



"To win people for Christ and to build them up in Christ."  
[www.stjameschorley.org](http://www.stjameschorley.org) Registered Charity No. 1130725

# **Annual Report, Financial Statements and Accounts 2012**

**St James' Church  
Brooke Street  
Chorley  
PR6 0NA**

## 1. Annual Report

### 1.1 Administrative Information

St James' Church is one of five Church of England parishes covering the market town of Chorley in Lancashire and within the Diocese of Blackburn.

Correspondence address: St James' Vicarage, St James' Place, Chorley, PR6 0NA.

The Parochial Church Council (PCC) is a charity registered with the Charity Commission.

PCC members who have served .....

Incumbent	Revd David Phillips	Chairman
Readers	Joyce Ashton Sylvia Bouskill Pat Gore Fred Howarth (until 22/4/12) Phil Parker	
Wardens	Alison Norcross Alastair Phillips	Vice chairman
Deanery Synod Representatives	Michael Waddington (also elected to PCC) Joan Geddes (also elected to PCC & Secretary)	
Elected members	Glyn Bouskill Jean Brierley Marlene Gardiner (until 22/4/12) Phil Garrett Bill Geddes (until 22/4/12) Edna Gregson Claire Murray Caroline Waring Ken Whitfield	
Co-opted member	Sara Tinsley Bill Waller (from 5/9/12)	Treasurer

### 1.2 Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

The Church, churchyard and parsonage are benefice property and therefore do not form part of the assets of the Church Council. Likewise assets which are covered by faculty legislation, such as the communion silver, are not considered assets of the PCC. Nevertheless the PCC has a duty to maintain and safeguard the Church, churchyard and other assets. Care of the parsonage mainly falls to the Diocesan Parsonages Board.

The Church has no full-time employees but it does have a full-time Vicar who is Incumbent under Common Tenure.

The PCC met 6 times during the year plus a Saturday away day. The Standing Committee is authorised to conduct business if necessary but met only once in 2012. Ad hoc groups are created as necessary and this happened both before and after the away day.

For a number years the PCC has appointed a number of people as Coordinators for various areas of the ministry and mission of the church. These roles have been slowly revised and new role-descriptions have been adopted or are being worked on. There were some new appointments but also some ongoing vacancies.

The PCC has also worked on various policies and wherever possible the policies, vision document and role

descriptions are put on the Church website. A list of all the PCC members and the names of the coordinators, together with some other roles, is also given on the website.

### 1.3 Objectives and activities

St James' PCC has the responsibility of co-operating with the incumbent in maintaining Christian worship, proclaiming the gospel of Christ, and seeking to minister to all within the congregation and parish. This is summarized in the churches aim "to win people for Christ and to build them up in Christ."

The Church Council held an away-day towards the end of the year and produced a revised Vision Document which was formally adopted at the first PCC meeting of 2013.

#### To win people for Christ

Our aim is to be a Church

- praying that the Lord would open the hearts of many to believe;
- equipping and enthusing one another to share our faith ;
- having regular evangelistic activities;
- showing compassion to the community around us;
- publicising both the message of the gospel and the work of the Church.

#### To build people up in Christ

Our aim is to enable people of all ages, abilities and backgrounds, to grow in the grace and joy of Christ and become mature Christians. The following are therefore part of our work as a Church and our goal as individuals.

Prayer :	Encouraging prayer for all areas of our work, and seeing regular prayer as a mark of mature faith.
Teaching :	Teaching the Bible so that people will grow in understanding and be stirred up in faith.
Worship :	Enabling worship to be uplifting and God-focussed.
Gifts :	Identifying and enabling people to use the gifts God has given them in His service.
Leadership :	Training people to be leaders in various areas of ministry.
Service :	Loving our neighbours and doing good to all.
Fellowship :	Living as a family and household of faith.
Obedience :	Being faithful to Christ, regardless of the cost.
Pastoral Care :	Caring for one another and especially for those in particular need.
Family life :	That whatever our circumstances, our home life would be honouring to Christ.
Workplace :	Seeing work as part of our Christian service, to be done to the praise and glory of God.

The PCC also identified a number of strengths which need to be sustained and a number of weaknesses to address over the coming few years. Four particular priorities were established and small groups delegated to pursue them:

Prayer, Serving the Community, Nurturing and Communications.

### 1.4 Achievements and performance

The following headings below are taken from the various goals, aims and objectives listed above.

**Outreach** - many aspects of the Church's ministry are directed towards outreach in terms of spreading the message of the gospel of Christ. Some individuals are also active in sharing their faith with others. The Walking Day provided a good opportunity to witness to the community through conversations, literature and short messages. It is planned to build on this during 2013 in accordance with the Vision Document.

**Publicity** - a weekly notice sheet is produced, the church website has continued to be developed and is updated most weeks. Cards were put through the doors of all the houses in the parish prior to Easter and Christmas and church events are advertised via the schools newsletter. The new parish magazine has been irregular during the course of the year. Communications is one of the specific where improvement is needed and the PCC would like to find someone to act as Communications Coordinator.

**Preaching** - preaching and teaching are an important part of the ongoing ministry of the Church. The main Sunday morning teaching during the year included the Gospel of Matthew, Romans chapters 12 & 13, and an overview of the Old Testament. The number of midweek study groups increased to five with a further fortnightly group. Altogether there were over fifty people in the study groups. The format of evening services held jointly with Heapey and Withnell with more in depth teaching has continued although attendance is low.

**Prayer** - the vacant role of Prayer Coordinator was filled and this has helped the development of the prayer life of the church. The church has a weekly prayer meeting, prayer chain, prayer diary, prayer partners, several individuals who lead prayer during services and a team of people available to pray after services. New impetus have been given to some of these and was developing further in 2013.

**Young People** - growing numbers of children on Sunday highlighted our lack of space in separate rooms. With outstanding debts we were unable to embark on further development and ideas to provide additional all came to nothing. The church was called to prayer for a morning in October and in the week following the offer Christ Church Central in Sheffield offered St James the loan of a double decker bus. The bus eventually arrived and began to be used in the new year. We thank God for this provision. The role of Youth and Children Coordinator was filled during the year and there have been changes in people leading groups and new people getting involved. There are now four separate groups meeting on a Sunday morning. Secondary age children also meet on a Wednesday meeting and primary children on a Friday all of which requires considerable input from dedicated leaders and helpers. A successful Holiday Club was held after Easter and a Wednesday morning parents and toddlers group began and has proved both popular and a good opportunity to build links and friendships. A monthly dad's and toddlers group began after the year end.

**Pastoral** - a small team of dedicated pastoral visitors ensure that the sick and housebound are visited on a regular basis and a monthly meeting is held at Eldon House, a sheltered housing unit in the parish. Attempts have been made to link with other residential units but with little progress by the end of the year. In addition to the Pastoral Coordinator a new Families Coordinator has been appointed by the PCC with the aim of encouraging the many families within and on the fringes of the Church fellowship.

**Community** - the links with the St James' school continued to be very fruitful and the PCC appointed governors have been very active in the life of the School. The Vicar leads worship in school once a week and the school meet in church once a term and attend various Sunday services. The links with St Michael's school have also been developed with the school holding their Education Sunday service at St James' and the new Vicar being involved in leading corporate worship.

Following discussion at one of the housegroups the idea of working with Christians Against Poverty was pursued and came to fruition in the new year. Other active areas of ministry include Help the Homeless Chores, Street Pastors and Stitches of Hope.

The PCC stuck to its plan of giving away 4% of its income in 2012 and agreed to increase this to 6% in 2013 most of which will be given to five particular areas of work.

**Worship** - there are two morning and one evening service on a Sunday. Attendance increased gently over the course of the year. The evening service and monthly mid-week Communion had both been restarted in 2011 and continued throughout the year. Average attendance at the early Book of Common Prayer service was 30 over the year. The later morning service is more contemporary particularly in music, which is led by the Music Group although retaining a liturgical structure. Excluding all special services average attendance over the year was 79 adults and 38 children. Many special services are held at the key festivals and for various other occasions and the late night service on Christmas Eve was reintroduced.

**Premises** – much effort has been put into keeping the building good repair and enhancing it in small ways, particular with a view to reducing drafts in winter. A Saturday morning workparty was held in the spring and will be repeated. A team of volunteers ensure that the Church is cleaned each week and the church grounds are well maintained by our volunteer gardener. Responsibility for the maintenance of the Vicarage rests with the Diocese and the Vicar.

The PCC has sought to take forward the development of the building by work on the toilets but a desire to find someone to spearhead this, including fundraising, has not been fulfilled. At the end of the year there were loans

outstanding on previous work. The PCC will need to invite people to continue to give to pay off these loans beyond 2013.

**Finances** - the unrestricted income during 2012 was almost £9,000 higher than the previous year and a similar amount above the unrestricted expenditure for which we give thanks to God not least because we recognise that many people are living through a difficult time financially. We were grateful to all the members of the congregation who continued to support the work of the Church and who responded to the giving review in the summer. The improved finances also enabled the PCC to have a level of reserves sufficient to cover variations in cash flow in 2013. Again, trusting in God's provision, we have set a deficit budget for 2013, albeit the PCC believes a responsible one.

**Nurture leaders** - many people are involved in leadership within the life of the Church in a wide range of roles. There has been some formal training but we recognise that this continues to be an area that needs further work. The Lent Groups before Easter were deliberately different in make up to the normal weekly Bible study groups and enabled other people to lead whilst the regular group leaders had a rest.

## **2. Financial Review and Accounts**

2012 saw a small decrease in our overall income, compared to 2011, with some areas of our income decreasing and others increasing. The PCC had set a negative budget and through tight control of our expenditure and answer to prayers we did finish the year with a positive balance. In fact, this is the first time in the five years since I became Treasurer that we have paid all our invoices, including Parish Share, in full and on time. This is a huge achievement and a great relief.

However, we cannot afford to be complacent as St James' is still in much debt. We owe £29,488 in interest free loans that were made by members of the congregation to enable us to complete the first stage of Project Two:20. Nothing at all was repaid in 2012 in respect of these loans. In addition, there is the debt in respect of the diocesan loan; the amount outstanding at the end of 2012 was £19,479 plus interest. Additionally, the PCC have again had no option but to set another negative budget for 2013.

As most of you are aware we rely totally on donations, gift aid and our small number of fundraising events to keep St James' running financially. We do not receive any financial help from the Diocese and have to in fact pay them an annual amount of Parish Share. This makes budgeting very hard and the idea behind the finance packs that were issued in 2012 was to try to help in this process, but for whatever reason the response was very limited.

It wouldn't be a Treasurer's report unless I mentioned Gift Aid. I cannot stress enough how important Gift Aid is to us. It is literally the difference between us paying our bills and not. If you are a tax payer please could you prayerfully consider gift aiding your donations. There are a number of ways that this can be done and if you need any information please let me know. Details of all giving are of course confidential.

Finally, my thanks go out to those who support and help me with the church finances. I know I say it every year but I honestly couldn't do it without you all! A special thank you goes to Fred and Mavis Howarth, Edna Gregson, Sheila Anderton and Donna-Marie Crossen. I would also like to thank Bill Waller who has stepped forward and been appointed as Financial Co-ordinator. Bill is taking over many of the day-to-day queries and issues regarding church finance. I am very grateful for the support that he has already given me in the relatively short time that he has been at work in his role.

With thanks,  
Sara Tinsley, Treasurer

## **3. Reserves Policy**

The PCC have agreed that, when finances permit, it should have a reserves policy of an amount necessary to cover 1 month's bills.

**Parochial Church Council of St James, Chorley**  
**Statement of Financial Activities**  
For the year ending 31 December 2012

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds	Note
<b>Incoming resources</b>						
Voluntary income	68,570	20,593	0	89,163	86,193	2a
Activities for generating funds	5,283	112	0	5,395	10,526	2b
Investment income	19	27	0	46	42	2c
Church Activities	3,567	0	0	3,567	4,491	2d
Other incoming resources	321	1,660	0	1,981	5,056	2e
<b>Total incoming resources</b>	<b>77,760</b>	<b>22,392</b>	<b>0</b>	<b>100,152</b>	<b>106,305</b>	
<b>Resources used</b>						
Costs of generating voluntary income	1,072	99	0	1,171	930	3b
Fundraising trading: cost of goods sold and other costs	1,503	0	0	1,503	1,091	3c
Church activities	66,989	18,314	0	85,303	113,271	3a
<b>Total resources expended</b>	<b>69,564</b>	<b>18,413</b>	<b>0</b>	<b>87,977</b>	<b>115,292</b>	
<b>Net incoming / outgoing resources before transfer</b>	<b>8,196</b>	<b>3,979</b>	<b>0</b>	<b>12,175</b>	<b>(8,987)</b>	
<b>Transfers</b>						
Gross transfers between funds - in	0	190	0	190	220	
Gross transfers between funds - out	(190)	0	0	(190)	(220)	4
<b>Net incoming before other gains and losses</b>	<b>8,006</b>	<b>4,169</b>	<b>0</b>	<b>12,175</b>	<b>(8,987)</b>	
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	0	0	0	0	0	
Gains on revaluation of fixed assets for charity's own	0	0	0	0	0	
<b>Net movement in funds</b>	<b>8,006</b>	<b>4,169</b>	<b>0</b>	<b>12,175</b>	<b>(8,987)</b>	
<b>Balances b/fwd 1 January</b>	<b>4,297</b>	<b>21,859</b>	<b>0</b>	<b>26,156</b>	<b>35,143</b>	
<b>Balances c/fwd 31 December</b>	<b>12,303</b>	<b>26,028</b>	<b>0</b>	<b>38,331</b>	<b>26,156</b>	

The notes on pages 3 to 6 form part of this account.

# Parochial Church Council of St James, Chorley

## Balance Sheet as at 31 December 2012

			2012	2011	Note
<b>Fixed assets</b>					
1007	3.5% War Stk		100.00	100.00	5
1008	2.5% Cons Stk		100.00	100.00	
1009	3.5% War Stk		300.00	300.00	
	Total Fixed assets		500.00	500.00	
<b>Current assets</b>					
1001	Deposit Account		8,569	2,183	
1002	Current Account		4,884	4,551	
1004	Deposit Fund held by DBF		2,048	2,029	
1010	Youth Account		8,190	6,433	
1013	Fabric Fund Account		15,498	14,304	
1014	The Crew's Petty Cash		100	0	
1015	Toddler Group Float		10	0	
Z05	Accounts Receivable		107	538	6
	Total Current assets		39,406	30,038	
<b>Liabilities</b>					
Z04	Accounts Payable		1,575	4,382	7
	Total Liabilities		1,575	4,382	
	Net Asset surplus (deficit)		38,331	26,156	
<b>Parish funds</b>					
	Unrestricted		12,303	4,297	
	Designated		0	0	
	Restricted		26,028	21,859	
	Endowment		0	0	
	Total		38,331	26,156	

Approved by the Parochial Church Council on 20<sup>th</sup> March 2013 and signed on its behalf by

Rev'd David Phillips (PCC chairman and incumbent).



The notes on pages 3 to 6 form part of these accounts<sup>1</sup>.

# Notes to the Financial Statements

## For the year ended 31 December 2012

### 1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

#### Funds

*Endowment funds* are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

*Restricted funds* represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted gross.

#### Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

#### Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with 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 inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Investments are valued at market value at 31 December.



# Parochial Church Council of St James, Chorley

## Notes to the Financial Statements for the year ended 31 December 2012

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>2. Incoming resources</b>						
<b>2a. Voluntary income</b>						
Envelopes	11,641	0	0	0	11,641	10,794
Standing Orders	30,629	0	15,365	0	45,994	41,320
Loose Coin	8,306	0	0	0	8,306	7,104
Donations	7,959	0	1,549	0	9,508	12,789
Tax Recoverable	10,035	0	3,679	0	13,714	14,183
<b>Voluntary income Sub-totals</b>	<b>68,570</b>	<b>0</b>	<b>20,593</b>	<b>0</b>	<b>89,163</b>	<b>86,190</b>
<b>2b. Activities for generating funds</b>						
Special Events	5,283	0	112	0	5,395	10,526
<b>Activities for generating funds Sub-totals</b>	<b>5,283</b>	<b>0</b>	<b>112</b>	<b>0</b>	<b>5,395</b>	<b>10,526</b>
<b>2c. Investment income</b>						
Interest	19	0	27	0	46	42
<b>Investment income Sub-totals</b>	<b>19</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>46</b>	<b>42</b>
<b>2d. Incoming resources from church activities</b>						
Fees	3,342	0	0	0	3,342	4,355
Coffee Donations	225	0	0	0	225	136
<b>Incoming resources from charitable activities Sub-totals</b>	<b>3,567</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,567</b>	<b>4,491</b>
<b>2e. Other incoming resources</b>						
Other	321	0	1,660	0	1,981	5,056
<b>Other incoming resources Sub-totals</b>	<b>321</b>	<b>0</b>	<b>1,660</b>	<b>0</b>	<b>1,981</b>	<b>2,520</b>
<b>Total Incoming Resources</b>	<b>77,760</b>	<b>0</b>	<b>22,392</b>	<b>0</b>	<b>100,152</b>	<b>106,305</b>

# Parochial Church Council of St James, Chorley

## Notes to the Financial Statements for the year ended 31 December 2012

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>3. Resources used</b>						
<b>3b. Costs of generating voluntary income</b>						
Printing and Publishing Costs	1,072	0	99	0	1,171	930
<b>Costs of generating voluntary income Sub-totals</b>	<b>1,072</b>	<b>0</b>	<b>99</b>	<b>0</b>	<b>1,171</b>	<b>930</b>
<b>3c. Fundraising costs</b>						
Special Events	1,106	0	0	0	1,106	628
Tea & Coffee	397	0	0	0	397	463
<b>Fundraising costs Sub-totals</b>	<b>1,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,503</b>	<b>1,091</b>
<b>3a. Church activities</b>						
Parish share	43,770	0	0	0	43,770	45,207
Staff Expenses	1,995	0	0	0	1,995	808
Utilities	5,408	0	0	0	5,408	3,680
Other Expenditure	5,556	0	393	0	5,949	9,515
The Vicarage	3,054	0	0	0	3,054	2,290
Training	432	0	0	0	432	75
Charitable Giving	2,150	0	0	0	2,150	1,570
Barchester/St Michaels Fees	430	0	0	0	430	440
Building	3,375	0	14,494	0	17,869	44,930
Worship Expenses	808	0	0	0	808	2,623
Youth and Children's Work	11	0	3,427	0	3,438	2,133
<b>Church activities Sub-totals</b>	<b>66,989</b>	<b>0</b>	<b>18,314</b>	<b>0</b>	<b>85,303</b>	<b>113,271</b>
<b>Total Resources Expended</b>	<b>69,564</b>	<b>0</b>	<b>18,413</b>	<b>0</b>	<b>87,977</b>	<b>115,292</b>

**Parochial Church Council of St James, Chorley**  
**Notes to the Financial Statements for the year ended 31 December 2012**

**4. Transfers**

Transfers have occurred between funds where invoices have been paid one fund and then repaid by the relevant fund.

**5. Fixed assets**

Investments: Total Fixed Assets	500
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**6. Debtors**

Prepayments	107
	107

Prepayments are in respect of payments made in 2012 but relate to 2013.

**7. Liabilities**

Creditors: Amounts falling due in one year	1,575
	1,575

Liabilities are in respect of invoices received 2013 relating to 2012.

**8 Funds**

The restricted funds comprise the Youth and Children's Ministry Fund, Fabric Fund, and Flower Fund.

Fund movements	Opening Balance 2012	Incoming Resources	Resources Expended	Closing Balance 2012
Youth and Children's	6,433	5,297	3,430	8,300
Fabric	16,333	16,832	15,620	17,546
Flower	122	453	393	182

**9 Analysis of Net Assets by Funds**

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2012
Tangible Fixed Assets	0	0	0	0
Investment Fixed Assets	500	0	0	500
Current Assets	13,378	26,028	0	39,406
Liabilities	(1,575)	0	0	(1,575)
Net Asset Surplus	12,303	26,028	0	38,331

## **Independent examiner's report to the PCC of St James, Chorley**

This report on the financial statements of the PCC for the year ended 31<sup>st</sup> December 2012, which are set out on pages 1 and 2, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulation') and s.43 of the Charities Act 1993 ('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 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 41 of the Act; and
  - to prepare financial statement, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met.
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ms E Bell  
Bellshire Accountancy, 23-27 Bolton Road, Chorley PR7 3AA  
25 February 2013