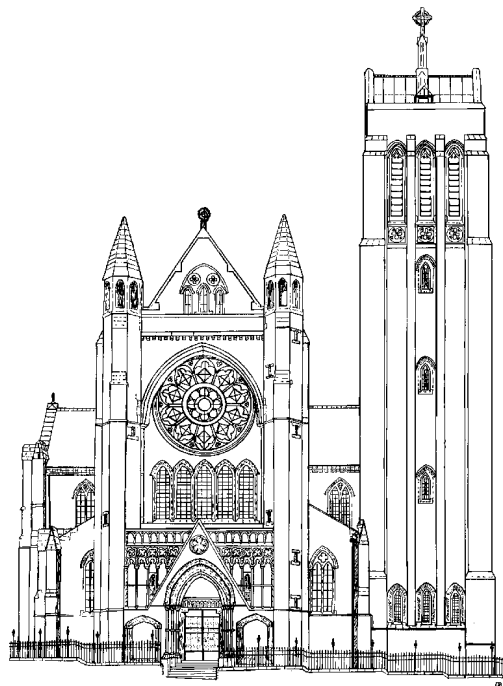


**Parochial Church Council
of the Ecclesiastical Parish of
St Alban and St Patrick
Highgate, Birmingham B12 0YH**

Registered Charity Number 1169941



***ANNUAL REPORT & STATEMENT
OF FINANCIAL ACTIVITIES***

**For the Year Ended
31st December 2016**

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Annual Report for 2016 of the Parochial Church Council of the Ecclesiastical Parish of St. Alban & St. Patrick, Highgate, Birmingham Registered Charity Number 1169941

Introduction – Responsibilities of the PCC

In compliance with the Parochial Church Councils (Powers) Measure 1956 as amended, the Parochial Church Council (PCC) co-operates with the Incumbent or Priest-in-Charge (when there is one; currently the parish is in interregnum following the resignation of Fr Nicholas lo Polito with effect from 19th June 2016) to promote the whole mission of the Church in the ecclesiastical parish, taking note of the Charity Commission's guidance on public benefit for charities for the advancement of religion. It is also governed by the Church Representation Rules in Schedule 3 to the Synodical Government Measure 1969 as amended. It is responsible for proper maintenance of the Parish Church of St. Alban the Martyr, a Grade II* listed building (ID 1290539) opened in 1881 and the adjoining St. Patrick's Room church hall added in 1984. The parish boundary runs clockwise from the junction of Alcester Street and High Street Deritend along High Street Bordesley, Camp Hill, Old Camp Hill, Stratford Place, Highgate Middleway, Belgrave Middleway, Sherlock Street, Macdonald Street, Rea Street South, Moseley Street and Alcester Street back to High Street Deritend.

Membership of the PCC

Membership of the PCC may be *ex officio*, through election by the Annual Parochial Church Meeting (APCM) or through co-option by the PCC.

The Incumbent or Priest-in-Charge is a member and chairman *ex officio*. Any other clergy, lay workers or readers licensed to the parish would also be members *ex officio*, but there were none in 2016.

Two churchwardens, elected annually at the Vestry Meeting that precedes the APCM, but serving from the Archdeacon's Visitation (held on 25th May in 2016) are *ex officio* members of the PCC.

Deanery Synod members, elected every third year at the APCM to serve for three years, are *ex officio* members of the PCC, as would be any lay members of Diocesan Synod or General Synod who are on the Electoral Roll.

By a resolution of the 2013 APCM, since 2014 up to three members have been elected each year to serve for three years (previously up to four members were elected each year). Three is also the default number under the Church Representation Rules for an electoral roll of between 51 and 100; the roll was 63 at the 2016 APCM. As well as these elected lay members, a PCC of this size is entitled to co-opt two members to serve until the next APCM.

Members serving ex officio during 2016:

Priest-in-Charge: Fr Dr Nicholas lo Polito (until 19th June)

Warden: Edward Fellows (to 25th May 2016)

Warden: Fay Wilson (whole year; re-elected)

Warden: Christopher Smith (from 25th May 2016)

Deanery Synod: Amanda Cadman (to APCM 2017)

Deanery Synod: Christopher Smith (to APCM 2017)

Directly elected members serving during 2016:

Elected at 2013 APCM to serve to 2016 APCM:

Peter Baird – retired 24th April 2016

Andrew Harvey – co-opted 27th April 2016

Rachel Smith – re-elected 24th April 2016

Elected at 2014 APCM to serve to 2017 APCM:

Harry Daniels

Peter Marsh

Barry Selwood

Elected at 2015 APCM to serve to 2018 APCM:

Janice Davies

Maureen Fellows

Elizabeth Wycherley

Elected at 2016 APCM to serve to 2019 APCM:

Peter Bould – from 24th April 2016

Rachel Smith – re-elected

Stephen Wycherley – previously Warden Emeritus

Co-opted members serving during 2016:

Dennis Clark (*Warden Emeritus; until APCM 2016*)

Mary Goodman (*Warden Emerita; until APCM 2016*)

Leona Bramble (co-opted 27 April 2016)

Andrew Harvey (co-opted 27 April 2016)

Attending, but not members:

Former churchwardens Dennis Clark, Edward Fellows and Mary Goodman and paid part-time Verger Maggie Tucker also attend and speak at meetings of the PCC, but are not members with the duties and voting rights of charitable trustees.

Officers:

Chair: Until 19th June 2016 Fr Dr Nicholas lo Polito
Acting Chair from 20th July 2016 Fay Wilson

Deputy Chair: Until 25th May 2016 Edward Fellows
From 20th July 2016 Fay Wilson

Secretary: Andrew Harvey

Electoral Roll Officer: Mary Goodman

Treasurer: Until 27th April 2016 Christopher Smith
From 27th April 2016 Peter Bould

Parish Safeguarding Coordinator: Peter Marsh

PCC Meetings

The PCC held six regular meetings, numbered 462 to 467, during the year, with an average attendance of 84%, and a “section 11” meeting with the Archdeacon following the resignation of Fr Nicholas.

PCC Committees:

Standing Committee

The PCC is required to have a standing committee of at least five members. This committee can transact PCC business between full meetings, subject to directions from the PCC. The members during 2016 were:

Fr Nicholas lo Polito (until 19th June)
Edward Fellows (until 25th May)
Fay Wilson (Warden)
Andrew Harvey (Secretary)
Christopher Smith (Treasurer/Warden)
Peter Bould (from 27th April) (Treasurer)
Stephen Wycherley (from 20th July)

Before the interregnum the Standing Committee met in advance of each PCC meeting to prepare the agenda; during the interregnum it is meeting monthly.

Restoration and Maintenance Task Group

This Task Group was reformed in June 2016 from the previous Building Committee, with a remit to supervise the roofing and ground work described later in this report, apply for grants for to complete the reroofing of the church, plan for regular maintenance and apply for diocesan faculties as necessary for the work. The members in 2016 were:

Christopher Smith (Warden; Chair of Committee)
Peter Bould (Treasurer)
Barry Selwood
Fay Wilson (Warden)

Other Parochial Bodies:

Although not committees formally appointed by the PCC, the following groups include members of the PCC and deliver reports to the PCC as appropriate.

Ecumenical Committee

Chaired by Rachel Smith, this group relates to other local Christian Churches, particularly Highgate Baptist Church in Conybere Street.

Liturgical Committee

This group meets to plan the calendar of services and discuss any issues relating to liturgy. Those attending in 2016 included: Fr Nicholas lo Polito (until 19th June), Director of Music Graeme Martin, Head Server Dennis Clark, acting Sacristan Christopher Smith and Choir member Edward Fellows.

Children and Young People Committee

Formed in 2016 in response to the growing number of children attending, this group addresses issues to do with the Children’s Sunday Club and the appropriate participation of the children in the liturgy. Chaired by Fay Wilson, participants include Sunday Club Leader Leona Bramble, Parish Safeguarding Co-ordinator

Peter Marsh, Verger Maggie Tucker, PCC member Amanda Cadman, and local parent Negash Mebrahtu.

St. Alban's Church Printing Unit

Operated by Edward and Maureen Fellows, and also known as the Litho Unit (although it longer uses litho technology), the Unit prints our parish magazine and other items for the PCC. It also prints one bimonthly and three monthly magazines for other churches, and a quarterly magazine. During the year, the Unit contributed £2,000 to the General Fund from its profits from external work, as well as increasing the reserves in the designated Printing Fund.

Friends of St. Alban's and St. Patrick's

Chaired by Amanda Cadman, the Friends had 50 members with various connections to the parish at the end of 2016; (19 on the electoral roll). In 2016 the Friends held two fund-raising social evenings and paid half the cost of a free lunch on St. Alban’s Day.

Safeguarding Children and Vulnerable Adults

In June 2015 the PCC adopted an updated policy for the protection of vulnerable adults and in September 2015 a revised Child Protection Policy. Peter Marsh is Parish Safeguarding Children Coordinator; Dianne Wainwright is Adult Safeguarding Officer; Fay Wilson is Children’s Advocate and Rachel Smith is Parish Identity Verifier.

Risk Management Policy

Because the PCC’s gross income is below £250,000 it need not adopt formal risk management strategies.

Parish Statistics

Estimates based on the 2011 census figures show a parish population of about 4,500 of whom 32% said they were Christian, 38% Muslim and 5% declared other religions. 70% of the parish population were of Minority Ethnic Background; 40% were born outside the UK; 28% had a main language other than English.

The Church Electoral Roll at the 2016 APCM had 63 members of whom 8 lived in the parish Since the 2015 APCM 5 new members had been added.

The Worshipping Community – those attending at least monthly – was assessed as 64 in December 2016 (2015, 68; 2014, 64; 2013, 57; 2012, 49), with 10 under 10, 3 aged 11–17, 31 aged 18–69 and 20 aged 70 or over.

The pattern of services remained unchanged in 2016: Sunday sung Mass at 10:00 a.m. and weekday said Masses on Thursday at 12:30 p.m. and Saturday at 9:00 a.m. followed by breakfast. Multi-Faith Services for year groups from St Alban's Academy were held on Friday mornings during term time until Fr Nicholas left.

Average attendance at Mass on normal Sundays in 2016 was 38 adults and 8 children (2015, 43 adults and 7 children; 2014, 42 adults and 3 children; 2013, 37 adults and 2 children; 2012, 34 adults and 1 child). Two funerals were held in the church during 2016; there were four baptisms, two confirmations, one wedding and no blessings after a civil ceremony or services of thanksgiving after the birth of a child.

Departure of Priest-in-Charge and Interregnum

On Sunday 13th March, Fr Dr Nicolas Io Polito, who held a combined post as Priest-in-Charge of the parish and Chaplain at the nearby St. Alban's Academy, announced that he would be leaving on 19th June to take up a post as Priest-in-Charge of the parish of St Martin's and All Souls' in Leeds.

At the "section 11" meeting held on 15th June, the Church Wardens, Fay Wilson and Christopher Smith, were appointed as Parish Representatives in the process for the appointment of a new Parish Priest.

Suspension of presentation to the benefice was lifted by the Bishop of Birmingham and the combined post of Incumbent of St Alban's and Chaplain at the Academy was advertised by Patrons Keble College in September resulted in no applicants considered suitable by Keble College, patrons of the living (and a further advertisement in February 2017 resulted in no new applicants).

During the interregnum after the departure of Fr Nicholas services have been conducted by various clergy, notably Fr Dr Andrew Lenox-Conynham (retired Vicar of St Luke's, Great Colmore Street), Fr Percil Cadogan (retired Priest-in-Charge of St Benedict's, Bordesley) and Fr Roger Sheppard (Priest-in-Charge of St Benedict's, Bordesley).

Registration with the Charity Commission

Previously, the Parochial Church Council operated as an 'excepted' charity – one that is recognised as having charitable status without having to be registered with the Charity Commission. This status used to apply to all Church of England Parochial Church Councils, but, since 1st October 2008, PCCs with gross annual income over £100,000 have been required to register with the Charity Commission. In 2015 the income of the PCC was £140,338 (including a legacy of £57,677) and grant income of over £100,000 from the Heritage Lottery Fund towards the first phase of roof renewal ensured that it would again exceed the threshold in 2016. As a result of this, the PCC was required to register, and became Registered Charity Number 1169941 on 28th October 2016, with the full title *The Parochial Church Council of the Ecclesiastical Parish of St Alban and St Patrick, Highgate, Birmingham* and the working title *St Alban's PCC, Highgate, Birmingham*. The governing documents of the PCC, the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules that came into force on 2nd January 1957 as amended by the Synodical Government Measure 1969, were not changed by registration, nor were the duties of members of the PCC, but their existing implicit status as charitable trustees was made explicit and their details had to be registered with the Charity Commission.

Church Building and Contents

Following a quinquennial inspection in May 2014, priorities for the PCC were reroofing, lowering external ground levels to reduce damp at the east end, and a more effective heating system.

In 2016 the new inspecting architect Richard Lamb conducted a supplementary inspection and prepared a list of repair and maintenance tasks.

Water Damage to the Organ

In June 2016 exceptionally intense rain washed debris from the high roof, blocking the drain in a gully above the organ loft. The gully flooded, overflowing through the roof into the organ case damaging the Trombone and Bourdon Pedal stops. Further flooding was averted by the action of the late Barry Selwood, who unblocked this drain before another bout of extremely intense rainfall. The repair work, scheduled for May 2017, will be covered by insurance.

Partial Renewal of the Church Roof

Between July and September 2016 the roofs of the South Transept, St Patrick's Chapel, the Ambulatory at the east end and the Organ Loft were renewed. This represents about 20% of the area of roof in need of renewal. The old tiles, which were not nailed and were easily displaced by the wind, were replaced with nailed tiles on new battens over modern breathable membrane and the associated lead-work was renewed. At the same time the drain in the gully above the organ loft was replaced by a chute through the parapet wall to prevent any possibility of further flooding due to blockage by debris.

Holding repairs were also carried out to the south side of the Nave roof and the South Aisle roof using a giant cherry picker, while a hole in the north side of the Nave roof, which could not be reached using the cherry picker, was patched by steeplejacks.

The cost of £123,276 was funded by a grant of £84,700 from the Heritage Lottery Fund Listed Places of Worship: Roof Repair Fund, £21,545 VAT refund through the Listed Places of Worship Grant Scheme and £18,031 from the PCC's Restoration Fund.

A Change of Church Architect

During the year, inspecting architect Derek Latham of Derek Latham & Co. Limited retired and experienced heritage architect Richard Lamb of Hook Mason Ltd. was appointed inspecting architect in his stead.

Ground Works to Remedy Damp at the East End

During 2016 work was begun to lower the ground level and install a French Drain around the apse at the east end of the church and alongside St Patrick's Chapel to address the issue of damp inside the church. During this work it was found that the common sewer from St Patrick's Room had been crushed and partially blocked during the construction of the foundation for the new building in 1984 and that roots from bushes had blocked a drain carrying rainwater from the roof to the main sewer. These problems were remedied and two new inspection chambers created. At the same time the old lead water main, exposed by the excavation, was replaced with modern plastic piping.

Although this work was not completed until 2017 the balance of the contracted cost has been accrued in the financial statements for 2016. About £10,930 VAT is reclaimable under the Listed Places of Worship Grant Scheme and the remaining £55,730 of the

expected cost of £66,660 is being funded from the unrestricted bequest of John Taylor, received in 2006 and designated by the PCC for church restoration.

Church Heating System

During the year no progress was made towards improving the heating system. The unrestricted bequest of the late Jean Gardner received in 2015 remains designated by the PCC for this purpose.

Available Reserves for Church Restoration

At the start of 2016 £202,766 was available from reserves to spend on the church buildings (£61,961 Restoration Fund, £83,051 J Taylor bequest, £57,764 J Gardner bequest). At the end this was reduced to £130,932 (£49,612 Restoration Fund, £23,225 J Taylor Bequest and £58,095 J Gardner Bequest).

St Patrick's Room

During the year St Patrick's Room, the church hall, was used for PCC meetings, for Friends' events and for refreshments after services, on Heritage Open Days and in association with four free concerts in the church given by students of the Birmingham Conservatoire and the visit of Birmingham Bach Society for their Service of Nine Lessons and Carols. From October the hall has been used for fortnightly meeting of the Birmingham Anglo-French Society. The church and hall were also hired three times for music recording sessions.

Social Initiatives

The United Highgate Food Bank stores dry and tinned food donated or purchased from grants and donations in the South Porch; church members prepare and distribute food bags for about 25 people each week.

The PCC provides financial support for free community lunches at Stanhope Hall in the parish. It supports youth work at Stanhope Hall through grants to the PCC from the Grantham Yorke Trust in 2014 and the St Patrick Fund of connected charity the Trustees of St Alban's School in 2015 and 2016.

In 2016 the PCC took part in the Birmingham Churches Night-Shelter with Stanhope Hall Community Centre and also supported the Night Shelter through collections at the Christmas services.

Expiry of Resolutions A and B

In 1994 the PCC passed Resolutions A (not to accept a woman as the minister who presides at or celebrates the Holy Communion or pronounces the Absolution) and B (not to accept a woman as the incumbent or priest-in-charge of the benefice) under the Priests (Ordination of Women) Measure 1993, by majorities of 68% and 89%, respectively. These resolutions effectively expired on 17th November 2016.

Although after the year covered by this report, it is material to record that in January 2017 the PCC voted on an equivalent Resolution under the House of Bishops' Declaration, which would have requested that the parish receive priestly and episcopal ministry only from men. This resolution was not carried, with equal votes for and against, the outcome reflecting the diversity of opinion in the congregation.

Director of Music and Choir

Graeme Martin continued as Director of Music, joined by John Jenkin FRCO as a voluntary assistant organist.

Sacristy and Servers

Since the Reserved Sacrament was moved from the High Altar to St Patrick's Chapel, fumes from the sanctuary lamp on the altar have tarnished the copper of the reredos, so it has been replaced by a battery-operated light in a hanging lamp before the altar.

Finance

It is the policy of the PCC to deposit fund balances in the Central Board of Finance Church of England Deposit Fund. The PCC considers it proper to accumulate and retain reserves from general income to provide for future repairs and maintenance of the church and ancillary buildings. Some unrestricted bequests have been set aside as capital reserves and invested. The PCC considers it proper to make grants from general income to charities and other external bodies in furtherance of the mission of the Church.

Full details of PCC Funds are given in the following financial statements and notes on pages 5 to 16.

The financial statements for 2016 for the first time follow Financial Reporting Standard 102 (FRS 102), now used by all charities of whatever size, following the withdrawal of the Financial Reporting Standard for Smaller Entities (FRSSE). As a result, the Statement of Financial Activities (SOFA), which follows this report, is laid out in a new way designed to show at a glance not only the source of income but also how much is spent on fundraising as against charitable activities. Overall 2% of the expenditure of the PCC was classed as expenditure for fundraising. This was mainly the costs of the printing unit (£5,444 against income of £9,267).

In 2016 the PCC received donations and grants of £46,780 for general purposes and £128,997 for restricted purposes as well an unrestricted legacy of £5,000. It met all its financial obligations, including paying £23,758 to the Diocesan Common Fund. The General Fund had a small surplus of £552. Overall there was a net expenditure of £66,106 (before unrealised gains on investments) due to the use of reserves for building restoration.

While acknowledging its dependence on voluntary contributions, it is the view of the PCC that at the end of 2016 it is financially viable as a going concern.

Volunteers

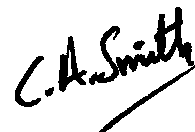
The PCC acknowledges its dependence on volunteers for the running and administration of the church.

Adopted by the PCC 20th March 2017

and signed by:



Fay Wilson
Church Warden



Christopher Smith
Church Warden

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK
HIGHGATE BIRMINGHAM**

Registered Charity 1169941

Financial Statements for the Year Ended 31 December 2016

Statement of Financial Activities

	Note	Unrestricted Funds		Restricted Funds £	Endowment Funds £	Total 2016 £	Total 2015 £
		General Fund £	Designated Funds £				
Income & Endowments from:							
Donations	2a	46,780	5,000	128,997	-	180,776	118,802
Charitable Activities	2b	898	501	2,005	-	3,403	4,342
Other Trading Activities	2c	-	9,777	591	-	10,368	10,153
Investments	2d	8	4,422	1,829	-	6,260	7,042
Total		47,686	19,700	133,421	-	200,807	140,338
Expenditure on:							
Raising Funds	3a,4	65	5,444	6	-	5,514	5,816
Charitable Activities	3b,4	50,048	66,997	144,354	-	261,399	83,754
Total		50,113	72,441	144,359	-	266,913	89,571
Net income/(expenditure) before Investment Gains		(2,428)	(52,741)	(10,938)	-	(66,106)	50,766
Net Gains on Investments	6	-	3,737	1,632	4,802	10,171	4,242
Net Income		(2,428)	(49,004)	(9,305)	4,802	(55,935)	55,008
Transfers between Funds - in	5	3,396	416	1,022	-	4,833	2,981
Transfers between Funds - out	5	(416)	(3,376)	(1,042)	-	(4,833)	(2,981)
Net Transfers between Funds	5	2,980	(2,960)	(20)	-	-	-
Net Movement in Funds	9	552	(51,964)	(9,325)	4,802	(55,935)	55,008
Total Funds at 1 January		15,779	259,235	106,962	43,257	425,233	370,225
Total Funds at 31 December	9	16,332	207,272	97,637	48,058	369,298	425,233

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST ALBAN & ST PATRICK
HIGHGATE BIRMINGHAM**
Registered Charity 1169941

Financial Statements for the Year Ended 31 December 2016

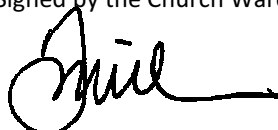
Balance Sheet at 31 December 2016

	Note	2016 £	2015 £
Fixed Assets			
Tangible	6	3,192	4,788
Investments	6	149,071	138,899
		<u>152,263</u>	<u>143,687</u>
Current Assets			
Debtors	7a	23,448	13,167
Cash in Bank	7b	236,817	271,767
		<u>260,265</u>	<u>284,933</u>
Current Liabilities			
Creditors	8	(43,230)	(3,388)
Current Assets less Current Liabilities		<u>217,036</u>	<u>281,546</u>
Total Net Assets	10	<u><u>369,298</u></u>	<u><u>425,233</u></u>
Represented by Parish Funds:			
Unrestricted - General Fund	9	16,332	15,779
Unrestricted - Designated Funds		207,272	259,235
Restricted Funds		97,637	106,962
Endowment Funds		48,058	43,257
Total Reserves		<u><u>369,298</u></u>	<u><u>425,233</u></u>

The notes on pages 7 to 16 form part of these financial statements.
Rounding to the nearest £ sterling for presentation has been carried out after calculation.

The Financial Statements were approved by the Parochial Church Council on 20 March 2017.

Signed by the Church Wardens on behalf of the PCC:



Fay Wilson



Christopher A Smith

Note 1: Principal Accounting Policies***Basis of Accounting***

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with the current Statement of Recommended Practice, Accounting and Reporting by Charities and applicable standard FRS 102.

The financial statements have been prepared under the historic cost convention except for investment assets which are included at fair valuation. The financial statements include all transactions, assets, and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe the main affiliation to another body (there are currently none), nor those that are informal gatherings of church members, nor those of Connected Charities.

The monetary unit of these financial statements is £ Sterling. All calculations have been performed before rounding pence.

Funds

Unrestricted Funds represent funds of the PCC that are not subject to any restrictions regarding their use and are available for the general purposes of the PCC. The Unrestricted Funds have been divided into the *General Fund*, representing the ordinary income and expenditure of the PCC, and a number of *Designated Funds* that have been set aside by the PCC for particular purposes. Designated Funds could in the future be re-designated by the PCC for any other purpose. *Restricted Funds* have been given to the PCC to be used for particular purposes. *Endowment Funds* have been given to the PCC with the condition that the capital is retained and that only the income from the capital is expended. Such income may be either Unrestricted or Restricted depending on the donor's stipulations.

Connected Charities

Charities connected to the PCC are independent trusts that are outside the control of the PCC (although their Trustees may include individual members of the PCC) but which have charitable objects substantially overlapping those of the PCC. Connected Charities are registered separately with the Charity Commission and are responsible for the publication of their own accounts.

The PCC regularly receives monetary grants from two Connected Charities, namely the Trustees of St Alban's School (a charitable company limited by guarantee; Company Number 7287734, Charity Number 1139434, which also administers the St Patrick's Fund, previously a separate connected charity) and the Aspinall Trust (Charity Number 1061909). The monetary grants received from these Connected Charities are shown as income in the PCC's accounts.

Income

All income is included in the Statement of Financial Activities when (i) the PCC is legally entitled to it, (ii) ultimate receipt is probable, and (iii) the amount to be recognised can be quantified with reasonable accuracy. Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the income to which they relate is received. Legacies to the PCC are recognised when the PCC is notified of its legal entitlement and the amount due. Grants are recognised when any precondition to their use by the PCC has been met. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All income is accounted for gross.

Expenditure

Expenditure is accounted for gross. Liabilities are recognised as soon as there is a legal or constructive obligation committing the PCC to pay out resources. Expenditure is included on an accruals basis and allocated to a specific category under two headings:

Costs of Raising Funds:

These are the costs associated with the PCC's fundraising activities such as the work of the Printing Unit for external organisations, fundraising events, and planned giving costs; church hall running costs are not included as St Patrick's Room is used mainly for parish purposes and is not separately metered.

Charitable Expenditure:

Charitable expenditure is analysed between *Ministry* and *Mission* expenditure. Ministry expenditure includes the direct costs of running the church such as the Diocesan Common Fund, church building and running costs. Mission expenditure includes mission giving and outreach activities in the community.

Support costs consist of central management, administration, and governance costs such as the independent examiner fees. The costs are allocated directly to the Charitable Expenditure heading, specifically under *Resourcing Ministry* expenditure and *Resourcing Mission* expenditure. Grants and donations made by the PCC are accounted for when awarded by a resolution of the PCC. In 2016 the Diocesan Common Fund was, as usual, paid in full. However, if any part remained unpaid at 31 December then it would be provided for in the accounts as an operational (although not legal) liability.

Assets

Consecrated or Benefice Land and Buildings and Moveable Church Furnishings

Benefice property and consecrated property are excluded from the accounts in accordance with the Charities Act 2011. St Patrick's Room and the associated ancillary rooms are situated on beneficed land and are structurally integrated with the church building. The PCC therefore considers them inalienable property and they are not capitalised in the accounts. Moveable church furnishings held by the churchwardens on special trust of the PCC, which are recorded in the inventory and require a Faculty for disposal, are considered inalienable property and are not capitalised. All expenditure on consecrated and benefice buildings, St Patrick's Rooms and associated ancillary rooms, and church furnishings are written off as expenditure in the Statement of Financial Activities.

Other Fixtures, Fittings, and Equipment

A Canon laser printer system that prints, folds and staples booklets directly from the layout computer, purchased by the Printing Unit in 2015 for £6,384, was capitalised and is being depreciated linearly over four years. In 2016 a new electronic bell unit costing £4,612 was installed in the church tower (replacing a failed unit) but has not been capitalised; individual items of equipment with a purchase price of £5,000 or less are written off when acquired.

Investments

Shares in the CBF Investment Funds and Property Funds are valued yearly at the Basic Value quoted by the CBF at 31 December.

Current Assets

Debtors which are receivable within one year, and Creditors which are payable within one year, and which do not constitute a financing transaction are measured at the transaction price. All stocks of consummable materials, such as wine, wafers, candles, printing unit materials, guidebooks, souvenirs, and foodbank items are written off at the time of purchase.

Financial Instruments

The PCC has elected to apply the provisions of Section 11 "Basic Financial Instruments" and Section 12 "Other Financial Instruments" of FRS 102 in full to all of its financial instruments.

Note 2: Income

	2016				2015			
	Unrestricted Funds		Restricted	Total 2016	Unrestricted Funds		Restricted	Total 2015
	General	Designated	Funds		General	Designated	Funds	
2a Donations								
Planned Giving [1]	19,018	-	604	19,622	18,923	-	1,060	19,983
Gift Day [2]	7,515	-	204	7,719	8,185	-	269	8,454
Collections [3]	2,736	-	1,985	4,721	3,423	-	897	4,320
Sundry Donations	150	-	549	699	15	-	1,555	1,570
Gift Aid Tax Recoverable	7,160	-	624	7,784	7,042	-	856	7,898
Grants Received by the PCC [4]	10,200	-	125,031	135,231	4,000	-	14,900	18,900
Legacies Received by the PCC [5]	-	5,000	-	5,000	-	57,677	-	57,677
	46,780	5,000	128,997	180,776	41,588	57,677	19,537	118,802
2b Charitable Activities								
Fees Received by the PCC	394	-	-	394	312	-	-	312
Magazine Sales	260	-	-	260	282	-	-	282
Shrine Candle Boxes	-	-	175	175	-	-	166	166
Refreshments after Mass	-	501	-	501	-	964	-	964
Walsingham Pilgrimage	-	-	1,830	1,830	50	-	1,964	2,014
Church & Hall Lettings	240	-	-	240	585	-	-	585
Phone/Photocopier Receipts	4	-	-	4	19	-	-	19
	898	501	2,005	3,403	1,248	964	2,130	4,342
2c Other Trading Activities								
Fundraising Events	-	510	435	945	-	-	615	615
Sale of Souvenirs etc.	-	-	156	156	-	-	24	24
Sale of Donated Goods	-	-	-	-	13	-	47	60
St Alban's Printing Unit	-	9,267	-	9,267	-	9,452	-	9,452
	-	9,777	591	10,368	13	9,452	687	10,153
2d Investments								
CBF Investment Fund Dividends	-	1,772	1,522	3,294	-	2,093	1,797	3,890
CBF Property Fund Dividends	-	2,040	-	2,040	-	2,040	-	2,040
Deposit Fund Interest	-	609	307	917	-	711	388	1,099
Other Interest Received	8	-	0	8	12	-	-	12
	8	4,422	1,829	6,260	12	4,845	2,185	7,042
Total Income	47,686	19,700	133,421	200,807	42,860	72,938	24,939	140,338

[1] Restricted Planned Giving income relates to donations to the Foodbank

[2] Lammas offering (Sanctuary Fund) shown as Gift Day (restricted)

[3] Collections includes both general and special collections, both gift aided and otherwise

[4] Grants received from Trustees of St Albans School (£2,000 General, £1,000 Foodbank);

St Patrick's Fund (£2,000 General, £1,250 to fund Youth Work at Stanhope Hall);

Stanhope Hall Support Group (£1,250 to fund Youth Work at Stanhope Hall);

Aspinall Trust (£5,000 Insurance, £1,200 Alarm System, £2,800 Director of Music, £1,000 Music Development, £1,000 New Bell Controller);

Listed Places of Worship Roof Repair Fund (£84,700 for roof repairs and partial renewal);

Listed Places of Worship Grant Scheme (£32,031 VAT refund on roof work, lowering the external ground at the east end etc.)

[5] Bequest received from the estate of Rev John Goodman

Note 3: Expenditure

	2016				2015			
	Unrestricted Funds		Restricted Funds	Total 2016	Unrestricted Funds		Restricted Funds	Total 2015
	General	Designated			General	Designated		
3a Raising Funds								
Printing Unit Costs (External Work)	-	5,444	-	5,444	-	5,592	-	5,592
Planned Giving & GA Envelopes	65	-	-	65	84	-	-	84
Fundraising Event Costs	-	-	6	6	-	-	140	140
Total Raising Funds	65	5,444	6	5,514	84	5,592	140	5,816
3b Charitable Expenditure								
<i>Resourcing Ministry</i>								
Diocesan Common Fund	23,758	-	-	23,758	23,222	-	-	23,222
Parish Priest Expenses	325	-	-	325	1,012	-	-	1,012
Assistant Staff Costs	111	-	-	111	118	-	-	118
Church Running Expenses [1]	15,929	1,381	263	17,573	8,058	248	6,336	14,642
Church Maintenance [2]	20	4,268	1,366	5,654	270	2,161	-	2,431
Upkeep of Services	1,001	-	715	1,716	1,071	-	2,760	3,831
Upkeep of Church Garden	-	-	455	455	-	-	1,043	1,043
Magazine & Bookstall Costs	65	-	-	65	73	-	-	73
Printing Unit Costs (PCC work)	-	302	-	302	-	474	-	474
Sunday School/Parish Training	120	-	-	120	15	-	-	15
Foodbank	-	-	1,627	1,627	-	-	4,341	4,341
Community Enterprise Scheme	-	-	1,000	1,000	-	-	-	-
St Patrick's Room Running Costs	1,547	628	-	2,174	1,553	464	729	2,746
Verger	1,920	-	-	1,920	1,920	-	-	1,920
Repairs to Church Structure [3]	(720)	60,000	129,936	189,216	-	10,454	-	10,454
Director of Music & Music Fees	2,212	-	4,015	6,226	1,656	-	3,994	5,650
Church Lighting System	-	-	-	-	-	30	1,194	1,224
Church Meals & Outings [4]	154	418	1,830	2,402	1,497	281	2,245	4,023
Support Costs for Ministry [5]	945	-	93	1,038	1,075	-	107	1,182
<i>Total Resourcing Ministry</i>	47,385	66,997	141,300	255,682	41,540	14,112	22,749	78,401
<i>Resourcing Mission</i>								
Parish Youth Work	-	-	2,167	2,167	-	-	2,000	2,000
Overseas Missions & Church Soc	650	-	140	790	650	-	-	650
Overseas Relief & Development	650	-	200	850	650	-	-	650
Home Church Societies	10	-	-	10	10	-	-	10
Home Relief: Bham Night Shelter	-	-	492	492	-	-	502	502
Secular Charities (Home & O'seas)	650	-	53	703	650	-	195	845
Home Secular Relief	650	-	-	650	650	-	-	650
Support Costs for Mission [5]	53	-	2	55	45	-	4	49
<i>Total Resourcing Mission</i>	2,663	-	3,054	5,717	2,655	-	2,701	5,356
Total Charitable Expenditure	50,048	66,997	144,354	261,399	44,195	14,112	25,450	83,757
Total Expenditure	50,113	72,441	144,359	266,913	44,279	19,703	25,589	89,571

[1] Church running expenses c. £3,000 higher than 2015 due to higher gas & electricity costs (c. £500), higher insurance costs (c. £1,000), higher church alarm costs (c. £250), and heating system maintenance charges (c. £1,000) included in Church Running Expenses rather than Church Maintenance (as in 2015)

[2] c. £3,200 higher than 2015 due to renewal of failed Electronic Bell Controller (c. £4,600) despite removal of heating maintenance costs

[3] Credit of £720 in general fund due to the reversal of a liability in 2015 accounts arising from a disputed supplier invoice; expenditure relates to restoration work on the low level roofs and lowering east end ground level (and associated professional fees)

[4] 2015 costs include a parish outing to Severn Valley Railway not repeated in 2016; both years include Walsingham Pilgrimage

[5] Support costs allocated to *Resourcing Ministry* and *Resourcing Mission* (see Note 4: Analysis of Expenditure)

Note 4: Analysis of Expenditure

4a: Analysis of Expenditure: 2016

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs [1]	TOTAL 2016
Raising Funds	5,514	-	-	5,514
Charitable Activities				
Resourcing Ministry	254,644	-	1,038	255,682
Resourcing Mission	-	5,662	55	5,717
Total 2016	260,158	5,662	1,093	266,913

[1] Support Costs (as set out in 4c below and totalling £1093 for 2016) have been allocated to Resourcing Ministry and Resourcing Mission expenditures according to their expenditure values

4b: Analysis of Expenditure: 2015 [2]

	Activities Directly Undertaken	Grant/Donation Funding of Activities	Support Costs	TOTAL 2015
Raising Funds	5,816	-	-	5,816
Charitable Activities				
Resourcing Ministry	79,216	-	1,182	80,398
Resourcing Mission	-	3,307	49	3,356
Total 2015	85,032	3,307	1,231	89,571

[2] Analysis of Expenditure for 2015 has been formatted as above to provide comparative figures

4c: Analysis of Support Costs

	2016			2015			Total 2015	
	Unrestricted Funds		Restricted Funds	Unrestricted Funds		Restricted Funds		
	General	Designated		General	Designated			
Office Costs	633	-	95	728	740	-	111	851
Examination & Publication of Accounts	365	-	-	365	365	-	-	365
Bank Charges	-	-	-	-	15	-	-	15
	998	-	95	1,093	1,120	-	111	1,231

Note 5: Transfers Between Funds

	General Fund	Designated Funds	Restricted Funds	Endowm't Funds	Total 2016
Printing Fund surplus to General Fund	2,000	(2,000)	-	-	-
General Fund to Printing Fund for PCC printing	(416)	416	-	-	-
Friends Fund to General Fund for St Patrick's Room use	20	-	(20)	-	-
Maintenance Fund Surplus to General Fund	1,376	(1,376)	-	-	-
Vicar's Discretionary Fund to Foodbank Fund	-	-	(1,022)	-	(1,022)
Foodbank Fund from Vicar's Discretionary Fund	-	-	1,022	-	1,022
Total Transfers into Funds	3,396	416	1,022	-	4,833
Total Transfers out of Funds	(416)	(3,376)	(1,042)	-	(4,833)
Net Transfer In/(Out)	2,980	(2,960)	(20)	-	-

Note 6: Fixed Assets

Tangible Fixed Assets [1]	Net Book Value 01/01/16	Additions	Charge for the Year	Net Book Value 31/12/16
Canon Printer System (Printing Fund)	4,788	-	(1,596)	3,192
	<u>4,788</u>	<u>-</u>	<u>(1,596)</u>	<u>3,192</u>
	Value 01/01/16	Change in Market Val		Value 31/12/16
J Madeley Bequest (Designated Fund)	[2] 37,101	(1,129)		35,973
Olive Peters Bequest (Designated Fund)	[3] 43,836	4,866		48,702
W Box Music Fund (Restricted)	[3] 14,706	1,632		16,338
M Goodman Memorial Fund (Endm't)	[3] 10,936	1,214		12,150
Henry Lee Sanctuary Fund (Endm't)	[3] <u>32,321</u>	<u>3,588</u>		<u>35,908</u>
	<u>138,899</u>	<u>10,171</u>		<u>149,071</u>

[1] The PCC has no freehold land or buildings; the St Patrick's Room building is on inalienable Benefice Land and is not capitalised

[2] Based on mid/nav of 130.99 pence per CBF Property Fund Income Share at 31/12/2016

[3] Based on mid/nav of 1503.70 pence per CBF Investment Fund Income Share at 31/12/2016

Note 7: Current Assets

7a Debtors at 31/12/2016	General Fund	Designated Funds	Restricted Funds	Total 2016
Gift Aid Income Tax Reclaimable [1]	5,588	-	563	6,152
Pre-Payments for Services [2]	1,024	-	-	1,024
VAT reclaims on Buildings Works [3]	-	-	15,929	15,929
Printing Unit Debtors	-	138	-	138
Other Debtors [4]	4	-	202	206
	<u>6,616</u>	<u>138</u>	<u>16,694</u>	<u>23,448</u>
	General Fund	Designated Funds	Restricted Funds	Total 2016
7b Cash in Bank at 31/12/2016				
Current Bank Accounts	10,150	38,117	93,232	141,499
CBF Deposit Accounts	-	81,008	14,311	95,319
	<u>10,150</u>	<u>119,124</u>	<u>107,543</u>	<u>236,817</u>

[1] Income Tax to be reclaimed from 06/04/2016 to 31/12/2016 covered by Gift Aid and Gift Aid Small Donations Schemes

[2] Pre-payment for monitored alarm system to 30/09/2016

[3] VAT reclaims related to building works for low roofs restoration (£4,998) at east end damp remediation works (£10,931)

[4] Walsingham deposits owed for 2017 Pilgrimage, private photocopying, Q4 Sanctuary Fund CBF Deposit interest.

Note 8: Creditors

	General Fund	Designated Funds	Restricted Funds	Total 2016
Accruals for Goods & Services [1]	574	-	167	741
Accruals for Building Works [2]	-	-	42,489	42,489
	<u>574</u>	<u>-</u>	<u>42,656</u>	<u>43,230</u>

[1] Accrued costs for December 2016 goods & services received but not yet paid, covering gas, electricity, youth club, and magazine postage

[2] Accrued costs for east end ground works (contractor £ 41,445) and structural engineer (£1,044)

		Balance at 01/01/16	Income	Expenditure	Transfers (net)	Capital Movement	Balance at 31/12/16
Endowment Funds							
M Goodman Memorial Fund		10,936	-	-	-	1,214	12,150
H Lee Sanctuary Reserve Fund		32,321	-	-	-	3,588	35,908
<i>Total Endowments</i>		<u>43,257</u>	-	-	-	4,802	48,058
Restricted Funds							
Birthday Book Fund		5,208	292	-	-	-	5,500
Charities Fund		-	726	710	-	-	16
Choir Fund		299	100	-	-	-	399
Church Urban Fund		200	-	-	-	-	200
Community Fund	[1]	1,000	-	1,000	-	-	-
Director of Music Fund		92	2,800	2,892	-	-	-
Foodbank		741	1,818	1,627	1,022	-	1,954
Flower Fund		-	111	111	-	-	-
Friends Fund		1,483	913	101	(20)	-	2,275
Garden Fund		1,018	-	455	-	-	563
Youth Work Fund	[1]	1,500	2,500	2,167	-	-	1,833
Lecture Fund		67	-	-	-	-	67
Music Development Fund	[2]	474	1,025	646	-	-	853
Organ Fund		6,228	29	-	-	-	6,257
Organ Scholarship Fund		1,000	-	-	-	-	1,000
Church Restoration Fund	[3]	61,961	119,216	131,565	-	-	49,612
Sanctuary Fund		8,530	1,494	779	-	-	9,245
Vicar's Discretionary Fund		1,033	92	-	(1,022)	-	103
Walsingham Pilgrimage Fund		-	1,830	1,830	-	-	-
W Box Choral Music		14,706	476	476	-	1,632	16,338
Miscellaneous Restricted Funds	[1]	1,422	-	-	-	-	1,422
<i>Total Restricted Funds</i>		<u>106,962</u>	<u>133,421</u>	<u>144,359</u>	<u>(20)</u>	<u>1,632</u>	<u>97,637</u>
Designated Funds							
Miscellaneous Bequests Fund	[4]	6,534	5,022	3,246	-	-	8,309
J Madeley Bequest Fund		37,101	-	-	-	(1,129)	35,973
Maintenance Fund	[5]	4,832	3,833	2,457	(1,376)	-	4,832
O Peters Bequest Fund		43,836	-	-	-	4,866	48,702
Printing Fund		24,145	9,330	5,746	(1,585)	-	26,144
Refreshment Fund		1,973	1,011	991	-	-	1,993
J Gardner Bequest Fund		57,764	331	-	-	-	58,095
J Taylor Bequest Fund	[6]	83,051	174	60,000	-	-	23,225
Total Designated Funds		<u>259,235</u>	<u>19,700</u>	<u>72,441</u>	<u>(2,960)</u>	<u>3,737</u>	<u>207,272</u>
General Fund		<u>15,779</u>	<u>47,686</u>	<u>50,113</u>	<u>2,980</u>	<u>-</u>	<u>16,332</u>
TOTAL FUNDS		<u>425,233</u>	<u>200,807</u>	<u>266,913</u>	<u>-</u>	<u>10,171</u>	<u>369,298</u>

[1] The Community Enterprise Fund and Youth Work Fund were included in Miscellaneous Restricted Funds in 2015 accounts

[2] Previously Music Fund; re-named Music Development and brief slightly widened

[3] Includes building-related grants and expenditure for roof renewal

[4] Income new bequest and interest; Expenditure to fund New Electronic Bell Unit

[5] Transfer of unused Maintenance Fund income to General Fund

[6] Expenditure from J Taylor Bequest Fund for east end ground works costs

Note 10: Analysis of Net Assets by Fund Type

	Unrestricted		Restricted Funds	Endowment Funds	Total 2016	Total 2015
	General	Designated				
Fixed Assets - Tangible	-	3,192	-	-	3,192	4,788
Fixed Assets - Investment	-	84,674	16,338	48,058	149,071	138,899
Current Assets - Cash (Bank & CBF deposit)	10,289	119,268	107,260	-	236,817	217,767
Current Assets - Debtors	6,616	138	16,694	-	23,448	13,167
Current Liabilities	(574)	-	(42,656)	-	(43,230)	(3,266)
Assets less Current Liabilities	16,332	207,272	97,637	48,058	369,298	425,233
Long-Term Liabilities	-	-	-	-	-	-
Net Assets	16,332	207,272	97,637	48,058	369,298	425,233

Note 11: Payments to PCC Members

No member of the PCC received remuneration or expenses other than the re-imbursment of expenditure or travel costs on behalf of the PCC.

Note 12: Staff Costs

	2016	2015
Wages & Salaries	1,920	1,920
Social Security Costs	-	-
Pension Contributions	-	-
	<u>1,920</u>	<u>1,920</u>

During the year the PCC employed a Verger, but no payments were large enough to attract either social security or employer pension costs. All other services received by the PCC were paid for via service contracts with the respective suppliers.

General Fund : unrestricted and undesignated monies which may use for any purpose

Designated Funds

Miscellaneous Bequests : balance of unrestricted bequests set aside to be used at a future date

Joyce Madeley Bequest : unrestricted bequest retained as capital; income used for maintenance

Maintenance : monies set aside for maintenance and minor repairs; receives income from Mary Goodman Memorial Fund and Olive Peters and Joyce Madeley Bequest Funds

Olive Peters Bequest : unrestricted bequest from Olive Peters plus other smaller unrestricted bequests retained as capital; income used for maintenance

Printing Fund : monies retained by the St Albans Printing Unit from its income to provide for the purchase of equipment

Refreshment : retained surplus from providing tea, coffee etc. after services

J Gardner Bequest : unrestricted bequest designated to be used to improve the heating of the church

JFC Taylor Bequest : unrestricted bequest designated for church restoration

Restricted Funds

Birthday Book : birthday donations to be used for purchase of sanctuary items etc.

Charities : monies collected (on an annual basis) to give to external charitable causes

Choir : monies given for the purchase of choir vestments etc.

Church Urban : monies given by the Church Urban Fund for the Near Neighbours project

Community : community enterprise projects; grant from Keble College for a community cafe at Highgate Baptist Church

Director of Music : monies given to support the post of Director of Music

Flower : monies given to provide flowers for the church

Foodbank : monies given to provide for a foodbank run from the church

Friends : monies raised by the Friends of St Alban & St Patrick used to support projects in or associated with the church

Garden : monies given to maintain the church grounds

Lecture : monies raised to provide public lectures on theology and church history etc.

Music Development : monies given to support the development of music in within the church

Organ : monies given for the restoration, maintenance and enhancement of the church organ

Organ Scholarship : monies given to pay, or otherwise to be used for the benefit of, an Organ Scholar

Restoration : monies raised, and grants received, for the restoration and enhancement of the church building

Sanctuary : monies raised for the purchase of Sanctuary items; income from the H Lee Sanctuary Reserve Fund

Vicar's Discretionary : Monies used at the sole discretion of the Vicar for charitable purposes within the parish

Walsingham : monies used to fund the annual Parish Pilgrimage to the Shrine of Our Lady at Walsingham

W Box Choral Music : monies left by Wilfred Box and others to maintain choral services in the church; retained as capital with the income used towards employing the Director of Music and other organists

Youth Work : monies for youth work; grants from Gantham Yorke Trust and St Patrick's Fund for work at Stanhope Hall

Miscellaneous Restricted : miscellaneous funds donated for restricted purposes

Endowment Funds

Mary Goodman Memorial Fund : a Permanent Endowment made in 1950 by John Goodman in memory of his mother; held by the Diocesan Trustees "upon trust to pay the income to the Vicar and Churchwardens to be applied by them for all or any of the following purposes or such of them as shall be legally charitable namely: (a) as a maintenance fund for the general maintenance and upkeep of the church; (b) for any other church purpose (but not including the augmentation of the Vicar's stipend)". The income is considered to be unrestricted because of (b) and is paid to the Maintenance Fund in accordance with (a).

Henry Lee Sanctuary Reserve : Considered to be an Endowment and is held by the Diocesan Trustees. In accordance with the will of Henry Box ' the monies to be placed on reserve to pay for the costs of replacing Cassocks, Cottas, and Slippers for Servers or any other Sanctuary requirements as and when required. The income is restricted and is paid into the Sanctuary Fund

Independent Examiner's Report to the Parochial Church Council of the Ecclesiastical Parish of St Alban and St Patrick, Highgate, Birmingham

I report on the accounts for the year ended 31 December 2016 which are set out on pages 5 to 15.

Respective Responsibilities of Trustees and Independent Examiner

The charity's Trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedure laid down in the General Directions given by the Charity Commission Section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Direction given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.



William T Cooper

March 2017