



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

**ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDING 31 DECEMBER 2013**

Registered Charity Number 1132478

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ADMINISTRATIVE DETAILS OF THE CHARITY

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

Vicar The Revd Dr Alan Everett

Church address – St James Norlands

St James's Gardens
London
W11 4RB

Church address – St Clement Notting Dale

Treadgold Street
London
W11 4BP

Correspondence address

Parish Office
95 Sirdar Road
London
W11 4EQ

Treasurer Allen Molesworth FCA

Independent Examiner

Gulistan Chaudhry ACA
8 Sterne Street
London
W12 8AD

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Barclays Bank PLC
137 Ladbrooke Grove
London
W11 1PR

Church Architect

Murray John Architects
Brunswick House
30 Wandsworth Road
Vauxhall
London
SW8 2LG

TRUSTEES' REPORT

The Parochial Church Council of St Clement with St Mark Notting Dale and St James Norlands (the PCC) presents its report and accounts for the year ended 31 December 2013.

The accounts have been prepared in accordance with the accounting policies set out on page 13 of the attached accounts and comply with the PCC's governing documents, applicable laws and the requirements of the Church Accounting Regulations 2006 ('the regulations') and s.145 of the Charities Act 2011 ('the Act').

PCC STRUCTURE, GOVERNANCE AND MANAGEMENT

Charitable status

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

The PCC's activities include:

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

Governing Documents of the Parochial Church Council

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

- The Parochial Church Councils (Powers) Measure 1956 as amended. This defines the principal function, or purpose, of the PCC as 'promoting in the parish the whole mission of the Church'. The full text of the PCC Powers Measure in its currently amended form is available on the Statute Law Database: <http://www.legislation.gov.uk/ukcm/Eliz2/4-5/3/contents>.
- and
- The Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended). The full text of the Church Representation Rules in its currently amended form is available on the Statute Law Database: <http://www.legislation.gov.uk/all?title=Church%20representation%20rules>.

The Parochial Church Council (PCC)

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

Churchwardens – St James

Tim Lee
Chris Sprague

Churchwardens – St Clement

Merrilees Smiley
Frederica Venn

Deanery Synod representatives

Ben Lund-Conlon
Tim Lee

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

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

PCC, Deanery Synod representatives and
Churchwardens
(from March 2013)

Margaret Ayo (*to 2016*)
Teresa Barclay (*to 2014*)
Rachel Carr (*to 2015*)
Phoebe Clegg (*to 2016*)
Jerome Dodd (*to 2014*)
St John Donald (*to 2015*)
Isobel Eden (*to 2016*)
Lola Jones (*to 2014*)
Tim Lee (*Deanery Synod to 2014; churchwarden to 2014*)
Ben Lund-Conlon (*Deanery Synod to 2014*)
Allen Molesworth (*treasurer; co-opted; to 2014*)
Sue Offord (*to 2014*)
Laura Radley (*to 2015*)
Saira Salimi (*to 2016*)
Merrilees Smiley (*churchwarden to 2014*)
Chris Sprague (*churchwarden to 2014*)
Angelica Steward (*to 2014*)
Mike Stiff (*to 2014*)
Jackie Tallon (*to 2016*)
Frederica Venn (*churchwarden to 2014*)

Parish staff

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

REVIEW OF ACTIVITIES

Review of achievements and performance

PCC Report

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

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

Worship

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

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

The pattern of worship has been consolidated over the past year, with the new mass books enabling the congregations to enter fully into the annual cycle of seasons and festivals. Congregational participation has increased, through reading, leading prayers and serving. A Junior Choir contributed to some services, and – as in previous years – for the Carol Service the adult choir received outstanding support from a conductor and extra singers. The Christmas Day Nativity Play at St Clement built on the previous year's success, and was very well supported.

Film Project

Young people from the congregations spent much of 2013 working on a film about gender differences. This is due to be completed by Easter 2014.

Christian Education

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

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

The Church Buildings

Maintenance and improvements in 2013 included

St Clement

- Organ tuned
- Gutters, hopper and downpipes cleared as part of an annual cycle
- Heating system serviced
- Lightning conductor tested, as part of a bi-annual cycle
- Fire extinguishers tested and serviced
- Robes purchased for growing team of altar servers
- Two computers purchased for the parish office
- Sound system installed, largely funded by an *Awards for All* grant
- New curtain hung by the war memorial, to conceal shelf space for the Eritrean church
- Altar platform extended

St Clement Notting Dale and St James Norlands

- Extensive fundraising efforts and investigative work undertaken as part of the first phase of an English Heritage grant to replace part of the roof and complete associated works, including the drains
- Replanting, gravelling and weeding to the garden on the north side of the church by volunteers, provided largely by the ClementJames Centre
- Lighting system significantly enhanced
- In addition to Miss Delaney Too and the ClementJames Centre, church rentals included those by an Eritrean church, orchestras, and an after-school ballet class
- The church is used for approximately 150 hours a year by the ClementJames Centre as part of its FOCUS programme, in which students from local schools spend several consecutive days in the church.

St James

- Organ tuned
- Gutters, hopper and downpipes cleared as part of an annual cycle
- Heating system serviced
- The lightning conductor tested, as part of a bi-annual cycle
- Fire extinguishers tested and serviced
- Robes purchased for growing team of altar servers
- Altar linen purchased
- Keyboard purchased for choir practices
- Kitchen boiler replaced
- Two hand-dryers replaced in toilets
- New controller fitted to church boiler
- The Blessed Sacrament re-located, from the tabernacle below the reredos at the East End of the chancel to the existing unused aumbry in the Lady Chapel
- Sanctuary light purchased and installed in the Lady Chapel, to indicate the presence of the Blessed Sacrament, and the old sanctuary light removed from the chancel
- Nylon candles purchased for two large free-standing candlesticks, and for four mid-height candlesticks – replacing the light bulb arrangement
- Six nylon candles purchased to stand below the reredos for seasonal use
- UV protected perspex installed in the free-standing noticeboard by St James entrance
- A simplification of the arrangement of candles in the chancel; and a re-siting of the clergy pew in chancel
- Chancel and Lady Chapel repainted
- Chancel stained glass washed, and the reredos cleaned
- Vestry roof extension repaired
- Altar frontals and vestments repaired by a parishioner
- Localised repairs to internal wall plaster
- Pigeon holes installed for mass books in a gallery cupboard
- In addition to Miss Delaney, church rentals included those by Potter's House church, W11 Opera and orchestras. The church is rented out to such an extent that it is sometimes difficult to make bookings for church activities. However, lettings make an essential contribution to the financial stability of the church.

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

Mission and Ministry

St Clement

- Rotas for refreshments, flowers and Junior Church are increasingly well-supported; a rota for reading in church, stewarding and leading intercessions was introduced
- The appointment of Freddie Venn as churchwarden alongside Merrilees Smiley has greatly strengthened the lay leadership.
- There are two Sunday school groups – Group No 1 for over sevens and Group No 2 for the under sevens. The leadership has extended over the past year; the age group is mostly from the upper primary age group into the teens – and on average about ten children and young people attend each week

St Clement Notting Dale and St James Norlands

- Wider support by the congregation for occasional cleaning and polishing days would be welcome.

St James

- Flowers and other decorations and cleaning are provided by a small group who would welcome further help, especially at main festivals
- The rota for readers, prayers, stewards and welcomers continues to be extended, creating a strong team spirit
- The appointment of Tim Lee as churchwarden alongside Chris Sprague has greatly strengthened the lay leadership
- The small church choir continues, with a regular Thursday practice at 7.30 pm; the choir mainly sings at St James, but also sings at St Clement at its Patronal Festival, and on Maundy Thursday and Good Friday
- The weekly Sunday School at St James is organised by a member of the congregation, with a strong rota of parishioners leading on different weeks. Usual attendance is ten-fifteen children, weighted towards the younger end.

A Children's Champion, and an Evidence Checker were appointed. The PCC adopted the Diocesan Child Protection Policy. Attendance is stable at both churches, and there are higher levels of volunteer support for the mission and ministry of the church. Both churches had refreshments after their Patronal Festivals.

The PCC reviewed the 2012-13 Mission Action priorities throughout the year. In October 2013, the PCC had an away-morning to agree priorities for 2013-14, based on the Diocese's Capital Vision 2020 headings of Confidence, Compassion and Creativity. The PCC will implement initiatives around these themes in the course of 2014; many of these have to do with increasing participation through communication. One immediate action has been to have made our website more specific about what we mean when we say that we are welcoming and inclusive. The PCC is very concerned about the impact of negative media coverage about the church's attitude to gay people and women bishops. A second action has been to seek to forge stronger links with the ClementJames Centre and St Clement and St James CE Primary school, partly because a recent Church Urban Fund report has revealed far higher levels of poverty in the parish than is generally recognised. The Church Urban Fund summary report on the parish can be found on the website.

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

The Lent Appeal for the BACE project in the Gambia raised approximately £8000 in voluntary contributions.

The ClementJames Centre

The partnership with The ClementJames Centre, our sister charity (which is independently funded), continued to grow during 2013, with parishioners involved in the Centre's projects as trustees, volunteers and service users. We also share two members of staff. The main projects of the Centre are:

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

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

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

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

Highlights of 2013 included:

62% of **IntoWork** users gaining training or employment.

83% of **Into**University students entering into university.

100% of Communicate students from accredited Functional Skills English courses passing their exams.

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

The Church School

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

Our children are:

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

Our six school values are:

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

We have eight classes, from Nursery to Year 6, and a staff team committed to giving our children the best possible start to their education. This year, we have been working hard on improving our Maths and grammar. We foster children's natural love of learning, and aim to keep our curriculum exciting and engaging. For example, this spring all Key Stage 2 classes have been learning about the First World War, with visits to the classroom from a "soldier" and research into some of our own relatives and ex-members of the school who fought in the war.

A number from the churches serve as governors, including the Vicar. Church involvement in 2013 has included:

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

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

Staffing

Gemma Kern took up her post as part time finance officer and receptionist (two days a week) from April 2013. Silke Mehrgott continued as receptionist at the parish office (one and a quarter days a week) until the end of the year. She was replaced in January 2014 by Matilda Smith.

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

The 2014 electoral roll stands at 160 people

FINANCES

Statement of the PCC's financial responsibilities

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

In preparing those accounts, the PCC is required to:

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

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

Reserves Policy

It is the policy of the PCC to build up unrestricted free cash reserves to a level equivalent to three months expenditure. At current levels this amounts to a target of about £45,000. On 31st December 2013, the unrestricted and undesignated free cash reserves stood at about £49,000.

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

Ensure continuity of services.

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

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

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

Review of financial position

The PCC ended the year with a surplus of just under £24,000, including restricted donations of £29,000.

The PCC's income for the year was £207,000. The largest source of income was £92,000 from the hire of premises. Regular voluntary income and donations accounted for £75,000. The PCC also benefited from restricted funds given for the repair of St Clement's roof, an English Heritage grant of £9,000 and a generous donation of £7,500 from the Garfield Weston Foundation.

Expenditure for the year totalled £187,000. The main items of routine expenditure are the diocesan parish share, £75,500, an increase of £8,000 on our 2012 contribution which means we are now contributing our full share. Salaries, wages and honoraria amounted to £32,500, an increase of £6,000 over 2012 reflecting increased time given by the Assistant Priest. Church running expenses, including utility bills, accounted for £51,000 about £13,000 more than last year. This is mainly accounted for by an increase in the depreciation charge of £4,200 reflecting the purchase of audio-visual equipment for the churches, additional expenditure of £1,700 on repairs to equipment and an additional £3,100 required for utilities resulting from increased gas prices and increased occupancy of the buildings. Some £8,000 was spent on redecorating St James's chancel.

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

The Parish ended the year with cash balances totaling about £130,000 of which £81,000 relates to restricted and designated funds. The detailed figures are set out in the statements on pages 11 to 17.

Accepted by the Annual Parochial Church Meeting on 6th April 2014 and signed on its behalf by

The Rev'd Dr Alan Everett
Vicar
2014

THE PARISH OF ST CLEMENT WITH ST MARK NOTTING DALE AND ST JAMES NORLANDS
REGISTERED CHARITY No: 1132478
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2013

	Note	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	TOTAL 2013 £	TOTAL 2012 £
INCOMING RESOURCES						
Voluntary Income	3	68,063.52		7,105.58	75,169.10	71,884.86
Other Voluntary Incoming Resources	4	7,834.87		21,954.58	29,789.45	48,094.89
Activities for Generating Funds: Summer Fair		4,696.87			4,696.87	3,659.25
Income from Investments	5	1,136.70			1,136.70	1,019.48
Church Activities	6	95,984.10			95,984.10	88,722.98
Miscellaneous Income		170.00			170.00	643.99
TOTAL INCOMING RESOURCES		177,886.06		29,060.16	206,946.22	214,025.45
RESOURCES EXPENDED						
Costs of Generating Funds	7	1,916.80			1,916.80	2,241.33
Charitable Activities	8	740.15			740.15	1,399.33
Church Activities						
Diocesan Parish Share		75,449.00			75,449.00	67,500.00
Salaries Wages & Honoraria	9	24,562.12		7,916.19	32,478.31	26,411.76
Clergy Expenses	10	1,154.96			1,154.96	1,610.29
Clergy House	11	1,195.71			1,195.71	1,100.94
Assistant Staff (Administration)	12	5,582.57			5,582.57	3,337.33
Sunday School Expenses	13	135.04			135.04	307.75
Church Running Expenses	14	28,648.40		3,333.00	31,981.40	22,295.89
Church Utility Bills	15	18,711.54			18,711.54	15,561.62
Major Capital Expenditure	16	10,843.11		5,000.00	15,843.11	5,708.22
Governance Costs		1,632.00			1,632.00	2,700.00
TOTAL RESOURCES EXPENDED		170,571.40		16,249.19	186,820.59	150,174.46
NET INCOMING/(OUTGOING) RESOURCES		7,314.66		12,810.97	20,125.63	63,850.99
GAIN ON INVESTMENT		3,635.57			3,635.57	1,666.80
NET MOVEMENT IN FUNDS		10,950.23		12,810.97	23,761.20	65,517.79
BALANCES BROUGHT FORWARD AT 1.1.13/12		71,212.03	40,000.00	35,405.67	146,617.70	79,204.57
Adjustment re Accruals not required		-1,292.00			-1,292.00	1,895.34
BALANCES CARRIED FORWARD AT 31.12.13/12		80,870.26	40,000.00	48,216.64	169,086.90	146,617.70

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2013 £	2012 £
RECONCILIATION OF RESOURCES RETAINED TO NET CASH FLOW					
NET MOVEMENT IN FUNDS	10,950.23		12,810.97	23,761.20	65,517.79
Repayment of Loan to Diocese	-3,333.34			-3,333.34	-3,333.33
(Decrease)/Increase in Creditors	6,307.09			6,307.09	-11,209.52
Adjustment re Accruals not required	-1,292.00			-1,292.00	1,895.34
(Increase)/Decrease in Debtors	17,817.07			17,817.07	-18,836.88
Loss(Gain) on Investment	-3,635.57			-3,635.57	-1,666.80
Purchase of Fixed Assets	-2,741.55		-10,000.00	-12,741.55	-1,132.50
Depreciation	1,396.55		3,333.00	4,729.55	482.50
NET CASH INFLOW (OUTFLOW)	25,468.48		6,143.97	31,612.45	31,716.60

CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2013

NET CASH INFLOW (OUTFLOW)	25,468.48		6,143.97	31,612.45	31,716.60
Cash at 31.12.12/11	23,391.80	40,000.00	35,405.67	98,797.47	67,080.87
Cash at 31.12.13/12	48,860.28	40,000.00	41,549.64	130,409.92	98,797.47

BALANCE SHEET AT 31ST DECEMBER 2013

Fixed Assets						
Tangible Fixed Assets	17	2,417.00		6,667.00	9,084.00	1,072.00
Investment	18	21,860.84			21,860.84	18,225.27
Total Fixed Assets		24,277.84		6,667.00	30,944.84	19,297.27
Current Assets						
Debtors		20,454.37			20,454.37	38,271.44
Church Repair & Improvement Fund			40,000.00		40,000.00	40,000.00
Bank: Deposit Account		25,083.05			25,083.05	
Banks: Current Accounts		23,776.15		41,549.64	65,325.79	58,775.30
Cash in Hand		1.08			1.08	22.17
		69,314.65	40,000.00	41,549.64	150,864.29	137,068.91
Current Liabilities						
Creditors		12,722.23			12,722.23	6,415.14
Loan repayable in 2013						3,333.34
		12,722.23			12,722.23	9,748.48
Net Current Assets		56,592.42	40,000.00	41,549.64	138,142.06	127,320.43
NET ASSETS		80,870.26	40,000.00	48,216.64	169,086.90	146,617.70
FUNDS						
Unrestricted		80,870.26			80,870.26	71,212.03
Designated			40,000.00		40,000.00	40,000.00
Restricted				48,216.64	48,216.64	35,405.67
TOTAL FUNDS		80,870.26	40,000.00	48,216.64	169,086.90	146,617.70

Approved by the PCC on 24th March 2014 and signed on their behalf by

Rev'd Dr Alan Everett (PCC Chairman)

Allen Molesworth FCA:(PCC Hon Treasurer)

NOTES TO THE FINANCIAL STATEMENTS

1. Funds

Funds

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

The Designated Funds of the PCC are set out below.

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

Church Repair & Improvement Fund

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

St Clement Maintenance Fund (Joint Maintenance Fund)

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

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

St Mark's Church Hall

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

The Restricted Funds of the PCC are set out below.

Additional Ministry Fund (Previously known as The Curate Fund)

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

The Community Fund

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

Youth Work, Sunday School & Youth Trip

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

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

2. Accounting Policies

Basis of Preparation

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

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

Incoming Resources

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

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the related income is recognised.

Rental income is recognised when the rent is due.

Dividend and interest income is accounted for when received.

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

Resources Expended

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

Fixed Assets

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

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

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

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

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

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

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2013 £	2012 £
INCOMING RESOURCES					
3 Voluntary Income					
Planned Giving (Gift Aided)	40,947.85			40,947.85	32,743.00
Income Tax Recoverable	10,410.55			10,410.55	6,546.00
Planned Giving (Non Gift Aided)	1,742.00			1,742.00	2,180.00
Community Support Fund			250.00	250.00	250.00
Income Tax Recoverable			62.50	62.50	50.00
Additional Ministry Fund (Gift Aided Planned Giving)			4,977.37	4,977.37	5,059.92
Income Tax Recoverable			1,815.71	1,815.71	1,012.00
Pink Envelope Collections	5,615.30			5,615.30	
Income Tax Recoverable	1,403.82			1,403.82	
Collections and Other Giving	6,598.30			6,598.30	21,159.94
Income Tax Recoverable	1,345.70			1,345.70	2884
	<u>68,063.52</u>		<u>7,105.58</u>	<u>75,169.10</u>	<u>71,884.86</u>
4 Other Voluntary Incoming Resources					
Donations (Gift Aided)	4,755.17		5,000.00	9,755.17	9,028.00
Income Tax Recoverable	2,831.70			2,831.70	1,502.00
Donations (Non Gift Aided)	248.00			248.00	35,680.00
Donations for St. Clement's Roof			16,500.00	16,500.00	0.00
Grant for Relief of Poverty			454.58	454.58	412.39
Other Non Recurring Grants				0.00	1,472.50
	<u>7,834.87</u>		<u>21,954.58</u>	<u>29,789.45</u>	<u>48,094.89</u>
5 Income from Investments					
Bank Interest	170.91			170.91	82.10
Other Interest and Dividends	965.79			965.79	937.38
	<u>1,136.70</u>			<u>1,136.70</u>	<u>1,019.48</u>
6 Church Activities					
Fees	4,118.00			4,118.00	4,479.50
Hire of Church Buildings	87,936.10			87,936.10	80,443.48
W 11 Opera	3,930.00			3,930.00	3,800.00
	<u>95,984.10</u>			<u>95,984.10</u>	<u>88,722.98</u>

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2013 £	2012 £
RESOURCES EXPENDED					
7. Costs of Generating Funds					
Fundraising Event				0.00	60.18
Summer Fair	1,916.80			1,916.80	2,181.15
	<u>1,916.80</u>			<u>1,916.80</u>	<u>2,241.33</u>
8. Charitable Activities					
Friends of Agona Asafo				0.00	772.58
BACE				0.00	100.00
Churches Together in Notting Hill	5.00			5.00	10.00
Notting Hill Parishes Charity Committee	400.00			400.00	400.00
Other Gifts	335.15			335.15	116.75
	<u>740.15</u>			<u>740.15</u>	<u>1,399.33</u>
Church Activities					
9. Salaries Wages & Honoraria					
Assistant Priest	5,954.19			5,954.19	5,720.48
Youth Work			7,916.19	7,916.19	2,000.00
Administrators (Note 19)	14,362.93			14,362.93	15,139.53
Organists' Fees	3,716.00			3,716.00	3,338.25
Other Wages & Fees	529.00			529.00	213.50
	<u>24,562.12</u>		<u>7,916.19</u>	<u>32,478.31</u>	<u>26,411.76</u>
10. Clergy Expenses					
Travel & Transportation	163.73			163.73	259.30
Locum Fees	144.80			144.80	100.00
Recruitment				0.00	654.08
Hospitality	846.43			846.43	596.91
	<u>1,154.96</u>			<u>1,154.96</u>	<u>1,610.29</u>
11. Clergy House					
Clergy Expenses	563.35			563.35	839.40
Clergy House Utilities	632.36			632.36	261.54
	<u>1,195.71</u>			<u>1,195.71</u>	<u>1,100.94</u>
12. Assistant Staff (Administration)					
Vicarage Council Tax				0.00	291.00
Minor Office Equipment	1,117.60			1,117.60	0.00
Maintenance of Office Equipment	223.34			223.34	809.66
Computer Supplies	76.71			76.71	0.00
Telephone & Internet	914.49			914.49	686.11
Office Utilities				0.00	183.89
Office Catering	47.00			47.00	1.00
Printing, Stationery & Postage	2,147.16			2,147.16	919.94
Travel & Transportation	70.40			70.40	38.00
Training	100.00			100.00	230.00
Youth Work				0.00	177.73
Miscellaneous	885.87			885.87	0.00
	<u>5,582.57</u>			<u>5,582.57</u>	<u>3,337.33</u>
13. Sunday School Expenses					
Other	135.04			135.04	307.75
	<u>135.04</u>			<u>135.04</u>	<u>307.75</u>
14. Church Running Expenses					
Website	432.00			432.00	457.13
London Diocese: Share of Fees	2,922.00			2,922.00	878.00
Weddings & Funerals	440.00			440.00	600.00
Sanctuary	4,494.63			4,494.63	3,162.26
Advertising				0.00	529.00
Cleaning	2,587.68			2,587.68	2,386.15
Insurance	7,940.18			7,940.18	7,981.17
Minor Equipment under £500	1,264.82			1,264.82	39.99
Depreciation of Fittings & Equipment	1,396.55		3,333.00	4,729.55	482.50
Equipment Repairs and Maintenance	3,230.87			3,230.87	1,471.08
Church Repairs & Maintenance	3,548.55			3,548.55	3,311.25
Organ Repairs & Maintenance	391.12			391.12	980.00
Garden				0.00	17.36
	<u>28,648.40</u>		<u>3,333.00</u>	<u>31,981.40</u>	<u>22,295.89</u>
15. Church Utility Bills					
Gas	11,466.67			11,466.67	8,779.62
Electricity	6,308.52			6,308.52	6,005.79
Water	936.35			936.35	776.21
	<u>18,711.54</u>			<u>18,711.54</u>	<u>15,561.62</u>

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	RESTRICTED FUNDS £	2012 £	2012 £
16. Major Capital Expenditure					
Heaters for Church				0.00	4914.66
Church Repairs	10,843.11		5,000.00	15,843.11	793.56
	<u>10,843.11</u>		<u>5,000.00</u>	<u>15,843.11</u>	<u>5,708.22</u>

17. Tangible Fixed Assets

	UNRESTRICTED FUNDS £	DESIGNATED FUNDS £	TOTAL £
Cost at 1 January 2013	12,701.50		12,701.50
Additions	2,741.55	10,000.00	12,741.55
Cost at 31 December 2013	<u>15,443.05</u>	<u>10,000.00</u>	<u>25,443.05</u>
Accumulated Depreciation at 1 January 2013	11,629.50		11,629.50
Charge for the Year	1,396.55	3,333.00	4,729.55
Accumulated Depreciation at 31 December 2013	<u>13,026.05</u>	<u>3,333.00</u>	<u>16,359.05</u>
Net Book Value at 1 January 2013	1,072.00		1,072.00
Net Book Value at 31 December 2013	<u>2,417.00</u>	<u>6,667.00</u>	<u>9,084.00</u>

18. Investment (at market value)

	2013 £	2012 £
M&G Charifund (Equities Investment Fund for Charities)		
1519 Units M&G Charifund: Income	21,860.84	18,225.27

19. Employees

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

	2013 £	2012 £
	14,362.93	15,139.53

20. Trustees Remuneration

One Trustee received remuneration of £693.00 (2012 £588.25) for services as organist.

21. Movements on Funds

	Balances at 1.1.13 £	Income £	Interest £	Total Incoming £	Expenditure £	Transfers £	Balances at 31.12.13 £
Designated							
Church Repair & Improvement	40,000.00						40,000.00
Total Designated	<u>40,000.00</u>		0.00	0.00		0.00	<u>40,000.00</u>
Restricted							
Additional Ministry Fund	0.00	6,793.08		6,793.08	6,793.08		0.00
The Community Fund	0.00	312.50		312.50	312.50		0.00
St Clement's Roof	25,000.00	16,500.00		16,500.00			41,500.00
St. James's Chancel		5,000.00		5,000.00	5,000.00		0.00
Audiovisual Equipment	10,000.00			0.00	10,000.00		0.00
Christmas Present Fund	49.64			0.00			49.64
Relief of Poverty	356.03	454.58		454.58	810.61		0.00
Total Restricted	<u>35,405.67</u>	<u>29,060.16</u>		<u>29,060.16</u>	<u>22,916.19</u>	0.00	<u>41,549.64</u>

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

This report on the financial statements of the PCC for the year ended 31 December 2013, which are set out on pages 13 to 19, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the examiner

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

Basis of this report

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

Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

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

Gulistan Chaudhry ACA

March 2014