall our General Fund showed a welcome surplus for the year of £9,778.

Within the series of Restricted Funds there was little or no movement of the limited amounts remaining within the Fabric Fund, the Organ Fund, the Choir Fund and the Youth Fund. A discretionary loan on the basis of need was granted during the year from the Holyoak Fund due for repayment in 2021. The Flower Guild Fund made a small deficit across the year.

Two new Restricted Funds were opened during the year. The Hymn Book Fund was established to manage a gratefully received donation to replace the church's hymn books. This fund is now closed, having served its purpose.

One of two major projects authorised by the PCC is for the outstanding works to the drainage and the remedial building work needed to the west front pillars and associated walls, all as identified in the 2017 quinquennial report. The second project resulted from the detailed report on the remedial work needed to the church roof identified following the drone survey in 2018.

The same contractor was chosen for both of these projects and the expected expenditure amounts to £125,000. Whilst there was no expenditure on these works in the 2019 accounts, all aspects of this work will be financially reported and clearly identified within the newly formed Renovation Fund.

A renovation appeal was made during the year for funding and is recorded in this restricted Renovation Fund. The Vicar dedicated his London Marathon run in aid of the Fund which generated, together with Gift Aid, over £4,600. We were also grateful to receive grants of £5,000 and £10,000 respectively from All Churches Trust and the Garfield Weston Foundation. Various other events and generous donations contributed to the Fund's total income at the end of the year of £23,300. Whilst the appeal remains open, funds for the balance will be from the church's unrestricted funds. The works and the corresponding phased expenditure are programmed to be finalised by July 2020.

The Trustees have decided to leave the level of unrestricted reserves at £48,000 to cater for continuity in the event of an emergency situation and in order to have sufficient cash flow funding where timing of expenditure could be out of phase with income generation.

2020 and future years will continue to be financially challenging for St James. We are currently undertaking a full Health and Safety Audit of our church premises which may lead to a level of unbudgeted costs during the year.

Our balance sheet at the end of 2019 still shows almost £146,000 in unrestricted funds; ring fencing the agreed reserve reduces the availability of this balance to £98,000. Our major project works will further significantly deplete this net balance. Any income over expenditure over the next few years should be to rebuild a buffer to future potential major expense.

**David Sharman**  
**Treasurer**

## **COVID 19 UPDATE**

In March 2020 the PCC took steps (in line with government advice) to help contain the outbreak of COVID-19. This included the temporary suspension of church services and other physical gatherings. We have had to curtail, or change, how we operate: however we have been able to continue some activities using online media. The PCC are monitoring income and expenditure and, if it becomes necessary, will take measures to mitigate the impact of COVID-19 on our unrestricted reserves.

## **FROM THE CHOIR STALLS .....**

St James the Greater Church is known far and wide for the quality of its choral services; a reputation that has been built up and sustained over many years. This tradition continued through the whole of 2019, with two choral services each Sunday and additional performances to mark major festivals and special events. Musical highlights during the year include the great traditional services at Advent including the Advent procession and the Festival of Nine Lessons and Carols. These services are absolute favourites with the choir and congregation, attracting many hundreds of people through the church doors to hear the music and readings in candlelight. The music on these occasions is sung to an extremely high standard. Carol services continue into the new year with Epiphany and Candlemas completing the cycle. Other highlights include the Holy Week and Easter services where, again, the choir performs some of its most treasured music. Good Friday has been a particular musical highlight in recent years with the choir performing works by Allegri, Dvorak, Lotti and Sanders.

The choir continues to be committed to performing 'mainstream Anglican choral music' as well as performing more contemporary works from the 20<sup>th</sup> and 21<sup>st</sup> century. In recent years the choir has expanded its repertoire to include works by Arvo Part, David Bednall and Mark Sirett. Compositions have been written for, and premiered by the choir in the last 3 years. In 2018, Anthony Thacker composed a work setting the words of Psalm 133 to an unaccompanied 5-part motet. Also, in 2018, the choir sang Richard Lane's anthem 'A hymn to a pilot' at the annual Battle of Britain service. This was the premier of this work in its choral format. In 2017, the choir premiered 'Anima Christi' by Graham Keitch as part of the Benedictine Abbeys Devon Tour. All the composers attended the performances and were extremely pleased with the choir and the way they interpreted the music. The choir enjoys the challenge of learning and performing new music and has taken on the challenge of performing some of the most formidable repertoire left to us by great composers such as Kenneth Leighton and Herbert Howells. Howells' setting of Salve Regina, his evening service for St Paul's, and Leighton's haunting composition 'Drop, drop slow tears' are 3 works out of many that the choir has undertaken recently.

The church is blessed by having two choirs, and we are grateful for the dedication of the St James Singers who cover for the main choir during school holidays and for occasional term-time services. They have their own repertoire which is always delivered with energy and style. In common with most church choirs, we have to work extremely hard to attract a steady supply of new people into the choir as our older children leave to go to University. We can find that attracting fifty people to a recruitment event might result in just one or two new long-term members of the choir. In recent years we have also offered scholarships to students attending Leicester's Universities or former choir members who choose to travel back to Leicester at weekends – we have brought in some fantastic voices in this way. During 2019 we also applied for grants to help sustain the choir's work, the fruits of which will be available to us in 2020 and beyond. A few members of the

congregation also make an additional financial contribution to support the work of the choir, for which we are very thankful. The efforts to recruit new members will redouble in 2020!

The choir was sad to see four long serving members leave for pastures new in the summer of 2019. Bethanne Raja, Svea Boesch, Philomenah Holladay and Brandon Brittan embarked on new chapters of their educational lives. They were wished well and presented with a souvenir of their membership at a service of evensong in September 2019. They continue to return at university holiday times, and as part of the aforementioned scholarship programme. It is fantastic to welcome alumni back to enhance our festive season services. There continues to be a 'family feel' around the music department. It was good to welcome Peter Lawson as a bass and Edward Bradshaw as a tenor. Both come with considerable experience and have made fantastic contributions to the group since their arrival in 2019.

The choir currently has four choral scholars, two of which are full time and two who are sharing a scholarship on a part time basis. Hannah Cowley continues to sing as an alto / soprano for a second season, whilst Sasha Lawrence was awarded a soprano scholarship (also for her second season). Brandon Brittan and Philomenah Holladay have begun life in their new universities (Northampton and Sheffield respectively) but have developed such a bond and commitment to St James that they continue to return on a part time basis, occupying the tenor and soprano positions they have held for nearly 10 years each. This 'shared scholarship arrangement' has worked particularly well with them managing their returns to the choir to coincide with services involving more demanding repertoire.

At the end of 2019 the choir consisted of the following voices:

12 girl sopranos and 2 boy trebles (some of whom sing one service each Sunday)

3 altos / counter tenors

6 tenors

6 basses

These numbers are invariably boosted at Christmas and Easter when recent alumni return home from their studies and join us for special services.

## .....AND THE ORGAN BENCH

St James the Greater Church is a keen and dedicated advocate of the organ, and promotes it as an instrument for all to experience. Many young instrumentalists are trained and nurtured by our professional staff. Recent successes include an ABRSM grade 3 distinction gained by Bethanne Raja in 2019, and the appointment of Pandora Holladay as the new organ scholar from September 2019 - she is gaining considerable momentum in her push towards grade 8. Alexander Lodge has accompanied the choir in both morning and evening services. He is a huge fan of the instrument and also builds digital organs on the side! Hannah Cowley has also performed a voluntary in a morning service, while our youngest organist is Nicholas Friedersdorff (year 8), a talented young boy and has won a prize for his playing in a local competition. Finally, in the Summer Term of 2019, Colin Millington joined the team of organists in preparation for taking up his post of Junior Organ Scholar at Corpus Christi College, Cambridge.

*To my eyes and ears, the organ will ever be the King of Instruments'* (W.A Mozart). This title given by Mozart is fully justified here at St James.

**Matthew Haynes**  
**Director of Music**

## SUNDAY CLUB

At times during the first part of 2019 it proved difficult to provide a Sunday Club for children, although a number of people generously gave their time and efforts especially at the time of major church festivals. Later in the year the Sunday club did not operate at all while we looked for

someone to act as convenor. Happily, that role has now been filled and children's meetings did re-start in January 2020.

Thanks, are especially due to the adults - often parents - who prepare for and run the Sunday sessions, without ever being quite sure who or how many will be there. We are also grateful to many members of the congregation who have offered to act as 'second adult' so that we can ensure the safety of all children.

**Alastair Jackson**

## **PASTORAL ASSISTANT'S REPORT**

During the year I have continued with my Church and Parish duties, including visiting people at home or in hospital and taking Communion to the housebound, a duty I share with the Vicar.

I continued as a Eucharistic Assistant and now organise the EA rota every three months. I also read lessons in services when requested. I attend Morning Prayer with the Vicar at 9 am on weekdays and the monthly Ministry Team Meetings.

Before Advent, I helped to organise distribution of leaflets about the Christmas services to the Parish. A big 'Thank you' to all those who helped with deliveries.

I continued to lead a team who help with schools visiting the Church as part of their RE curriculum, using a child-friendly Church Trail leaflet for the purpose, where appropriate.

I am also grateful for other members of the congregation who visit people regularly and keep me informed of pastoral concerns.

I attended the Pastoral Assistant's Study Day with AGM at St. Martin's House on 2nd February, a Social at Bishop's Lodge on 15th June and the PA Quiet Day on 3rd August 2019. I was relicenced as a PA at the 'Called Together' service on 12th October 2019. As part of my 'time out', I attended three Quiet Days at Bishop Woodford House in Ely during the year.

I attended PA Council meetings and continued to be responsible for taking and typing the minutes.

I continued to represent St. James at the World Day of Prayer group meetings, attending and participating in the annual services on the first Friday of March.

**Vicky Roe**

## **SAFEGUARDING CO-ORDINATOR'S REPORT**

St. James the Greater Child Protection Policy, Procedures and Guidelines has followed the Diocese of Leicester model since 2006, being updated when changes occurred. The St. James the Greater Safeguarding Adults Policy was adopted from 2014. However, the Handbook and Policies were withdrawn by Diocese of Leicester at the end of 2019.

They were replaced in the Diocese by the adoption of the National Safeguarding Team's 'Safeguarding Handbook', with some of the Guidelines from the previous Diocese of Leicester document added to it. This covers both child and adult safeguarding.

Parishes were required to adopt this new Handbook and Policy by the end of 2019. They were also allowed to develop documents reflecting their own local situations. Both of these documents were adopted by the PCC at its meeting on 14<sup>th</sup> November 2019. The SJG Policy and Procedures cross-referenced the Handbook throughout. Both documents will be updated when required and are available through the church website.

Policy statements on the recruitment of ex-offenders and on domestic abuse were also adopted at that meeting. Posters giving help-line numbers have been displayed throughout the church for the benefit of anyone using our facilities.

I attended a C3 Safeguarding Course on 21<sup>st</sup> June at St. Martin's House, the Safeguarding Co-ordinator's Service at Leicester Cathedral on 3<sup>rd</sup> July and the Diocesan Safeguarding Co-ordinators Conference on 26<sup>th</sup> October 2019, which was held at St. Martin's House and focused on Mental Health Awareness.

I kept a record of those who have done the C0 and C1 Training Courses and reminded all who still need to do it through the Diocese or online.

I continued to oversee the Disclosure and Barring Service (formerly Criminal Records Bureau) checks for those in contact with children and/or vulnerable adults, a process which is now done online through 'thirtyone:eight', formerly known as CCPAS (Churches Child Protection Advisory Service). I made occasional visits to groups and helped with the Sunday Club at times.

I completed the Annual Safeguarding Report to the Diocese and submitted it with copies of the Safeguarding Policies soon after PCC approval and the Annual Parochial Church Meeting.

**Vicky Roe**

## **SIDESPEOPLE REPORT**

There are 20 Sidespeople who welcome our congregation, hand out service sheets, the weekly leaflet, take the collection and tidy the church in preparation for our next worship. We are most grateful for everyone who carries out this task week by week. If you would like to be a sidesperson please contact me or any sidesperson on duty.

**Philip Jones**  
**Churchwarden**

## **LECTORS REPORT**

We continue to be very grateful to the 34 members of our fellowship who regularly read the lessons from the bible as part of our services. If you would like to join the group of lectors and read a lesson every two months or so, please contact Mike Rule.

**Mike Rule**

## **COFFEE AT ST JAMES**

Sunday coffee continues to be well supported, with the congregation catching up with news and views of friends and fellow members. It is a chance for new members to be included and to be introduced to the social life of the Church.

This weekly event is made possible by the small, but faithful, band of helpers, who, on a rota of once a month, give of their time to serve and wash up. There is always room for more volunteers!

Many thanks also to all who support the Coffee Drop-In on Thursday mornings (11.00 – 11.45). We continue to increase in numbers and enjoy a friendly chat over a cup of tea / coffee and biscuits before going on our busy way once more. Anyone who would like to "drop-in" will find a very warm welcome – we look forward to seeing you!

**Liz Turner**

## **FABRIC REPORT**

The main issue, during the last twelve months, was repairing and making new the drainage systems outside the west end, north and south aisles of our Church. This task was completed during November and early December, just in time for our many Carol services. I would like to thank the members of our congregation who helped clear the large pools of rainwater in front of the main door during October and November.

General maintenance continued throughout the year, of note was replacement of leaded glass above the south west end door.

I would like to thank Tony for all his work, especially providing access to our Church and halls to various organisations, working with the stage building team and securing our site late at night. I would also like to thank the members of the Standing Committee for attending many meetings with myself and our builders, who will complete work on our walls, pillars, flood lighting, roof and gutters in 2020. I'm also grateful to Stephen Howe who has been reviewing our health and safety procedures.

**Simon Edwards**  
**Church Warden**

## **A FINAL THANK YOU ....**

To the many volunteers who, throughout the year, give their time freely to sweep leaves, keep the building in good shape, assist the administrator, and the many other tasks that keep the building and organisation running – too many to name individually. Many thanks to you all!

# ST JAMES THE GREATER CHURCH LEICESTER

## INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL

We report on the accounts of St James the Greater Church Leicester for the year ended 31 December 2019, which are set out on pages 1 to 19.

This report is made solely to the trustees, as a body, in accordance with the regulations made under Section 154 of the Charities Act 2011. Our work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's trustees, as a body, for our work, for this report, or for the opinions we have formed.

### Respective Responsibilities of the PCC and the Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed. We are qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

It is our responsibility to:

- examine the accounts under section 145 of the Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Basis of Independent Examiner's Statement

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks 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 no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

### Independent Examiner's Statement

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records.

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

Richard Buckby FCA  
Fortus Midlands Limited  
31 High View Close  
Leicester  
LE4 9JL  
Date .....

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2019

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
				2019 £	2018 £
<b>INCOMING RESOURCES</b>					
Voluntary Income	2(a)	101,466	13,125	114,591	130,665
Activities for Generating Funds	2(b)	-	642	642	10,230
Investment Income	2(c)	6,285	-	6,285	1,971
Income from Church Activities	2(d)	45,757	560	46,317	28,211
Grants and transfers	2(e)	197	15,000	15,197	13,638
<b>TOTAL INCOMING RESOURCES</b>		<u>153,705</u>	<u>29,327</u>	<u>183,032</u>	<u>184,715</u>
<b>RESOURCES EXPENDED</b>					
Total Church Activities	3(a)	143,927	5,871	149,798	196,486
<b>TOTAL RESOURCES EXPENDED</b>		<u>143,927</u>	<u>5,871</u>	<u>149,798</u>	<u>196,486</u>
<b>NET OUTGOING RESOURCES BEFORE TRANSFERS</b>		9,778	23,456	33,234	(11,771)
<b>Gross Transfers</b>		-	-	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES AFTER TRANSFERS</b>		<u>9,778</u>	<u>23,456</u>	<u>33,234</u>	<u>(11,771)</u>
BALANCES BROUGHT FORWARD AT 1 JANUARY 2019		135,962	7,177	143,139	154,910
<b>BALANCES CARRIED FORWARD AT 31 December 2019</b>		<u>145,740</u>	<u>30,633</u>	<u>176,373</u>	<u>143,139</u>

The notes on pages 14 - 19 form part of these accounts.



PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

BALANCE SHEET AT 31 December 2019

	Note	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	5	-	-
<b>CURRENT ASSETS</b>			
Short term deposits		34,385	34,385
Cash at bank and in hand		144,956	109,542
		<u>179,341</u>	<u>143,927</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
	7	<u>(2,968)</u>	<u>(788)</u>
<b>NET CURRENT ASSETS</b>		<u>176,373</u>	<u>143,139</u>
<b>NET ASSETS</b>		<u><u>176,373</u></u>	<u><u>143,139</u></u>
<b>FUNDS</b>			
	6		
Unrestricted		145,740	136,093
Restricted		30,633	7,046
		<u>176,373</u>	<u>143,139</u>

Approved by the Parochial Church Council on ..... and signed on its behalf by:

..... Reverend Andrew Quigley

..... Philip Jones

..... Simon Edwards

The notes on pages 14 to 19 form part of these accounts

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2019**

**1 Accounting policies**

**Basis of accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP.

The financial statements have been prepared under the historical cost convention.

**Funds**

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 purposes of the restricted funds are as follows:

Holyoake Trust Fund	- to make grants in cases of need at the discretion of the Vicar
Organ Fund	- to repair and renovate the Church organ
Youth Fund	- to contribute to youth work within the Church
Fabric and Furnishing Fund	- to repair and renovate Church buildings and furnishings incorporating the Disabled Access Fund.
Music Development Fund	- to develop and enhance all aspects of music within the Church
Choir Fund	- to provide support for the choir and it's projects
Hymn Book Fund	- to provide hymn books for the Church
Renovation Fund	- to provide renovation works for the west front and the church roof

These 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 or 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 received.

Grants and legacies to the PCC are recognised when received.

Funds raised by fundraising and social events are accounted for gross.

***Other income***

Rental income from letting of the church premises, and associated charges, are accounted for when earned.

Parochial fees due to the PCC for weddings, funerals etc are accounted for on an event by event basis

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

1 Accounting policies continued

***Income from investments***

Interest from short term deposits with the Central Board of Finance of the Church of England, received gross, is accounted for when received.

**Resources used**

***Grants***

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 diocesan parish contribution is accounted for when paid.

**Fixed assets**

***Consecrated property and movable church furnishings***

Consecrated and beneficed property of any kind is excluded from the accounts by S 10(2) (a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Vicar and 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 1 January 2002 there is insufficient cost information available and therefore such assets are not valued in the accounts. Individual items acquired after 1 January 2002, and with a purchase price of £1,000 or more, will be capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings or movable church furnishings, individual items under £1,000, or on the repair of movable church furnishings acquired before 1 January 2002, over that value, is written off.

***Other Fixtures fittings and office equipment***

Office equipment used within the Church premises is depreciated on a straight-line basis over 4 years.

**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 uncollectable.

Short-term deposits include cash held on deposit at the CBF Church of England Funds.

PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2019

2 INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS	
			2019	2018
<b>2(a) Voluntary Income</b>				
Plate Collections	6,286	-	6,286	6,334
Casual Gift Aid Donations	4,593	-	4,593	7,110
Envelope Scheme	7,719	-	7,719	6,789
Standing orders	30,590	-	30,590	35,001
Income Tax Reclaimed	16,877	1,921	18,798	42,096
Donations & Legacies	14,471	6,024	20,495	10,842
Marathon donations	-	3,975	3,975	-
Charity Collections	445	-	445	1,245
Flower Donations	-	1,205	1,205	-
Parish Giving Scheme	20,485	-	20,485	21,248
	<u>101,466</u>	<u>13,125</u>	<u>114,591</u>	<u>130,665</u>
<b>2(b) Activities for Generating Funds</b>				
Holyoake Fund	-	-	-	-
Organ Fund	-	-	-	-
Youth Fund	-	-	-	-
Fabric & Furnishing Fund	-	-	-	-
Choir Fund	-	-	-	10,110
Flower Guild Fund	-	-	-	120
Garden Party	-	642	642	-
	<u>-</u>	<u>642</u>	<u>642</u>	<u>10,230</u>
<b>2(c) Investment Income</b>				
Interest Received	585	-	585	356
Rent from Church Flat	5,700	-	5,700	1,615
	<u>6,285</u>	<u>-</u>	<u>6,285</u>	<u>1,971</u>
<b>2(d) Income from Church Activities</b>				
Wedding & Funeral Fees	859	-	859	880
Church Rentals	9,213	-	9,213	5,023
CD Sales	-	260	260	-
Choir Tour Fees	-	300	300	-
Hall Rentals	27,324	-	27,324	12,808
Concerts	765	-	765	2,005
Misc. Income	3,726	-	3,726	3,844
Costs Re-charged	3,870	-	3,870	3,651
	<u>45,757</u>	<u>560</u>	<u>46,317</u>	<u>28,211</u>
<b>2(e) Grants and Transfers</b>				
Transfer from Flower Guild	-	-	-	1,348
Donations & Grants	197	15,000	15,197	12,290
	<u>197</u>	<u>15,000</u>	<u>15,197</u>	<u>13,638</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>153,705</u>	<u>29,327</u>	<u>183,032</u>	<u>184,715</u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31 December 2019

<b>3 RESOURCES EXPENDED</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>TOTAL FUNDS</b>	
			<b>2019 £</b>	<b>2018 £</b>
<b>3(a) CHURCH EXPENSES</b>				
<b>General Church Expenses</b>				
Caretaking, Cleaning, Security	18,774	-	18,774	4,613
Repairs & Renewals	4,659	-	4,659	11,922
Light, Heat, Power, Water	12,346	-	12,346	15,045
Insurance	7,934	-	7,934	8,049
Clergy Expenses	683	-	683	783
Other Expenses	2,521	-	2,521	2,931
	<u>46,917</u>	<u>-</u>	<u>46,917</u>	<u>43,343</u>
<b>Church Administration Expenses</b>				
Administrator	15,884	-	15,884	15,761
Printing & Stationery	2,266	-	2,266	3,875
Telephones	906	-	906	889
Other Expenses	2,056	-	2,056	-
	<u>21,112</u>	<u>-</u>	<u>21,112</u>	<u>20,525</u>
<b>Choir &amp; Organ Expenses</b>				
Director of Music	14,670	-	14,670	15,012
Organists	10,801	-	10,801	11,093
Choir	5,087	-	5,087	5,627
Organ & Piano Maintenance	1,778	-	1,778	2,352
Music & Subscriptions	435	-	435	427
Other Expenses	700	-	700	880
	<u>33,471</u>	<u>-</u>	<u>33,471</u>	<u>35,391</u>
<b>Church organisations</b>				
Sunday Clubs	-	-	-	-
Youth Groups	-	-	-	-
Southern Edge MP	-	-	-	4,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,000</u>
<b>Charitable Giving</b>	427	-	427	1,132
<b>Parish Contribution</b>	42,000	-	42,000	36,740
<b>Debtor Writeoff</b>	-	-	-	649
<b>Property Expenses</b>				
Quinquennial	-	-	-	9,756
Flat Refurbishment	-	-	-	26,648
	<u>-</u>	<u>-</u>	<u>-</u>	<u>36,404</u>
<b>Expenses on Operating Accounts</b>				
Holyoake Fund	-	700	700	227
Organ Fund	-	-	-	-
Youth Fund	-	-	-	-
Fabric & Furnishing Fund	-	-	-	-
Choir Fund	-	-	-	11,985
Flower Guild Fund	-	1,804	1,804	2,179
Concerts	-	-	-	3,911
Garden Party	-	154	154	-
Hymn Books & Music	-	3,213	3,213	-
	<u>-</u>	<u>5,871</u>	<u>5,871</u>	<u>18,302</u>
<b>Depreciation</b>	-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>	<u>143,927</u>	<u>5,871</u>	<u>149,798</u>	<u>196,486</u>

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER  
NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2019**

**4 STAFF COSTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and salaries	60,128	46,480
Social security costs	-	-
	60,128	46,480

During the year the PCC employed the services of a Director of Music, Organist / Associate Director of Music, an Administrator and a Building Services Co-ordinator.

There were no other disclosable transactions in respect of PCC members, persons closely related with them or other related parties.

**5 FIXED ASSETS FOR USE BY THE PCC**

		<b>Fixtures &amp; Fittings</b>	<b>Church Hall</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>	at 1 January 2019	28,010	41,308	69,318
	additions	-	-	-
	at 31 December 2019	28,010	41,308	69,318
<b>Depreciation</b>	at 1 January 2019	28,010	41,308	69,318
	charge for the year	-	-	-
	at 31 December 2019	28,010	41,308	69,318
<b>Net Book Value</b>	at 31 December 2019	-	-	-
	at 31 December 2018	-	-	-

Fixtures and Fittings comprises both office and church equipment.

**6 ANALYSIS OF NET ASSETS BY FUND**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	-	-	-
Current assets	145,740	33,601	179,341
Current liabilities	-	(2,968)	(2,968)
<b>Fund balance</b>	145,740	30,633	176,373

**PAROCHIAL CHURCH COUNCIL OF ST JAMES THE GREATER CHURCH LEICESTER**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 December 2019**

**7 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other creditors	2,968	788
	<u>2,968</u>	<u>788</u>

The Church of St James the Greater  
Leicester



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