



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

# **ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2010**

Registered Charity Number 1132478

## CONTENTS

	Page
<b>Administrative details of the charity, its trustees and advisers</b>	3
<b>Trustees' report</b>	4 - 8
Independent examiner's report	9 - 15
Statement of financial activities	
Balance sheet	
Notes to the accounts (including accounting policies)	
Other assets	

## ADMINISTRATIVE DETAILS OF THE CHARITY

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

Registered Charity Number: 1132478

**Vicar** The Revd Dr Alan Everett

### **Church address – St James Norlands**

St James's Gardens  
London  
W11 4RB

### **Church address – St Clement Notting Dale**

Treadgold Street  
London  
W11 4BP

### **Correspondence address**

Parish Office  
95 Sirdar Road  
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  
Westmalling  
Kent  
ME19 4JQ

Barclays Bank PLC  
137 Ladbroke 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 2010.

The accounts have been prepared in accordance with the accounting policies set out on page 11 of the attached accounts and comply with the PCC's governing documents, applicable laws and the requirements of the Statement of Recommended Practice on 'Accounting and Reporting by Charities' issued in 2005.

## PCC STRUCTURE, GOVERNANCE AND MANAGEMENT

### Charitable status

The PCC acts with the Vicar of St Clement and St James as the governing body. PCC members are elected for one year, with the exception of Deanery Synod members, who are elected for three years.

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.statutelaw.gov.uk>.

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.statutelaw.gov.uk>.

**The Parochial Church Council (PCC)**

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

Churchwardens – St James's

Chris Sprague  
Mary Tandon

Churchwardens – St Clement's

Merrilees Smiley (until 2010)  
Dami Edun (from 2010)  
Priscilla Mamphey

Deanery Synod representatives

Rachel Carr  
Robin Tuck  
Angel Steward

PCC (until March 2010)

Ailsa Petterson  
Allen Molesworth  
Angel Steward  
Anne Alexander  
Barbara Fernie  
Chris Sprague  
Cynthia Edun  
Jackie Tallon  
Judith Rower  
Katy Cook  
Laura Radley  
Linda Jacquaye  
Mary Clarke  
Merrilees Smiley  
Mike Stiff  
Pearl Quaye  
Phoebe Clegg  
Priscilla Mamphey  
Rachel Carr  
Robin Tuck  
Roslyn Sylvester  
Sue Offord

PCC (from March 2010)

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

Parish staff

The Revd Dr Alan Everett, Vicar (from November 2010)  
The Revd Dr Keith Riglin, Associate Vicar  
The Revd 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. 2010 was a challenging year – still in interregnum (since April 2009) – but much has been achieved.

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 as meeting places for various community activities.

#### Worship

8.00 am at St James's: a small but regular congregation celebrated Holy Communion according to *The Book of Common Prayer*, offering

- A new mass booklet.
- A new weekly pew sheet.

9.45 am Parish Eucharist at St James's, and 11.30 am Parish Mass at St Clement's, offering

- Simplified pew sheets, and from the autumn, seasonal mass booklets.
- A small but committed choir at St James's.
- Baptisms at the main Sunday services.
- A well-trained team of altar servers.

The programme of weekday services was extended, so far with mixed results. Three highlights of the year have been

- The Carnival Mass: in conjunction with the ClementJames Centre's 'Carnival Arts Programme', before all joined the Notting Hill Carnival, with costumes and a double-decker bus.
- A Service of Induction: a packed service to welcome the Rev'd Dr Alan Everett as our new Vicar in November, with the Bishop of Kensington.
- A Memorial Service: a well-attended Sunday evening service in Advent, especially popular with many who are not regular Sunday worshippers.

Margaret Ayo has shared with the clergy in the leadership of worship, as she continues to explore her vocation to the ordained ministry.

#### 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's after the mid-week Eucharist.
- During Holy Week, a group for three evenings at St Clement's to consider Christian discipleship.
- Sunday School at St James's and Groups Nos 1 and 2 at St Clement's: the programmes were re-organized, involving resource material from *Living Stones*.

## Fabric

Improvements in 2010 included

- The erection of a new noticeboard at St James's, funded by Thames Water, covering their new pump control booth.
- The completion of repair works to the tower at St James, generously supported by the Norland Conservation Society and individuals in the neighbourhood.
- The redecoration of the gallery and other areas at St James's, generously funded by Miss Delaney's Nursery School, providing additional storage space, a carpeted meeting area, replacement of two small windows, tiling of the toilets and general repainting.
- The repair of the sacristy toilet roof at St James, which collapsed early in the year.
- The clearing of the gallery storage area behind the organ, facilitated by the W11 Opera.
- The re-organisation of the Lady Chapel at St Clement's for regular worship and prayer.
- The occasional opening of St Clement's Church during the day-time.
- The provision of flowers for Sunday worship.

Improvements for 2011 onwards will include

### *St Clement*

- Extensive repair to the guttering, drains and roof.
- In due course, the replacement of the entire roof.
- Replacement or repair of broken heaters.
- Replacement of broken panes of stained and clear glass at numerous places around the church, including the entrance door and in the St Clement window.
- Repair to the causes of the damp in the disabled and adjacent toilet.
- Repair of the outside clock.
- The creation of new storage facilities in the church and kitchen.
- Repair of the Lady Chapel floor.
- The installation of a sound system.
- An experimental re-siting of the St Clement altar, and the altar and large statue of the Blessed Virgin Mary by the Lady Chapel.
- General repainting.

### *St James*

- Repair to the south east aisle exterior roof.
- Repair to the damp course in the main entrance.
- Replacement of the night-storage heaters in the vestibule and sacristy.
- Boxing in the brick wall at the east end of the Lady Chapel.
- General repainting.

In addition to regular use by the ClementJames Centre, the two Miss Delaney nurseries, **Into**University, a variety of orchestras, W11 Opera, Alcoholics Anonymous and the Norland Conservation Society, St James was a weekly venue for the Potter's House Church, and St Clement for an Eritrean Church.

The PCC records its thanks to funders Frances Delaney and the Norland Conservation Society; and to our church architect, Murray John, who offers advice and support for the many small issues that constantly arise.

## The ClementJames Centre

The partnership with the ClementJames Centre, our sister charity, continued to grow during 2010, with many parishioners involved in the Centre's projects and as trustees, and with two shared staff members. The main projects of the Centre are

- **Into**University North Kensington, a major and local contribution to encouraging the aspirations of children and young people through after-school work, mentoring programmes, focus weeks, and general pastoral care. IU North Kensington is part of the wider **Into**University network, a London-based charity, whose head office is located at St Clement's.
- Communicate, an adult-learning programme, providing teaching of English for those for whom English is a second language.
- **IntoWork**, a new project of the Centre, helping adults and young people to enter or return to the world of work, through training opportunities, advice and guidance.

The Centre also maintains the impressive garden at St Clement's, and the Community Shop.

The PCC did not charge a full rent to the ClementJames Centre for the use of St Clement's church premises. It is estimated that, had it done so, rent from this source would have been some £13,500 more. This is in response to 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 because the Centre reflects 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 educational work with both young people and adults.

## The Church School

St Clement and St James CE Primary School is popular within the parish and beyond. A number from the churches serve as governors, including two of the clergy. Church involvement in 2010 has included

- Fortnightly school-based Communion Services on Monday morning.
- Termly worship at St James's: Harvest, Christmas, Easter.
- Periodic involvement of the clergy in teaching classes in religious education.
- A six-session Confirmation class with Year 5 pupils.

We have strong links with the school, and look forward to developing our work together.

With the arrival of our new Vicar, we move into a fresh and challenging phase of mission and ministry.

The 2011 electoral roll stands at 251 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 2006 and other relevant legislation. It is also responsible for safeguarding the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Reserves Policy

It is the policy of the PCC to build up unrestricted free cash reserves to a level equivalent to three months expenditure. At current levels this amounts to a target of about £40,000. On 31<sup>st</sup> December 2010, the unrestricted free cash reserves stood at about £35,000.

The PCC considers that it is necessary to hold reserves at this 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 exceed £300,000 over the next five years

### Review of financial position

The PCC's income for the year was £170,000. The largest source of income was £79,000 from the hire of premises. Regular voluntary income and donations accounted for £68,000. In addition to the sums received in 2009, a further £14,000, including a £4,000 grant from the diocese, was received towards the repair of St. James's tower. Other income, mostly of a non-recurring nature, included a £1,200 grant from the diocese towards the redecoration of the vicarage.

Expenditure for the year totaled £225,000. Two exceptional items, the repairs to St. James's tower which accounted for nearly £49,000 and the redecoration and carpeting of the vicarage which accounted for over £11,000, meant that the deficit for the year, excluding the unrealised gain on our investment, amounted to £55,000. Most of the money to pay for the repairs to St. James's tower was collected in 2009 but most of the expenditure was incurred in 2010. Routine expenditure is mainly accounted for by the diocesan parish share, £54,000, salaries, wages and honoraria, £57,000 and church running expenses of £51,000. If the exceptional items of income and expenditure, which mainly relate to the repair of St James's tower and the redecoration of the vicarage, are left out of account the deficit would have been of the order of £12,000.

The diocese gave the PCC a loan of £10,000 to help with the repairs to St. James's tower which is repayable over three years with the first installment being due in August 2011.

The Parish ended the year with cash balances totaling about £50,000.

The detailed figures are set out in the statements on page 10 to 15.

Accepted by the Annual Parochial Church Meeting on 10<sup>th</sup> April 2011 and signed on its behalf by

The Rev'd Dr Alan Everett  
Vicar  
10<sup>th</sup> April 2011

# St Clement Notting Dale and St James Norlands

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 2010

		UNRESTRICTED FUNDS	DESIGNATED FUNDS	RESTRICTED FUNDS	2010	2009
	£	£	£	£	£	£
<b>INCOMING RESOURCES</b>						
Voluntary Income						
Planned Giving (Gift Aided)	28,006.00				28,006.00	22,396.00
Income Tax Recoverable	7,046.56				7,046.56	9,496.31
Planned Giving (Non Gift Aided)	1,190.00				1,190.00	1,020.00
Community Support Fund				250.00	250.00	5,750.00
Income Tax Recoverable				62.50	62.50	1,206.80
Additional Ministry Fund (Gift Aided Planned Giving)				4,896.32	4,896.32	2,049.10
Income Tax Recoverable				1,224.08	1,224.08	413.09
Additional Ministry Fund (Gift Aided Donations)					0.00	3,464.62
Income Tax Recoverable					0.00	698.50
Collections and Other Giving	15,449.11				15,449.11	15,664.24
Income Tax Recoverable	2,085.07	53,776.74			2,085.07	1391.54
Other Voluntary Incoming Resources						
Donations (Gift Aided)	4,115.00				4,115.00	160.00
Income Tax Recoverable	1,028.75				1,028.75	119.00
Donations (Non Gift Aided)	2,503.00				2,503.00	570.50
Grants for Youth Work		7,646.75		3,317.00	3,317.00	16,048.00
Legacies Received					0.00	2,000.00
St. James's Tower Appeal (Gift Aided Donations)				500.00	500.00	20,720.00
Income Tax Recoverable				139.10	139.10	5,782.00
St. James's Tower Appeal (Non Gift Aided Donations)					0.00	7,780.00
St. James's Tower Appeal: Grant from Diocese				4,000.00	4,000.00	0.00
St. James's Tower Appeal: VAT Recovery				9,140.65	9,140.65	0.00
Non- recurring Grant: Diocese		1,200.00			1,200.00	0.00
Activities for Generating Funds						
Raffle					0.00	1,691.50
Summer Fair	1,500.00				1,500.00	1,492.37
W11 Cocktail Party		1,500.00			0.00	3,000.00
Income from Investments						
Bank Interest	26.82		82.41		109.23	447.74
Other Interest and Dividends	867.82	894.64			867.82	866.14
Church Activities						
Fees	1,646.00				1,646.00	2,873.00
Youth Trip					0.00	505.00
Donations to Sunday School				32.10	32.10	20.00
Hire of Church Buildings	74,341.83				74,341.83	58,298.54
W 11 Opera	3,250.00	79,237.83			3,250.00	3,150.00
Other Incoming Resources						
Premium on Lease to Thames Water					0.00	30,000.00
Thames Water: Notice Board		2,100.00			2,100.00	
Insurance Claims						8,205.00
Miscellaneous Income		375.00			375.00	0.00
<b>TOTAL INCOMING RESOURCES</b>		146,730.96	82.41	23,561.75	170,375.12	227,278.99
<b>RESOURCES EXPENDED</b>						
Costs of Generating Funds (Note 3)		619.03	0.00	0.00	619.03	661.93
Charitable Activities (Note 4)		696.96	0.00	0.00	696.96	950.08
Church Activities (Note 5)		160,395.01	0.00	11,969.50	172,364.51	182,840.83
Governance (Note 6)						
Major Capital Expenditure (Note 7)		9,350.86	0.00	42,279.10	51,629.96	13,987.65
<b>TOTAL RESOURCES EXPENDED</b>		171,061.86	0.00	54,248.60	225,310.46	198,440.49
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		-24,330.90	82.41	-30,686.85	-54,935.34	28,838.50
GAIN ON INVESTMENT		1,193.17			1,193.17	1,329.13
TRANSFERS BETWEEN FUNDS		15,000.00	-15,000.00			
<b>NET MOVEMENT IN FUNDS</b>		-8,137.73	-14,917.59	-30,686.85	-53,742.17	30,167.63
BALANCES BROUGHT FORWARD AT 1.1.09/08		58,320.25	26,062.65	35,632.10	120,015.00	89,847.37
<b>BALANCES CARRIED FORWARD AT 31.12.10/09</b>		50,182.52	11,145.06	4,945.25	66,272.83	120,015.00

# **St Clement Notting Dale and St James Norlands**

## **UNRESTRICTED DESIGNATED RESTRICTED**

	<b>FUNDS</b>	<b>FUNDS</b>	<b>FUNDS</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>RECONCILIATION OF RESOURCES RETAINED TO NET CASH FLOW</b>					
NET MOVEMENT IN FUNDS	-8,137.73	-14,917.59	-30,686.85	-53,742.17	30,167.63
(Decrease)/Increase in Creditors	-6,667.34			-6,667.34	12,149.43
(Increase)/Decrease in Debtors	41,073.18		5,288.81	46,361.99	-36,464.27
(Gain) on Investment	-1,193.17			-1,193.17	-1,329.13
Depreciation	105.00			105.00	105.00
<b>NET CASH INFLOW (OUTFLOW)</b>	<b>25,179.94</b>	<b>-14,917.59</b>	<b>-25,398.04</b>	<b>-15,135.69</b>	<b>4,628.66</b>

## **CASH FLOW STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2010**

NET CASH INFLOW (OUTFLOW)	25,179.94	-14,917.59	-25,398.04	-15,135.69	4,628.66
Cash at 31.12.09/08	-1,379.51	26,062.65	40,431.71	65,114.85	60,486.19
Cash at 31.12.10/09	<b>23,800.43</b>	<b>11,145.06</b>	<b>15,033.67</b>	<b>49,979.16</b>	<b>65,114.85</b>

## **BALANCE SHEET AT 31ST DECEMBER 2010**

### **Fixed Assets**

Tangible Fixed Assets (Note 8)	527.00			527.00	632.00
Investment (Note 9)	17,479.89			17,479.89	16,286.72

### **Total Fixed Assets**

### **Current Assets**

Debtors	14,046.58		1,411.58	15,458.16	61,820.15
LDF Deposit: Joint Maintenance Fund		6,998.89		6,998.89	6,963.62
LDF Deposit: St Mark's Hall		4,146.17		4,146.17	19,099.03
Banks: Current Accounts	34,922.39		3,533.67	38,456.06	38,291.66
Cash in Hand	378.04			378.04	760.54
	49,347.01	11,145.06	4,945.25	65,437.32	126,935.00

### **Current Liabilities**

Creditors	7,171.38			7,171.38	23,838.72
Loan repayable in 2011	3,333.33			3,333.33	
	10,504.71			10,504.71	23,838.72

### **Net Current Assets**

	38,842.30	11,145.06	4,945.25	54,932.61	103,096.28
Loan from Diocese	6,666.67			6,666.67	

### **NET ASSETS**

	50,182.52	11,145.06	4,945.25	66,272.83	120,015.00
<b>FUNDS</b>					
Unrestricted	50,182.52			50,182.52	58,320.25
Designated		11,145.06		11,145.06	26,062.65
Restricted			4,945.25	4,945.25	35,632.10
<b>TOTAL FUNDS</b>	<b>50,182.52</b>	<b>11,145.06</b>	<b>4,945.25</b>	<b>66,272.83</b>	<b>120,015.00</b>

Approved by the PCC on 7th April 2011 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.

Funds under the custodianship of the London Diocesan Fund (LDF)

#### **St Clement Maintenance Fund (Joint Maintenance Fund)**

This fund represents 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 has 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.

#### **St James's Tower Appeal**

This fund was set up to raise funds for the restoration of the tower of St James's church.

#### **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.

#### **Living Church Project**

This fund was provided by the Diocese to purchase audiovisual equipment for presentations.

**Other smaller funds arise from time to time as a result of special appeals (see Note 12)**

### 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.

# **St Clement Notting Dale and St James Norlands**

## **UNRESTRICTED DESIGNATED RESTRICTED**

	£	FUNDS £	FUNDS £	FUNDS £	2010 £	2009 £
<b>3. Costs of Generating Funds</b>						
Raffle					0.00	20.00
Summer Fair		619.03			619.03	641.93
		<u>619.03</u>	<u>0.00</u>	<u>0.00</u>	<u>619.03</u>	<u>661.93</u>
<b>4. Charitable Activities</b>						
Historic Churches Preservation Trust						
Churches Together in Notting Hill		35.00			35.00	35.00
Other Gifts		261.96			261.96	515.08
Notting Hill Parish Charity Committee		400.00			400.00	400.00
		<u>696.96</u>	<u>0.00</u>	<u>0.00</u>	<u>696.96</u>	<u>950.08</u>
<b>5. Church Activities</b>						
Ministry						
Diocesan Parish Share		54,000.00			54,000.00	54,000.00
Salaries Wages & Honoraria						
Associate Vicar	21,450.50			6,152.50	27,603.00	29,870.00
Youth Work				4,817.00	4,817.00	
Assistant Priest	4,506.68				4,506.68	3,519.64
Youth Work				1,000.00	1,000.00	
Youth Worker					0.00	17,869.23
Administrators (Note 10)	15,330.10				15,330.10	18,387.16
Organist's Fees	2,923.00				2,923.00	2,887.75
Other Wages & Fees	<u>661.99</u>	<u>44,872.27</u>			<u>661.99</u>	<u>1,159.52</u>
Expenses						
Clergy						
Travel & Transportation	13.00				13.00	50.70
Locum Fees	129.00				129.00	290.00
Recruitment Costs					0.00	897.00
Hospitality	<u>641.87</u>	<u>783.87</u>			<u>641.87</u>	<u>867.37</u>
Clergy House						
Clergy Expenses	1,500.00				1,500.00	1,800.00
Clergy House Repairs	11,646.16				11,646.16	441.63
Clergy House Gas, Water & Electricity	<u>509.92</u>	<u>13,656.08</u>			<u>509.92</u>	<u>2,696.70</u>
Assistant Staff						
Office Equipment under £500	1,564.30				1,564.30	104.25
Fixtures & Fittings under £500					0.00	347.73
Maintenance of Office Equipment	333.77				333.77	1,231.24
Computer Supplies	31.67				31.67	832.75
Telephone & Internet	554.37				554.37	1,240.75
Office Utilities	362.11				362.11	0.00
Office Catering	94.53				94.53	
Printing, Stationery & Postage	3,233.39				3,233.39	2,850.07
Travel & Transportation	316.04				316.04	178.50
Bank Charges	7.50				7.50	2.50
Training					0.00	445.90
Miscellaneous	<u>209.96</u>	<u>6,707.64</u>			<u>209.96</u>	<u>0.00</u>
Sunday School Expenses						
Youth Trip					0.00	890.85
Other					0.00	514.53
Church Running Expenses						
London Diocese: Share of Fees	714.00				714.00	603.00
Weddings	593.45				593.45	565.00
Sanctuary	811.60				811.60	1,106.76
Advertising	597.56				597.56	220.50
Cleaning	3,779.33				3,779.33	4,230.86
Alarm System	84.63				84.63	514.92
Insurance	6,436.35				6,436.35	6,347.85
Fixtures & Fittings under £500					0.00	83.94
Minor Equipment under £500	604.16				604.16	
Depreciation of Fittings & Equipment	105.00				105.00	105.00
Equipment Repairs and Maintenance	4,024.91				4,024.91	896.45
Church Repairs & Maintenance	5,118.60				5,118.60	1,669.14
Organ Repairs & Maintenance	438.35				438.35	50.00
Garden	<u>510.00</u>	<u>23,817.94</u>			<u>510.00</u>	<u>350.00</u>
Church Utility Bills						
Gas	9,886.43				9,886.43	9,149.81
Electricity	5,257.04				5,257.04	13,102.66
Water	<u>1,413.74</u>	<u>16,557.21</u>			<u>1,413.74</u>	<u>469.17</u>
		<u>160,395.01</u>	<u>0.00</u>	<u>11,969.50</u>	<u>172,364.51</u>	<u>182,840.83</u>

**St Clement Notting Dale and St James Norlands**  
**UNRESTRICTED DESIGNATED RESTRICTED**

	<b>FUNDS</b>	<b>FUNDS</b>	<b>FUNDS</b>	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>6. Governance</b>					
Examination of Accounts					
<b>7. Major Capital Expenditure</b>					
Church Roof	3,003.30			3,003.30	
Major Repair: St James's Tower	6,347.56		42,279.10	48,626.66	13,987.65
	<u>9,350.86</u>	<u>0.00</u>	<u>42,279.10</u>	<u>51,629.96</u>	<u>13,987.65</u>

**8. Tangible Fixed Assets**

	<b>UNRESTRICTED FUNDS</b>	<b>TOTAL</b>
	<b>£</b>	<b>£</b>
Cost at 1 January 2010	11,569.00	11,569.00
Additions	0.00	0.00
Disposals	<u>0.00</u>	<u>0.00</u>
Cost at 31 December 2010	<u>11,569.00</u>	<u>11,569.00</u>
Accumulated Depreciation at 1 January 2010	10,937.00	10,937.00
Charge for the Year	105.00	105.00
Disposals	<u>0.00</u>	<u>0.00</u>
Accumulated Depreciation at 31 December 2010	<u>11,042.00</u>	<u>11,042.00</u>
Net Book Value at 1 January 2010	737.00	737.00
Net Book Value at 31 December 2010	<u>527.00</u>	<u>527.00</u>

**9. Investment (at market value)**

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
M&G Charifund (Equities Investment Fund for Charities)		
1519 Units M&G Charifund: Income	<u>17,479.89</u>	<u>16,286.72</u>

**10. Employees**

The PCC has two part time employees engaged on administration.  
In 2009 the PCC also employed a Youth Worker. The employees are paid by the Community Project which is reimbursed by the PCC.

<b>2010</b>	<b>2009</b>
<b>£</b>	<b>£</b>
<u>15,330.10</u>	<u>36,256.39</u>

**11. Trustees Remuneration**

One Trustee received remuneration of £643.00 (2009 £647.75) for services as organist.

**12. Movements on Funds**

	<b>Balances at 1.1.10</b>	<b>Income</b>	<b>Interest</b>	<b>Total Incoming</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>Balances at 31.12.10</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Designated</b>							
St Clements Maintenance	6,963.62		35.27	35.27			6,998.89
St Mark's Hall	19,099.03		47.14	47.14		-15,000.00	4,146.17
<b>Total Designated</b>	<u>26,062.65</u>		<u>82.41</u>	<u>82.41</u>		<u>-15,000.00</u>	<u>11,145.06</u>
<b>Restricted</b>							
Additional Ministry Fund	0.00	6,120.40		6,120.40	6,120.40		0.00
The Community Fund	6,310.53	312.50		312.50		-2,500.00	4,123.03
St James's Tower Appeal	28,499.35	13,779.75		13,779.75	42,279.10		0.00
Youth Work	0.00	3,317.00		3,317.00	5,817.00	2,500.00	0.00
Christmas Present Fund	49.64			0.00			49.64
Hope Centre Kisii, Kenya	772.58			0.00			772.58
Other Restricted	0.00			0.00			0.00
<b>Total Restricted</b>	<u>35,632.10</u>	<u>23,529.65</u>		<u>23,529.65</u>	<u>54,216.50</u>	<u>0.00</u>	<u>4,945.25</u>

## **St Clement Notting Dale and St James Norlands**

### **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 2010, which are set out on pages 1 to 5, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of 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.43(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.43(7)(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.

#### **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 41 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

April 2011