

Parish Church of St James with St Matthew

St James's Lane

Muswell Hill

London

N10 3DB

Reg. charity 1134716

**Annual Report and Financial Statements
for the year ended 31 December 2019**

Incumbent:

The Reverend Chris Green

Statutory auditors:

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

Bankers:

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

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14	Summary of a PCC's Financial Responsibilities	This summarises the financial responsibilities of Parochial Church Councils.
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18	Statement of Financial Activities for 2019	This summarises the income and expenditure of the Parish, across all its funds, for the year 2019.
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Background

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

The PCC is pleased to present its report for 2019. As a church we have been blessed in so many ways, and He has been a strong helper through the COVID-19 crisis. We continue to see God at work at St James in all the different ministries and activities. We are so thankful for His hand at work in everything we do for Him, and I am particularly grateful for the way both staff and volunteers have stepped up to the new challenges over the last five months. Set out below are a few highlights from the past year, which are expanded in the rest of this report.

COVID-19

The impact of the virus and the lockdown has been profound, even though our parish has been more lightly affected than many others. All ministries have moved online, which has been both a challenging and creative time. Perhaps most visibly, our Sunday service has been live streamed from the beginning, moving venue several times as the regulations have eased. We have a base viewership on YouTube of 700-800 each week, frequently oscillating into the low thousands. We are continuing to find ways to engage with our existing members and new attendees, mostly over Zoom; we have offered both *Alpha* and *Joining St James* online.

Preaching

We began the year with a series looking at what Scripture has to say about Scripture - how we should approach the scriptures, how we should expect them to affect our lives, and how the Bible fits together as a whole. Our Lent series was based on the national series, "Talking Jesus", offering us motivation and equipping for witness in our daily lives.

After spending Easter in John's gospel, the Summer term was spent in Romans 8, rejoicing in the riches of the freedom won for us in Christ and applied to us by the Holy Spirit.

We returned to Matthew's gospel for the Summer, before taking a bird's eye view of the challenging and powerful Old Testament prophecy of Ezekiel through the Autumn, seeing how God's faithful love for his people can overcome his people's faithlessness.

Finally, our Advent series painted a picture of Jesus, the king who 'is coming', 'has come', and 'will come again', preparing our hearts to proclaim the gospel to our neighbours in our evangelistic talks at our carol services, both classic and contemporary, and our usual gatherings over Christmas Eve and Christmas Day.

Support Team

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

In 2019, we had 348 on the electoral roll. Jean Airey supervised the administration of 40 DBS checks for those working with children and young people, and 3 for those working with vulnerable adults.

During 2019 there were five weddings, seven funerals at St James. We also saw baptisms in church, of all ages: 11 under-16s and 14 adults were baptised during the year. The team continued to administer bookings at the Birchwood Centre, where there were four regular weekly bookings. The income from regular and one-off bookings came to a total of £17,573. Income from bookings for St James Church (not including weddings) was £4,813.

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Staff Changes

There were several staff changes in 2019. Tara Gillespie joined the team as Under 5s ministry associate in January on a fixed term basis. In February, Anya Bowker joined the team as Youth Minister. Ashley Nichols and David Cornes became Heads of Children and Youth ministry, respectively. Alex Williams joined the team as a ministry intern in May. Alice Whittaker joined the team as Children's Minister (0-5s) in August. Lane Jacobsen joined the team as a temporary admin assistant in August. Anand Achuthan's job title was changed to Head of Operations and Finance to better reflect his role and responsibilities.

Charlene Azille left St James in September to pursue a different career path. Jen Xiao left the team in July, after finishing a year of internship. Tara left St James in November for her home country, Australia. We are thankful for the hard work and commitment of these staff members and the way they enriched the life of St James and its ministries while with us.

Midweek Pastorate Groups

Over Christmas 2019, one of our larger midweek groups meeting in various locations up and down the A1 area, took the big step to multiply, forming two new groups, now meeting separately in 2020. The new groups are being led by members of the original group, and already, further new members have joined one of the new groups.

This brings the total number of groups meeting for Bible study, prayer and fellowship, to 24, including the four groups of women that meet under the banner of FOCUS on Thursday mornings, and the gang of young adults who meet at Gather & Send every other Thursday evening. Altogether our groups are serving around 250 members of the church – an encouraging increase of around 12% on last year.

I have been deeply grateful for the leadership of each of our pastorates as well as at Gather & Send and FOCUS. The members at FOCUS ended 2019 with a landmark moment as Viv Roberts and Jane Goldring stepped down after many years of faithful service overseeing the ministry, handing the reins to Lydia Bartlett, Lisa Murthen and Chloe Mullins, who have got the new year off to a great start. I would like to express again my heartfelt thanks to Viv and Jane, who have maintained such a solid ethos of faithful Bible study at FOCUS over the years, and to Lydia, Lisa and Chloe, who give me every confidence for the future.

At Gather & Send, Victoria Parsons, an Oak Hill placement student, has recently joined the leaders' team, which is a great blessing. The group has always been led from within and it is a joy to see several of our committed members helping to cook, set up and clear up at each meeting.

These are some really exciting signs of spiritual life and growth within our church, and I would love for you to join me in giving thanks for the new leaders and the new group. Please also pray for these leaders and groups to become established quickly, as well as for other thriving groups to find themselves ready to take the same step to multiply in the next year or so.

Special Events

In addition to the regular events in the church calendar there were several other exciting events in **2019**.

- In January, Chris led a book group on 'A Doubter's Guide to Jesus'.
- 'How to Be Happy' was an entertaining and engaging evening exploring some of the questions and ideas related to our hunger for happiness and how we can find it for ourselves. with guest speaker, Tim Thornborough, author of How to Have a Happy Christmas.
- 'Growing Spiritually' in March saw a dozen or so meet with Chris to think about what it means to grow as Christians and what tools God has given us to do it?

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- SHAPE was run twice this year helping small groups of people to discover how God has shaped us to serve him.
- 'Raise the Roof' Promises Auction Friday 29 March. Nearly a hundred people came to an evening of bidding for some great promises (holidays, music lessons, cakes, personal training, theatre tickets, children's holiday camp places and much more) and raised in excess of £18,000.
- There were two Men's Breakfasts this year. In March, around 20 men met to hear about What was Jesus' way of making disciples? and How we can help each other to be better disciples with guest speaker, Chris Fishlock from St Nicholas, Cole Abbey (in the City). Then again in early December, a similar group gathered to hear the speaker, Richard Borganon.
- Word Alive - A group enjoyed the week before Easter at this Christian residential conference in North Wales.
- 18 WORDS - Chris led a dozen or so in a book group for nine weeks in May and June in which J I Packer introduces just 18 words – words like Grace, Sanctification and Justification – and shows their wonderful, biblical depth.
- In June, nearly 30 read John Ortberg's 'Soul Keeping' and were guided in discussions in six video sessions on What is your soul? How is it fed and nourished, or starved and shrivelled? What is a healthy spiritual life?
- 'The 6pm Septembrals' brought the 6pm service congregation together over a meal at the beginning of the Autumn term.
- Women's Weekend Away - Over 70 women went away for the first weekend in October spending time building friendships, trying to create a loving community across our different services and reflect the rootedness of our Christian faith. The speaker at the weekend was Sarah Alexander who is the Associate Vicar at Holy Trinity Redhill where she has responsibility for discipleship and training.
- On Saturday 9 November, upwards of 75 people came to watch 'A Turbulent Priest', from the creators of A Monk's Tale and The God Particle. This is a new show telling the fascinating story of the murder of Thomas Becket, with jokes and songs.
- The following week the "Raise the Roof" concert showcased our grand piano and some of the best loved pieces by Mendelssohn, Brahms, Dvorak and many more. Performers included Caroline Soresby (piano) and Viv Roberts (piano/cello), Junko Ishigaki (violin) and Helen Cooper (cello).
- In November over 60 came together for the Women's Ministry Advent Evening in the church. It was a time for fellowship with one another, to hear two short talks, to pray, to eat and share a glass of wine (alcoholic or non-alcoholic) and to enjoy Christmas inspired activities.
- The Christmas Experience – St James played host to nearly 30 groups of local school children and in the following week, at Christchurch, Cockfosters, a further dozen groups were able to enjoy seeing parts of the Christmas story played out in different tableau around the churches.
- Two Traditional Carol Services were held in the church and, new this year, was a Contemporary Carol Service. All were well attended in December.

Classical Music at St James

The choir and orchestra took part in an Ash Wednesday service, and on Good Friday, performed a three –hour passion dramatization with music.

In the summer we had a Hymns of Praise evening, using well-loved hymns to create a guest-friendly service. In the Autumn we structured a service around Vivaldi's Gloria, combining with Adoramus choir and orchestra, and of course our Carol Services.

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Community Ministry

Community Café numbers have been steady since last year and the café continues to be popular. Most weeks between 40 and 65 people come. We still have strong links with Haringey Advice Partnership, Muswell Flyer, Action for Kids, Harington Scheme, Treehouse School and Ambitious College. We have two great teams from these partnerships, one working in the kitchen providing homemade hot soup and one serving/acting as front of house. Community Café was presented with a work placement award from Ambitious College. The café had up to eight different work-experience students from Treehouse School and three different work-experience students from Ambitious College. A 'Thought for the Day' and 'words of comfort from the Bible' slot and a quiz (or similar) each week draw the whole group together. Many regulars and visitors have enjoyed being part of the community each Tuesday. We have strong partnerships with Marks and Spencer, Gail's Bakery and Sainsbury's, who generously donate produce that they can no longer sell. For many of the attendees the café was the highlight of their week, and also their weekly church attendance.

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

Haringey Churches Winter Night Shelter (Overnight Respite) ran up until mid-March and restarted in December 2019. This initiative continued to attract considerable interest from local volunteers not otherwise connected with church, as well as from St James members who gave a huge amount of time, love and money. There was always a wonderful sense of community and friendship among the guests and the team. In 2019, due to the generosity of church family members and partnerships with local businesses (Sainsbury's, North & Ten and M&S) our outgoings are still low. We have also had local trusts donate grants to help the work of the Winter Night Shelter as this ministry is supported through monetary donations.

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

TeaTime, our community group for seniors, continued to meet every Wednesday afternoon during term time. About 35-40 seniors attended each week, and for some it was the only time they left their homes. Each week an activity such as Keep Fit or a quiz, or some form of entertainment, or a talk from our clergy was organised, followed by afternoon tea.

TeaTime started in 1985 and in 2019, it celebrated its 34th birthday with a party. Seniors also enjoyed a Christmas lunch, followed by carol singing. TeaTime could not function without numerous wonderful volunteers including the helpers on the day, the drivers who give lifts and the cake bakers.

Other: St James was involved in It's A Wonderful Muswell (previously called Very Merry Muswell) again this year where we had a big promotion for 'Raise the Roof', generating a considerable amount of money thanks to the Friends of St James Square, staff team and volunteers. This year was St James' second big year being involved in this event, with craft market in the church, entertainment, reindeer outside and a lot more!

Wave

Wave's aim is to enable people with and without learning disabilities to socialise, worship, and work together, demonstrating what inclusive community can look like.

Our 2019 highlight was Wave for Change Day, celebrating 10 years of Wave. A group of Challenge Group families proudly walked and rolled and helped us kick off the day. Around 100 people, from across London and farther afield, joined the afternoon gathering to share experiences of people with and without learning disabilities doing life together. And in the evening, we had a wonderful inclusive party for over 200 people in the church. We are grateful for all the support we received from the St James family to make this such a successful day.

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A major undertaking last year was a piece of research we conducted which confirmed the real benefits of mixed abilities socialising. It's clear there is a significant group of people who would like to be part of greater mixing, they just need the opportunities to make it happen. The research report is now being shared with social influencers/change makers in churches and community groups as we look to share Wave's 'with not for' ethos more widely.

Locally, the Challenge Group has continued to offer a warm, accepting place – many call it a lifeline – for parents and their babies/toddlers who have additional needs. It has been wonderful to celebrate together as the children achieve various milestones and we are thankful for the influx of new helpers.

Wave Church continues to meet monthly in the Methodist Church. It is a very welcoming and inclusive place where people of all abilities can worship together. The number of people coming continues to grow and we have had to move into the main church to fit everyone in!

We are also delighted that our spin-out Wave Café is now open 9am-5pm each Thursday in the United Reformed Church, giving a much-needed place where people of all abilities can comfortably mix over food or various activities.

Wouldn't it be great if we could see these Wave groups being replicated across the country? Wave for Change Day raised Wave's profile beyond Muswell Hill and has led to many new connections and friendships, plus TV and radio interviews and invitations to speak at various conferences. These are all great opportunities to share Wave's 'with not for' ethos and we have just recruited a development director to extend our outreach.

We are very thankful to all the people who make Wave possible – those who support us with practical help, financially and in prayer. We would particularly value prayer for the team of volunteers who work so hard to ensure the Wave groups are run safely; for healthy finances which will allow our work to expand; and for people to come forward with admin, database and social media skills to support our work.

Children's Ministry

A big thank you to all the children's ministry team! We were thankful to have Tara Gillespie on staff part-time as interim Associate Children's Minister between Jan-Oct 2019 (she has now taken up a children's ministry post in Australia), and Alice Whittaker joined us in August 2019 as Children's Minister (0-5s). Alex Williams joined as an intern in May 2019 and gives part of his week to children's ministry, Deborah Hohloch, a placement student with Pathway joined us two days a week in September 2019, Jamie Roddy, a placement student from Oak Hill, also started in September, and of course we have our committed team of wonderful volunteers. So, it has been a 'year of plenty'.

Sundays

Our all age services in 2019 looked at the 'I am' sayings of Jesus from John's Gospel. In addition, we had family services at Easter and Christmas.

We also made a significant change to our Sunday children's ministry with the children now sitting with their parents for the first part of the services and bringing all of our groups back on site. This is primarily so that children feel they belong in church, and that they see their parents worshipping and seeing what 'normal' church looks like.

Promiseland Plus (our ministry to children with additional needs) has made some great developments, and Helen Watts has devised tailor-made lessons so that every child who attends on Sunday can be taught God's Word in an appropriate way.

Outreach to families

In August 2019 we ran a Holiday Club which was produced in collaboration with five other churches and is going 'on tour' at these churches and others, over the year. We last ran a holiday club in 2015 and it may take a few years to rebuild the numbers of children attending but the week was encouraging.

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Our Light Party, 'The Storm that stopped,' was well attended, despite the outside street being closed off due to an incident earlier that day.

Little Fishes remains a popular group, with numbers each week averaging 100 toddlers plus their carers. 'Bumps and Babes' is doing well, and we are exploring ways to open conversations up with these mums.

Schools work

We continued to deliver weekly assemblies and termly services, plus occasional RE lessons for St James School. We visit St James Preschool once a week for story and song time, as well as partnering with Pathway to visit other local schools for assemblies. We have had the occasional school visit for a tour of the church. The Christmas Experience hit a record of number of children attending, exceeding 1000 in 2019.

Our after-school club changed from Word on the Hill, which ran in the church centre just for those in school year 5, to an after-school club based in St James school for school years 3-5. This is more like the model Pathway uses and was tried to see if it got a larger attendance, with a view to potentially starting one in other local primary schools too.

Ways of serving the wider church

Our teaching resources for Sunday children's ministry are soon to be made available to other churches. In 2019 our team had the privilege of serving at a number of external events too, including Word Alive, leading the children's ministry for four other churches at their days away, and summer camps.

Youth Ministry

St James Youth seeks to partner with parents to make young disciples. That is us in a nutshell and it flavours everything we do.

God has been so kind to us this past year. Young people have been saved and built up in following Jesus. Numbers have steadily increased, particularly at Younger Youth (school years 6-8). Over the past year we have launched our freshly updated vision to better serve families and young people, including focussing on refining each of our regular groups to make them the best they can possibly be. We have made a few changes in how they run, the structure they follow, and content taught. Regular week-in week-out discipleship does not always look the most glamorous, but it is certainly the best thing we can do. Consequently, we have raised the profile of one-to-one discipleship amongst young people, where adults regularly read the Bible and share life with young people. What a brilliant example of church family in action!

Alongside this, a few big events form parts of our discipleship goal. The Big Weekend 2019 saw 97 young people and leaders delve into the book of 1 Peter and its impact on everyday life in the 21st century. Numerous young people took huge strides in their faith. Together with St James Kids, the Equip conference ran for its third year, training around 260 Youth and Children's workers. This is a great training day for our teams but also acts as a huge blessing to over 45 other churches who brought their teams along. It has been such a blessing to have Anya on the team as Youth Minister for one year now, along with Tam as Youth Ministry Intern, to work alongside Dave.

We are so grateful to God for an incredible team of leaders he has provided us with. We have high expectations for our teams, who commit to training, praying, and serving every week at our groups. This means we have a steady team who can disciple young people within our small group structure. With London being so transient, we are constantly recruiting new team members to fulfil our goal of having a leader to young person ratio of 1:3 – a ratio that is hard to hit, but important for this deeply relational ministry.

For 2020, we are focussing on two key areas. First, partnering with parents. We have already held several parenting lunches where families can share lunch together, followed by provision of childcare and teaching and discussion for parents and carers. This has been a huge blessing to families within the church and is something we would like to continue this year, with Parenting God's Way being held

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once per term. We are also busy putting together some resources to encourage parents as the primary disciplers of their children. Our second focus is evangelism, which Anya will lead. The best way for us to do that is by growing disciple-making disciples. The young people are the ones in the schools who have the contacts and know the culture best. They are the best way of us reaching out. Big events are great, and will certainly play a part, but the steady long-term training of young people to be fearless followers of Jesus in reaching their friends for him will be our focus. To this end, Youth Cafe started in September 2019 and now attracts around 20 young people each week, many of whom have no previous contact with the gospel or church or who have been invited by their Christian friend. This is an exciting ministry. The challenge is now to work out how best to move on from simple intentional gospel conversations to something more substantial. We are currently considering whether running a version of Youth Alpha or Youth Christianity Explored would be a good way ahead.

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

Evangelism

"In the same way, I tell you, there is rejoicing in the presence of the angels of God over one sinner who repents." Luke 15:10

In 2019 we have had many reasons to rejoice and many opportunities to keep praying. We have seen individuals come to new life in Christ, others have a faith reignited and more still strengthened in their own walk as they have prayerfully witnessed to seekers. Courses continue to be the main vehicle for evangelism. Chris ran an evangelistic book group on "A Doubter's Guide to Jesus" by John Dickson which ended with a live Skype chat with its Australian author. Our Lent course "Talking Jesus" was designed to motivate and equip the whole church for our personal sharing of the gospel, and all were encouraged to "Pray for 5". After Easter we ran Christianity Explored and Alpha in the Autumn. As ever the courses give an opportunity to share life and develop friendships as well as the primary aim of sharing the amazing news of Jesus. It was wonderful to see four people make baptismal vows in the pool at a joyful service in November and other members joining pastorates to continue their discipleship journey.

Over the course of the year, we also promoted one-to-one Bible reading for evangelistic and discipleship purposes in our men's breakfasts, and at the GC3 celebration in May. Since work and family life mean that not everyone can attend a seekers course at a set time every week, personal evangelism will be increasingly important for reaching our friends, neighbours, and colleagues. We will continue to pray how to promote and be trained in this vital work over 2020.

West Haringey Deanery Synod

The Deanery Synod met three times in the year. On 26 February, Synod was joined by Bishop Sarah, Bishop of London and 25 visitors. Bishop Sarah gave a brief talk and then led a conversation about how, as a deanery, we can work together and individually to bring people to an encounter with God and lead them in faith.

At the meeting, on 9 July, Anne Casson (Lay Chair) began by encouraging all members to participate in Bishop Sarah's survey discerning the Synod's vision; how it sees the church in the next decade to 2030. The theme for the meeting was 'Developing our Youth and Children's Ministries' and Rev Philip Sudell introduced the speakers. The experiences of St Mary's Primrose Hill, St James Muswell Hill and Cross Reach were all shared and discussed.

The theme for the meeting on 30 September was 'A Vision for Lay Ministry.' This was an open meeting, led by guest speaker James Lawrence, Leadership Principal of CPAS. He spoke about changes to Christianity and the Church in the last 30 years, emphasizing how the Church was no longer central to the community. Discussion was held around how all members of the Church could be encouraged to be active Christians all week, at home and in the workplace.

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Church Leadership and Oversight

PCC

<i>Incumbent:</i>	Revd Chris Green (Vicar)
<i>Other ministers:</i>	Revd Mark Murthen (Associate Vicar) Revd Phil Mullins (Associate Vicar) Revd Michael John (Curate)
<i>Wardens:</i>	Ian Roberts Alison Vincent
<i>Other representatives on the Deanery Synod (in addition to the Wardens):</i>	
Jane Davidson Gilllian Dunkeld Ajay Gohil David Williams Gina Titheridge Caroline Streets-Law	
<i>Other members, all elected unless otherwise indicated:</i>	
Richard Brueton Benamina Bolton Chris Law Patrick Haines Sue Picano Lydia Bartlett Eric Ortlund	Clare Davey May Mak Helen Watts Anne Ayles Michael Bleakley Seb Butter (Honorary Treasurer, ex-officio)

PCC Sub-Committees

The PCC operates through a number of sub-committees, which meet between full meetings of the PCC. These sub-committees comprised the following people since the Annual Parochial Church Meeting ("APCM") in March 2019 (see the 2018 Annual Report and Financial Statements for sub-committee membership up to that date):

Standing Committee

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

Finance Committee

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

Buildings Committee

The Buildings Committee is responsible for maintaining the Parish Church itself, and all its associated buildings, including staff housing. Its members comprised Chris Law (Chair), Gill Brazier (Vice Chair), Ian Roberts, Louise Spalding, Hannah Davies, Ben McFarlane, James Lea and Nigel Young.

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World Mission Group

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

PCC Activity in 2019

The PCC met in January and March, before the APCM, where it considered and approved the 2018 Annual Report and Financial Statements, and the Financial Budget for 2019. Four further meetings were held in the course of the year. At each meeting, the PCC spent time looking at the Bible, praying and conducting normal business including Human Resources items, building updates, World Mission Group, and finance updates. Throughout the year the various PCC Sub-Committees met regularly between the PCC meetings.

Our Patrons, the Diocese of London and Common Fund

We continue to enjoy an open and productive relationship with the Patrons of the Church, The Bishop of Edmonton, and the Church Pastoral Aid Society. The Common Fund we pay to the Diocese of London fully covers the direct costs of employing our Vicar, and in addition contributes to other costs of the Diocese of London. Our contribution to the Common Fund in 2019 was £82,800.

Finance

The Finance Committee of St James remained consistent in its membership throughout the whole of 2019, with six people serving. The committee continued to review the financial structure of the church, and in doing so met formally three times during the year. St James has had a good year financially, supported by one-off giving during the Gift-Day in June and greater control over non-staff expenditure. The General Fund achieved a surplus of £53,085 for the year compared with the surplus of just over £50,000 in 2018. This brings the retained amount within the General Fund to £145,494 as at 31 December 2019, and thus a step closer to the medium-term financial objectives set by the committee. The budget set for 2020 was challenging in normal conditions, showing a deficit before factoring the response to extended One-off gift receipts, and has been made more challenging in light of global events.

Buildings Committee

The Buildings Committee met six times during the year. As at 31 December 2019, membership consisted of Chris Law (Chair), Gill Brazier (Vice Chair), Ian Roberts (Acting Chair from June to December), Louise Spalding, Hannah Davies, Ben McFarlane, James Lea and Nigel Young. Our thanks to Yvonne Hardy who stood down during 2019 after serving on the Buildings Committee for many years. New members appointed during the year were Louise Spalding, Hannah Davies and Ben McFarlane.

In February and March, the Birchwood Centre was damaged as a result of thieves stealing lead from the roofs and gutters on three occasions. The cost of repairs (including repairs to parapet walls which were found to be unstable and redecoration of gutter boxing) came to £31,332. We received £23,180.46 towards this cost from insurance proceeds. Particular thanks to Gill Brazier and Ian Roberts for dealing with the insurance claims and the repair project. Other works to the Birchwood Centre included replacing the outside lights and negotiating and agreeing arrangements with neighbours for the reduction of a large overhanging ash tree.

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Other notable works during the year were:

1. repairing the doors into the side chapel and installing a new handrail (for which we were granted Faculty).
2. redecoration of the church offices and storage area and installation of a public access defibrillator on the side of the Church Centre and of a lone worker alarm system and a new kitchen shutter.
3. replacement of defective guttering and redecoration of the front of 176 Muswell Hill Road and
4. improving ventilation at 67 St James Lane and roof repairs and the installation of handrails at 8 St James Lane.

As part of the 'Raise the Roof' project, Daniel Benson of Ablett & Associates was appointed as Architect to undertake certain preparatory works, involving the preparation and provision of a basic specification for the works and basic drawings. Our thanks to Gill Brazier for her continuing support and assistance with this project.

In addition to general maintenance of the church buildings and the Birchwood Centre, St. James has a number of parish staff properties which require maintenance and updates to make sure they are suitable for our staff. This includes regular maintenance of boilers and lightning conductors, undertaking gas and electrical appliance tests and fire assessments, electrical certification, gutter cleaning, and general repairs. Updated Terms of Reference for the Buildings Committee were drafted and were approved by the PCC in November.

Our thanks go to the members of the Buildings Committee for their time, experience and expertise as well as to the Churchwardens and to Charlene Azille, Leona Akass, Anand Achuthan and the other members of operations team for their hard work keeping the church buildings and Birchwood Centre functioning and to the gardening team (ably led by Caroline Streets) for keeping the grounds looking so attractive.

World Mission Group

In 2019 the World Mission Group distributed nearly £60,000 to our mission partners. We continued to support Jane Ingle (Wycliffe Bible Translators, Cameroon), Philippa Lovell (working with London City Mission), Paul and Liz Bendor-Samuel (OCMS/Interserve), Emmanuel Anglican Church in New York where Jim and Amber Salladin are serving, and the Pathway schools ministry in local primary schools. Emma Kenyon's arts ministry in Cambodia is now complemented by her husband Michael's restaurant that trains young Khmer men who have experienced exploitation. We also helped Swantje Ungerer complete her first year of studies at Oak Hill. We donated £3,000 each to Operation Mobilisation and Crosslinks as organisations that offer the church a global perspective. The World Mission Group has now shifted its budget cycle so that we are better able to provide mission partners with advance notice of their funding for the coming year before Christmas.

Safeguarding

Each year the PCC adopts the current Parish Safeguarding Policy Statement; this was done in July and the document was signed by the Vicar and Wardens in August. A new Safeguarding Officer was appointed in July to take over from the previous role-holder who stepped down in the Spring. Notices with contact details for the Safeguarding Officer were updated and are displayed in the church. The Safeguarding page on the St James website was updated to comply with church policy, including a link on the home page. A new Parish Safeguarding Handbook was introduced; a Church of England publication, this provides standard guidance for all churches.

Parish Church of St James with St Matthew, Muswell Hill
Year ended 31 December 2019

St James, as a registered charity, is required to report serious incidents to the Charity Commission. The procedure for reporting Safeguarding serious incidents changed in 2019, and the PCC approved the delegation of reporting such incidents to the Diocesan Safeguarding team.

The focus of Safeguarding for the latter part of 2019 was on implementing current church policy on safeguarding training (*Practice Guidance: Safeguarding Training and Development, 2019*) and extending DBS (Disclosure and Barring Service) checks to relevant church officers, including PCC members.

Governance, Internal Control, and Risk Management

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

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

Going Concern

Following the finalisation of the 2019 year and the setting of the 2020 plans and budget, and despite a positive 2019 performance, the church has considered appropriate responses to the likely effects of the COVID-19 pandemic. In particular we have considered the potential impacts that COVID-19 may have on the ability to achieve adequate levels of donated income. In regard to this, a set of detailed forecasts have been prepared that show the effects of various scenarios on the church.

The church is in a fortunate position in regard to its regular income, in that the vast majority is received in electronic form, and thus the non-availability of its premises has provided limited downside. In addition, some deficit has arisen from a reduced ability to earn income from events and property rental. In order to mitigate this, certain measures have been put in place, including utilizing the Government's furlough scheme for certain staff. In addition to this any discretionary spend has been scrutinized and paused if possible. To date this has meant that the financial position of the church has been preserved with regards to the original budget set for the year.

Based on the analysis performed, and the results to date, including the church's high level of electronic income and the level of ability to reduce costs rapidly, we are satisfied that the church has adequate resources to continue in operational existence for the foreseeable future and is able to meet its liabilities as they fall due.

Auditors

Lakin Rose Limited acted as auditors during the year. A resolution for their re-appointment will be put forward at the 2020 APCM, as required by law.

On behalf of the PCC



Revd Chris Green (Vicar)
23 July 2020

Parish Church of St James with St Matthew, Muswell Hill
Year ended 31 December 2019

Summary of a Parochial Church Council's Financial Responsibilities:

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

INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW
FOR THE YEAR ENDED 31 DECEMBER 2019

Opinion

We have audited the financial statements of Parish Church of St James with St Matthew (the 'charity') for the year ended 31 December 2019 set out on pages 18 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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

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

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

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

**INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW
FOR THE YEAR ENDED 31 DECEMBER 2019**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

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

Responsibilities of the PCC

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

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

Auditors' responsibilities for the audit of the financial statements

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

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

Parish Church of St James with St Matthew, Muswell Hill
Year ended 31 December 2019

INDEPENDENT AUDITORS' REPORT TO THE PCC OF ST JAMES WITH ST MATTHEW
FOR THE YEAR ENDED 31 DECEMBER 2019

Use of our report

This report is made solely to the PCC, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the PCC those matters we are required to state to them in an auditors' 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 and the PCC members, as a body, for our audit work, for this report, or for the opinions we have formed



Lakin Rose Limited

Chartered Accountants
Statutory Auditors

Pioneer House
Vision Park
Histon
Cambridge
CB24 9NL

Date: 5 August 2020

Parish Church of St James with St Matthew, Muswell Hill
Statement of Financial activities for the year ended 31 December 2019

	UNRESTRICTED				RESTRICED Special Collection Fund	TOTAL	
	General Fund	Capital Fund	Charitable Giving	Property Fund		2019	2018
	£	£	£	£	£	£	£
INCOME AND ENDOWMENTS FROM							
Donations	668,109	-	-	-	118,524	786,633	732,057
Legacies	-	-	-	-	-	-	-
Other trading activities	65,361	-	-	-	-	65,361	52,101
Other	44,157	-	-	-	-	44,157	25,093
TOTAL	777,627	-	-	-	118,524	896,151	809,251
EXPENDITURE ON:							
CHARITABLE ACTIVITIES							
Grants	-	-	56,106	-	62,885	118,991	127,940
Activities directly relating to the work of St James's	556,372	-	-	25,779	-	582,151	490,042
Church management and administration	129,913	-	-	-	-	129,913	130,873
Governance costs	3,999	-	-	-	-	3,999	3,661
TOTAL	690,284	-	56,106	25,779	62,885	835,054	752,516
NET INCOME/ (EXPENDITURE)	87,343	-	(56,106)	(25,779)	55,639	61,097	56,735
Transfers between funds:							
From the Special Collection Fund	32,553	-	-	-	(32,553)	-	-
To the Charitable Giving Fund	(66,811)	-	66,811	-	-	-	-
NET MOVEMENT OF FUNDS	53,085	-	10,705	(25,779)	23,086	61,097	56,735
RECONCILIATION OF FUNDS							
TOTAL FUNDS BROUGHT FORWARD	92,409	7,000	49,567	1,047,707	59,393	1,256,076	1,199,341
TOTAL FUNDS CARRIED FORWARD	145,494	7,000	60,272	1,021,928	82,479	1,317,173	1,256,076

Parish Church of St James with St Matthew, Muswell Hill
Balance sheet as at 31 December 2019

	Note	2019			2018		
		Property Fund	Other Funds	Total Funds	Property Fund	Other Funds	Total Funds
		£	£	£	£	£	£
FIXED ASSETS							
Tangible fixed assets	5	1,083,803	45,659	1,129,462	1,109,582	11,450	1,121,032
CURRENT ASSETS							
Debtors	6	-	27,751	27,751	-	13,747	13,747
Cash at bank and in hand	7	-	250,551	250,551	-	203,126	203,126
		-	278,302	278,302	-	216,873	216,873
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR							
	8	(61,875)	(28,716)	(90,591)	-	(19,954)	(19,954)
NET CURRENT ASSETS		(61,875)	249,586	187,711	-	196,919	196,919
LONG TERM LIABILITIES		-	-	-	(61,875)	-	(61,875)
NET ASSETS		1,021,928	295,245	1,317,173	1,047,707	208,369	1,256,076
FUNDS							
Unrestricted		1,021,928	212,766	1,234,694	1,047,707	148,976	1,196,683
Restricted		-	82,479	82,479	-	59,393	59,393
		1,021,928	295,245	1,317,173	1,047,707	208,369	1,256,076

Approved by the PCC on 31 July 2020, and signed on its behalf by:



Revd Chris Green (Chair)



Seb Butter (Honorary Treasurer)

The notes on pages 21 to 26 form part of these financial statements.

Parish Church of St James with St Matthew, Muswell Hill
2019 Cash flow statement

Statement of cash flows

Table 1

	2019	2018	Note
	£	£	
Cash flows from operating activities:			
<i>Net Cash provided by (used in) operating activities</i>	66,347	59,261	(Table 2 below)
Cash flows from investing activities:			
Dividends, interest and rents from investments	32,067	27,582	
Proceeds from the sale of property, plant and equipment	-	-	
Purchase of property, plant and equipment	(50,989)	(6,530)	
Proceeds from sale of investments	-	-	
Purchase of investments	-	-	
<i>Net Cash provided by (used in) investing activities</i>	(18,922)	21,052	
Cash flows from financing activities:			
Repayments of borrowing	-	-	
Cash inflows from new borrowing	-	-	
Receipt of endowment	-	-	
<i>Net cash provided by (used in) financing activities</i>	0	0	
<i>Change in cash and cash equivalents in the reporting period</i>	47,425	80,313	
Cash and cash equivalents at the beginning of the reporting period	203,126	122,813	(Table 3 below)
Cash and cash equivalents due to exchange rate movements	-	-	
<i>Cash and cash equivalents at the end of the reporting period</i>	250,551	203,126	(Table 3 below)

Reconciliation of net movement to net cash flows from operating activities

Table 2

	2019	2018
	£	£
<i>Net movement in funds for the reporting period (as per the statement of financial activities)</i>	61,097	56,735
Adjustment for:		
Depreciation charges	42,559	34,228
Dividends, interest and rents from investments	(32,067)	(27,582)
Loss/(profit) on the sale of fixed assets	-	-
(Increase)/decrease in stocks	-	-
(Increase)/decrease in debtors	(14,004)	1,386
Increase/(decrease) in creditors	8,762	(5,506)
<i>Net cash provided by (used in) operating activities</i>	66,347	59,261

Analysis of cash and cash equivalents

Table 3

	2019	2018
	£	£
Cash in hand	250,551	203,126
Notice deposits (less than 30 days)	-	-
Overdraft facility repayable on demand	-	-
Total cash and cash equivalents	250,551	203,126

Parish Church of St James with St Matthew, Muswell Hill

Notes to the 2018 Financial Statements

1 ACCOUNTING POLICIES

Basis of preparation

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

Fund accounting

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

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

Incoming resources

Voluntary income and capital sources

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

Income from investments and other income

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

Resources used

Grants and donations

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

Activities directly relating to the work of the Church

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

Fixed assets

Consecrated and inalienable land and buildings, movable church furnishings

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

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

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

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

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

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

Staff housing and other property

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

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

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

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

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

Other fixtures, fittings and office equipment

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

Current assets

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

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

Taxation

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

Parish Church of St James with St Matthew, Muswell Hill
Notes to the 2019 Financial Statements

2 INCOME AND ENDOWMENTS FROM:

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2019	2018
	£	£	£	£
2(a) Incoming resources from donors				
Planned giving:				
Gift Aid donations	413,456	15,875	429,331	405,894
Income tax recoverable on these	106,463	3,969	110,432	106,508
Other planned giving	57,952	6,705	64,657	59,795
Service Collections	28,948	5,413	34,361	39,750
Other donations	61,290	86,562	147,852	120,110
	<u>668,109</u>	<u>118,524</u>	<u>786,633</u>	<u>732,057</u>
2(b) Other voluntary incoming resources				
Legacies	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
2(c) Income from operating activities to further the PCC's objectives				
Birchwood Hall lettings (includes Church Hire income)	30,431	-	30,431	23,272
Rental	31,820	-	31,820	27,492
Service fees	3,110	-	3,110	1,337
	<u>65,361</u>	<u>-</u>	<u>65,361</u>	<u>52,101</u>
2(d) Other ordinary incoming resources				
Interest income	247	-	247	90
Insurance proceeds *	23,180	-	23,180	-
Profit on disposals	-	-	-	-
Other income	20,730	-	20,730	25,003
	<u>44,157</u>	<u>-</u>	<u>44,157</u>	<u>25,093</u>
TOTAL INCOMING RESOURCES	<u>777,627</u>	<u>118,524</u>	<u>896,151</u>	<u>809,251</u>

* We claimed on our Insurance policy, as a result of damage to Birchwood Centre roof, due to instances of lead theft.

**3 EXPENDITURE ON:
CHARITABLE ACTIVITIES**

	ANALYSIS BY FUND		TOTAL FUNDS	
	Unrestricted	Restricted	2019	2018
	£	£	£	£
3(a) Grants				
Missionary and charitable giving (see 11 below):				
Church overseas	27,219	9,105	36,324	31,735
UK missions and societies	28,887	53,780	82,667	96,205
	<u>56,106</u>	<u>62,885</u>	<u>118,991</u>	<u>127,940</u>
3(b) Activities directly relating to the work of the Church				
Diocesan Common Fund	82,800	-	82,800	78,300
Staff and ministry costs	251,658	-	251,658	222,415
Church property expenses	243,618	-	243,618	186,881
Costs of services	4,075	-	4,075	2,446
Other activities	-	-	-	-
	<u>582,151</u>	<u>-</u>	<u>582,151</u>	<u>490,042</u>
3(c) Church management and administration				
Office expenditure	51,308	-	51,308	45,412
Staff and lay assistance costs	78,450	-	78,450	85,323
Bank charges	155	-	155	138
	<u>129,913</u>	<u>-</u>	<u>129,913</u>	<u>130,873</u>
3(c) Church management and administration				
Audit fees	3,999	-	3,999	3,661
	<u>3,999</u>	<u>-</u>	<u>3,999</u>	<u>3,661</u>
TOTAL RESOURCES USED	<u>772,169</u>	<u>62,885</u>	<u>835,054</u>	<u>752,516</u>

Parish Church of St James with St Matthew, Muswell Hill
Notes to the 2019 Financial Statements

4 STAFF AND RELATED COSTS

The Diocesan Common Fund payment covers all salary and pension costs of the one permanent clergy position at St James's Church as at the beginning of 2019. The salary and pension costs of other two clergy are paid by the PCC through the Diocese as 'Off Common Fund' positions. In addition, the housing and other normal employment related costs for the above positions are paid directly by the PCC and are included in Staff and Other Ministry costs above. These positions are full time, and each clergy member is by right a member of the PCC.

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

	2019	2018
	£	£
Wages and salaries (including expense reimbursements, training, etc)	269,202	248,170
Social security costs	11,089	11,076
Pension costs	4,367	3,213
Housing costs (including repairs and maintenance)	98,034	80,693
	<u>382,692</u>	<u>343,152</u>

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

	No.	No.
Activities directly relating to the work of the Church	6	5
Church management and administration	3	4
	<u>9</u>	<u>9</u>

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

Transactions with PCC members and related parties:

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

No elected members of the PCC were also employees concurrently during 2019. No salary was paid to PCC members who were also employees concurrently, for 2018 (previous year).

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

- The clergy members of the PCC were provided allowances to assist with payment of utility bills, cleaning, gardening bills etc. The amounts for 2019/2018 are as follows: Chris Green - £5,334/ £3,299; Mark Murthen - £2,075/£1,616 Phil Mullins - £3,087/ £1,447.

The PCC members receive no remuneration except as outlined above.

Parish Church of St James with St Matthew, Muswell Hill
Notes to the 2019 Financial Statements

5 FIXED ASSETS

	Land and buildings		Plant and equipment	Motor vehicles	Total
	Freehold	Leasehold			
	£	£	£	£	£
<i>Tangible fixed assets</i>					
Gross book value					
At 1 January 2019	494,040	794,887	141,155	-	1,430,082
Additions	-	-	50,989	-	50,989
Disposals	-	-	-	-	-
At 31 December 2019	494,040	794,887	192,144	-	1,481,071
Depreciation					
At 1 January 2019	118,631	60,714	129,705	-	309,050
Charge for year	9,881	15,898	16,780	-	42,559
Disposals	-	-	-	-	-
At 31 December 2019	128,512	76,612	146,485	-	351,609
Net book value					
At 31 December 2018	375,409	734,173	11,450	-	1,121,032
At 31 December 2019	365,528	718,275	45,659	-	1,129,462

As at 31 December 2019 the freehold land and buildings include staff housing located at 67 St James's Lane, Muswell Hill. In 2012, a new Children's room, the Jimmy Peppiatt room was constructed, adjoining the old children's ministry room on land that was part of the vicarage grounds. The church building (consecrated property) is normally shown in the books of the Diocese. However, as the new room is deemed as non-consecrated, we have included it within Freehold property.

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

6 DEBTORS

	2019	2018
	£	£
Income tax recoverable	8,396	7,667
Prepayments and accrued income	13,072	3,280
Property, equipment and other deposits	6,283	2,800
	27,751	13,747

7 CASH BALANCES

	2019	2018
	£	£
Held by General Fund	100,800	87,166
Held by Capital Fund	7,000	7,000
Held by Special Collections	82,479	59,393
Held by Charitable Giving	60,272	49,567
Held by Property Fund	-	-
	250,551	203,126

8 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Accruals and deferred income	6,143	6,026
Other creditors	22,573	13,928
Loan	61,875	-
	90,591	19,954

As at 31 Dec 2019, the Current Liabilities includes the 'Equity loan' of £61,875 extended by church member, Jonathan Thomton for the purchase of leasehold property, 14 Woodside Mansions, Muswell Hill N10 3NY for £680,000 (see Note 5).

The equity loan is interest free and unsecured. Earliest repayment is after the completion of 3 years from purchase i.e. 10 August 2020. Repayment sum is to be based on multiplying Sale proceeds or market value with the 'relevant percentage'. Relevant percentage which reflects the proportion of equity loan value to purchase price has been agreed as 9% of £687,500 (inclusive of the estimated cost of major repairs that was to be undertaken by the freeholder in 2018). The repairs was completed in 2018.

Parish Church of St James with St Matthew, Muswell Hill

Notes to the 2019 Financial Statements

9 FUND DETAILS

The **unrestricted funds** in use in 2019 comprised the General Revenue Fund, into which the majority of the Parish's income is placed, and three funds (Charitable Giving, Capital and Property Funds) to which funds are designated from the General Revenue Fund by the PCC.

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

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

The Property Fund comprises the assets used for staff accommodation plus any surplus on previous disposals of such property. Amounts otherwise not invested in property are lent to the General Fund on an interest free basis. As at end 2019 the fund balance represents the net assets total referred to in the Balance sheet after netting the 'Equity loan' raised for the purchase of 14 Woodside Mansions, in 2017. Given that this fund is normally fully invested in staff accommodation, it is presented separately from other funds in the balance sheet of St James.

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

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

10 POST BALANCE SHEET EVENTS

The trustees consider Covid-19 to be a non-adjusting post balance sheet event, hence the PCC's assets and liabilities at the balance sheet date are not impacted as a result of Covid-19. The trustees consider that the PCC's cash at the date of approval of the financial statements and its projected cash flows for the following year are sufficient such that St James PCC remains a going concern.

Parish Church of St James with St Matthew, Muswell Hill
Notes to the 2019 Financial Statements

11 GRANTS & RESTRICTED FUND PAYMENTS

	2019			2018		
	£	£		£	£	
	Unrestricted	Restricted (Special Collections)	Total	Unrestricted	Restricted (Special Collections)	Total
Overseas Church and charities						
Cambodia, Stewardship - Emma & Michael Kenyon	6,139	8,475	14,614	6,000	7,575	13,575
Cameroon, Wycliffe Translators - Jane Ingle	6,000	630	6,630	5,000	-	5,000
Italy, Crosslinks - Forte Torre, JP & S Aranzulla Building Project		-	-	1,000	-	1,000
Italy, Crosslinks - JP & S Aranzulla	1,000	-	1,000	-	-	-
Uganda, All Saints Ssanga Church	8,040	-	8,040	6,120	-	6,120
USA, Katartismos Global Inc, EAC - Amber & Jim Salladin	6,040	-	6,040	6,040	-	6,040
	27,219	9,105	36,324	24,160	7,575	31,735
UK missions and societies						
All Nations Christian College, Husseyin Bayir	1,054	-	1,054	3,000	-	3,000
A Rocha International	-	1,035	1,035	-	-	-
Bread of Life - Community Café	-	2,035	2,035	-	1,207	1,207
Christmas Experience	-	3,349	3,349	-	2,996	2,996
Church/ Women's Weekend, De Vere Venues	-	11,639	11,639	-	29,956	29,956
Crosslinks	3,000	-	3,000	-	-	-
Easter Garden Project	-	-	-	-	84	84
Equip Conference, Youth Ministry	-	2,288	2,288	-	210	210
GC3 -Great Commission, Commandment, City	-	641	641	-	-	-
Greater Europe Mission	2,400	-	2,400	2,200	-	2,200
Heather Payne	3,000	-	3,000	3,000	-	3,000
Holiday Club	-	2,668	2,668	-	-	-
Interserve, support for Paul Bendor-Samuels	3,000	-	3,000	3,000	-	3,000
London Diocesan Fund	-	-	-	450	-	450
London City Mission	-	-	-	-	1,143	1,143
London City Mission, Support for Philippa Chambers	4,000	-	4,000	4,000	-	4,000
Nflame, Kathy Goddard	-	-	-	4,500	-	4,500
Oakhill College, Ben Wells	-	-	-	1,000	-	1,000
Oakhill College, Swantje Ungerer	2,000	-	2,000	2,000	-	2,000
Operation Mobilisation	3,000	-	3,000	-	-	-
Overseas intern in the Children's ministry	800	-	800	-	-	-
Pathway	1,000	-	1,000	-	-	-
Pathway, Support for Niki Evans	5,000	-	5,000	5,000	-	5,000
Piano Fund *	-	2,090	2,090	-	182	182
Roof-Fund	-	7,614	7,614	-	9,322	9,322
Soup Kitchen, Muswell Hill Baptist Church	-	140	140	-	-	-
Staff leaving gifts	-	2,057	2,057	-	2,693	2,693
Tea-Time Ministry	-	1,594	1,594	-	1,588	1,588
Tear Fund - Bangladesh Relief	-	-	-	-	1,143	1,143
The Big Weekend, Youth Ministry	-	10,577	10,577	-	9,339	9,339
WAVE	-	-	-	-	267	267
Winter Shelter	-	2,836	2,836	-	2,442	2,442
World Vision, Syria Crisis Fund	-	-	-	-	2,428	2,428
Other £750 or under	633	3,217	3,850	1,005	2,050	3,055
	28,887	53,780	82,667	29,155	67,050	96,205
Total Charitable Payments	56,106	62,885	118,991	53,315	74,625	127,940

* does not include cost of new piano purchased and transferred to the General Fund's assets.