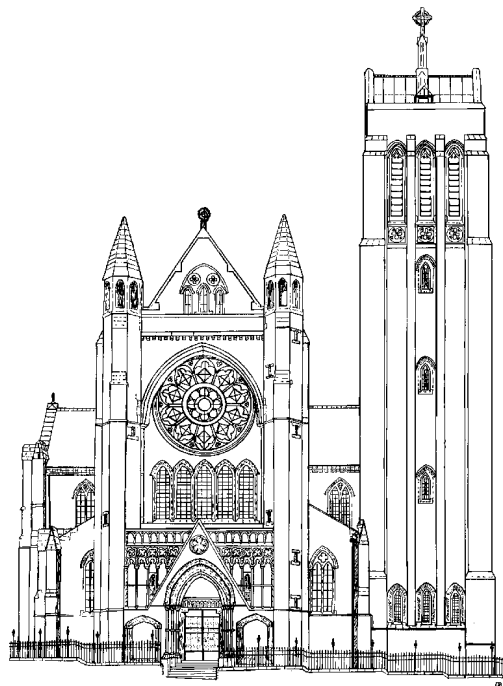


**Parochial Church Council
of the Ecclesiastical Parish of
St Alban and St Patrick
Highgate, Birmingham B12 0YH**

Registered Charity Number 1169941



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

**For the Year Ended
31st December 2017**

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Annual Report for 2017 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

The Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent or priest-in-charge (when there is one; the parish was in interregnum until 20th October 2017) in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. 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. It is also responsible for proper maintenance of the Parish Church of St. Alban the Martyr, a Grade II* listed building (ID 1290539) situated on the corner of Conybere Street and Stanhope Street and the adjoining St. Patrick's Room church hall. It is governed by the Parochial Church Councils (Powers) Measure 1956 as amended, the Church Representation Rules in Schedule 3 to the Synodical Government Measure 1969 as amended and the Charity Commission's guidance on public benefit for charities for the advancement of religion.

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 2017.

Two churchwardens, elected annually at the Vestry Meeting that precedes the APCM, but serving from the Archdeacon's Visitation (held on 10th May in 2017) 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 61 at the 2017 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.

The APCM for 2017 was held on Sunday 9th April.

Members serving on the PCC at any time from 1st January 2017 until the date of this report

Members serving ex officio:

Incumbent: Fr Dr Gerald Sykes (from 20th October)

Churchwardens (both re-elected, so serving all year):

Fay Wilson

Christopher Smith

Deanery Synod members serving until 2017 APCM:

Amanda Cadman

Christopher Smith

Deanery Synod members elected at 2017 APCM:

Amanda Cadman

Andrew Harvey

Stephen Wycherley

Directly elected members:

Elected at 2014 APCM to serve to 2017 APCM:

Harry Daniels

Peter Marsh

Barry Selwood (died 17th January 2017)

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 (resigned from 2017 APCM)

Rachel Smith

Stephen Wycherley

Elected at 2017 APCM to serve to 2019 APCM:

Keith Sutton

Elected at 2017 APCM to serve to 2020 APCM:

Leona Bramble

Edward Fellows

Peter Marsh

Co-opted members:

Leona Bramble until APCM

Andrew Harvey until APCM

Attending, but not members:

Former churchwardens Dennis Clark, Edward Fellows (until elected at the APCM) and Mary Goodman and paid part-time Verger Maggie Tucker also attended and spoke at meetings of the PCC, but were not members with the duties and voting rights of charitable trustees.

Officers 1st January 2017 to the date of this report:

Chair: Until 8th May 2017 Fay Wilson

8th May to 20th October 2017 Edward Fellows

from 20th October 2017 Fr Dr Gerald Sykes

Deputy Chair: from 20th October 2017 Edward Fellows

Secretary: Andrew Harvey

Electoral Roll Officer: Until 16th January 2017 Mary Goodman; from 16th January 2017 Rachel Smith.

Treasurer: Until 31st January 2017 Peter Bould
Christopher Smith (acting treasurer)
From 8th May 2017 Christopher Smith

PCC Meetings

The PCC held six meetings during 2017, numbered 468 to 473, with an average attendance of 81%.

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 2017 were:

Fr Gerry (Vicar – from 20th October)

Fay Wilson (Churchwarden)

Christopher Smith (Churchwarden)

Andrew Harvey (PCC Secretary)

Peter Bould (until APCM)

Stephen Wycherley

Edward Fellows (from 8th May)

The standing committee met four times in 2017.

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 2017 were:

Christopher Smith (Churchwarden; Committee Chair)

Fay Wilson (Warden)

Barry Selwood (died 17th January)

Peter Bould (resigned from APCM)

Stephen Wycherley

Edward Fellows (from 8th May)

Fr Gerry Sykes (from 20th October)

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. Members are 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, local parent Negash Mebrahtu and (from 20th October) Fr Gerry Sykes.

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 magazines for four 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 Printing Fund.

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

Chaired by Amanda Cadman, the Friends had 51 members with various connections to the parish at the end of 2017; (18 on the electoral roll). In 2017 the Friends held two social evenings in the church hall; sent newsletters to members; provided a new garden tool store; paid half the cost of a free lunch on St. Alban's Day and paid for a new curtain rail and the fitting of the screen and projector in the church hall and flowers for the institution of Fr Gerry.

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. In May 2017 the PCC adopted *Protecting All God's Children*: the Child Protection Policy of the Church of England.

Risk Management and Insurance

Because the PCC's gross income is below £250,000 it need not adopt formal risk management strategies. The PCC's insurance through Ecclesiastical Insurance Office plc includes employer's and public liability insurance of £10m and buildings cover of £32.2m.

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 parish is among the 100 most deprived (83rd out of 12,519

The Church Electoral Roll at the 2017 APCM had 61 members of whom 10 lived in the parish Since the 2016 APCM 7 new members had been added and 9 removed (2 died; 5 moved away).

The Worshipping Community – those attending at least monthly – was assessed as 74 in December 2017 (2016, 69; 2015, 68; 2014, 64; 2013, 57; 2012, 49), with 8 under 10, 7 aged 11–17, 37 aged 18–69 and 22 aged 70 or over.

The pattern of services 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 – remained unchanged until the arrival of Fr Gerry, who added a 4:00 p.m. Sunday evening service. (In 2018 Fr Gerry has also added a 5:00 p.m. Saturday Family Mass and restarted term-time Friday morning services for year groups from the Academy.)

Average attendance at Mass on normal Sundays in 2017 was 37 adults and 9 children (2016, 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). Four funerals were held in the church during 2017; there were no baptisms, confirmations, weddings, blessings after a civil ceremony or services of thanksgiving after the birth of a child.

Interregnum and appointment of a new Vicar

The interregnum following the departure on 19th June 2016 of Fr Dr Nicolas lo Polito as priest-in-charge ended on 20th October 2017, with the institution of the Revd Dr Gerald Sykes as incumbent. Fr Gerry was previously Priest-in-Charge of Alverthorpe St. Paul's and St. Michael's, in the diocese of Leeds. Ordained in 1998, he began his ministry in the Church in Wales. Fr Gerry is also Chaplain at Ark St. Alban's Academy.

During the interregnum services were conducted by various clergy, notably Fr Dr Andrew Lenox-Conyngham (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).

Church Building and Contents

Priorities for the PCC following the most recent quinquennial inspection, in May 2014, were reroofing, lowering external ground levels to reduce damp at the east end, and a more effective heating system. In 2016 inspecting architect Richard Lamb of Hook Mason Ltd. (appointed after Derek Latham of Derek Latham & Co. Ltd. retired) conducted a supplementary inspection and prepared a list of repair and maintenance tasks.

Repair of the Organ

During 2017 the organ was dismantled to repair damage caused in 2016 when a gully around the organ loft roof flooded because of a blocked drain and overflowed through the roof into the organ case. (In 2016 this drain was replaced by a chute through the parapet of the gully to prevent any recurrence.) The repair work was mainly covered by insurance, but the opportunity was taken to make some changes to the organ. The historic 4' Harmonic Flute was returned from the Choir to the Great soundboard, replacing a 4' Octave installed in its place in 1962. A 4' Wald Flute, rescued by Director of Music Graeme Martin from the

Choir division of the dismantled organ of St Aidan (now All Saints) Small Heath, was added to the Choir in place of the Harmonic Flute. The additional work was paid for from the reserve of the Organ Fund.

Ground Works to Remedy Damp at the East End

During early 2017 work to address the issue of damp inside the church was completed. As well as lowering the ground level and creating a French drain, this included repairs to the sewer, which had been damaged during construction of the foundation for the St Patrick's Room church hall building in 1984, and to rainwater drains blocked by the roots of bushes planted in 1985. The 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 was accrued in the financial statements for 2016 and so does not appear in the financial statements as expenditure for 2017.

Floodlights

During reinstatement of the grassed area on the Conybere Street side of the church after the ground works above, one of the floodlights set in the lawn was irreparably damaged by the contractor's rotovator. Investigation revealed that the other buried floodlights and some of the buried cabling were no longer fit for use due to defective insulation. The buried lamps, installed in 2001 with grant aid from the Millennium Floodlighting Trust, are an obsolete model using high-pressure sodium lamps. Because of the expenditure required to put the church roof into good order, funds are not available to renew the whole system. The floodlights at the west end have been repaired and some of the high-level lamps remain functional, but the South (Conybere Street) and North sides of the church are not currently floodlit.

First Round Success of HLF (LPW) Grant Application

Following the renewal in 2016 of the roofs of the South Transept, St Patrick's Chapel, the Ambulatory and the Organ Loft, representing about 20% of the area of roof in need of renewal, the highest priority was renewal of the remainder of the church roof. With this aim the PCC applied to the Heritage Lottery Fund (Listed Places of Worship) grant scheme in May 2017. Projects under this scheme must not only secure the physical condition of the building but also make its heritage available to more and a wider range of people outside its use for religious services. There is a two-stage process for the award of grants under this scheme where a first-round pass provides funding for a development phase during which plans are refined and detailed costings prepared before a second-round submission to obtain the funding for the delivery phase to carry out the project. In September we were awarded a first-round pass with £28,000 funding towards the development phase

The project title is "Revealing St Alban's Hidden Heritage". Besides the renewal of the roof this project includes alterations at the west entrance to the church both to allow step-free access through the principal entrance and if practicable to allow a view

into the church when it is not open to the public and also work to improve the presentation of the history of the parish, the church and some of the historic artefacts within.

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.

St Patrick's Room

During 2017 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 after six free concerts in the church given by students of the Birmingham Conservatoire, a free song recital and the visit of Birmingham Bach Society for their Service of Nine Lessons and Carols. The hall is used for fortnightly meeting of the Birmingham Anglo-French Society. The church and hall were also used 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 St Patrick Fund of connected charity the Trustees of St Alban's School in 2016.

In 2017 the PCC supported the Birmingham Churches Night-Shelter through collections at the Christmas services.

Director of Music and Choir

Graeme Martin continued as Director of Music, joined by John Jenkin FRCO as a voluntary assistant organist. George Nicholls was appointed Organ Scholar for the academic year 2017/2018.

Sacristy

A new Home Communion set was purchased for use by Fr Gerry when visiting the sick and house-bound. In December a Victorian Mass set consisting of Black Chasuble, stole, burse and veil believed to have been used by the Pollock brothers (founders of the parish) was returned to the parish by a retired priest who had received them from a former curate of St Patrick's Church.

Financial Review

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. It is expected that most of the present reserves will be needed as matching funding if a

second-round pass is obtained for the HLF (LPW) grant application.

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 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). Overall 8.5% of the expenditure of the PCC was classed as expenditure for fundraising. This was mainly the costs of the printing unit (£7,196 against income of £9,837 a profit of 27% on turnover).

In 2017 the PCC received donations and grants of £43,437 for general purposes and £39,779 for restricted purposes as well an unrestricted legacy of £10,000. It met all its financial obligations, including paying £24,072 to the Diocesan Common Fund. The General Fund had a deficit of £3,689, but overall there was a net income of £34,199 (before unrealised gains on investments) due to restricted grants and the legacy received (treated as designated although unrestricted).

While acknowledging its dependence on voluntary contributions, it is the view of the PCC that at the end of 2017 it is financially viable as a going concern.




Available Reserves for Church Restoration

The estimated cost of the project "Revealing St Alban's Hidden Heritage" is £560,853. Of this £250,000 would come from the HLF (LPW) grant, £89,792 from VAT refund under the Listed Places of Worship scheme, £21,100 is an element for the value of volunteer time contributed to the project and nearly £200k must be supplied by other grants, fundraising and PCC reserves. During 2017 the PCC received grants of £12k from the St Patrick Fund and £1,500 from the Aspinall Trust towards the project. At the end of 2018 the PCC had unrestricted reserves of £223,811 besides the general fund of £12,643 and a restricted restoration fund of £64,934 (excluding £14k HLF (LPW) development phase grant, which forms part of the project grant). Although this provides sufficient matching funds for the project, about £90k is in the form of investments intended to generate income, which it is undesirable to liquidate and a further £19k of the reserves are needed for other purposes, so further fundraising through grants or donations of about £20k is needed.

Volunteers

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

**Adopted by the PCC 13th March 2018
and signed on behalf of the PCC by:**

| | | |
|--|---|---|
|  |  |  |
| Fr Gerald Sykes Vicar | Fay Wilson Churchwarden | Christopher Smith Churchwarden |

**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 2017

Statement of Financial Activities

| | Note | Unrestricted Funds | | Restricted Funds £ | Endowment Funds £ | Total 2017 £ | Total 2016 £ |
|--|------|--------------------|--------------------|--------------------|-------------------|----------------|-----------------|
| | | General Fund £ | Designated Funds £ | | | | |
| Income & Endowments from: | | | | | | | |
| Donations | 2a | 43,437 | 10,272 | 39,779 | - | 93,489 | 180,776 |
| Charitable Activities | 2b | 9,638 | 1,229 | 2,055 | - | 12,922 | 3,403 |
| Other Trading Activities | 2c | - | 10,079 | 405 | - | 10,484 | 10,368 |
| Investments | 2d | 8 | 4,420 | 1,890 | - | 6,317 | 6,260 |
| Total | | 53,083 | 26,000 | 44,129 | - | 123,213 | 200,807 |
| Expenditure on: | | | | | | | |
| Raising Funds | 3a,4 | 127 | 7,373 | 47 | - | 7,547 | 5,514 |
| Charitable Activities | 3b,4 | 58,128 | 6,456 | 16,883 | - | 81,467 | 261,399 |
| Total | | 58,255 | 13,829 | 16,930 | - | 89,014 | 266,913 |
| Net income/(expenditure) before Investment Gains | | (5,172) | 12,172 | 27,199 | - | 34,199 | (66,106) |
| Gains/(Losses) on Investment Assets | 6 | - | 5,767 | 1,475 | 4,338 | 11,580 | 10,171 |
| Net Income/(Expenditure) | | (5,172) | 17,938 | 28,674 | 4,338 | 45,778 | (55,935) |
| Transfers between Funds - in | 5 | 2,020 | 601 | 0 | - | 2,621 | 4,833 |
| Transfers between Funds - out | 5 | (537) | (2,000) | (84) | - | (2,621) | (4,833) |
| Net Transfers between Funds | 5 | 1,483 | (1,399) | (84) | - | - | - |
| Net Movement in Funds | 9 | (3,689) | 16,539 | 28,590 | 4,338 | 45,778 | (55,935) |
| Total Funds at 1 January | | 16,332 | 207,272 | 97,637 | 48,058 | 369,298 | 425,233 |
| Total Funds at 31 December | 9 | 12,643 | 223,811 | 126,226 | 52,397 | 415,077 | 369,298 |

**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 2017

Balance Sheet at 31 December 2017

| | Note | 2017 £ | 2016 £ |
|--|------|----------------|----------------|
| Fixed Assets | | | |
| Tangible | 6 | 1,596 | 3,192 |
| Investments | 6 | 160,650 | 149,071 |
| | | <u>162,246</u> | <u>152,263</u> |
| Current Assets | | | |
| Debtors | 7a | 7,382 | 23,448 |
| Cash | 7b | 249,093 | 236,817 |
| | | <u>256,475</u> | <u>260,265</u> |
| Current Liabilities | | | |
| Creditors | 8 | (3,645) | (43,230) |
| Current Assets less Current Liabilities | | <u>252,830</u> | <u>217,036</u> |
| Total Net Assets | | <u>415,077</u> | <u>369,298</u> |
| Represented by Parish Funds: | | | |
| Unrestricted - General Fund | 9 | 12,643 | 16,332 |
| Unrestricted - Designated Funds | | 223,811 | 207,272 |
| Restricted Funds | | 126,226 | 97,637 |
| Endowment Funds | | 52,397 | 48,058 |
| Total Reserves | | <u>415,077</u> | <u>369,298</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 13th March 2018.

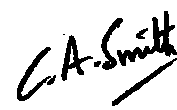
Signed by the Vicar and Church Wardens on behalf of the PCC:



Fr Gerald Sykes



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 (SORP 2015), 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:

| | |
|---------------------------------------|--|
| <i>Costs of Raising Funds:</i> | 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. |
| <i>Charitable Expenditure:</i> | Charitable expenditure is analysed between <i>Ministry</i> and <i>Mission</i> 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. 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

| | 2017 | | | | 2016 | | | |
|------------------------------------|--------------------|---------------|---------------|----------------|--------------------|---------------|----------------|----------------|
| | Unrestricted Funds | | Restricted | Total | Unrestricted Funds | | Restricted | Total |
| | General | Designated | Funds | | 2017 | General | Designated | |
| 2a Donations | | | | | | | | |
| Planned Giving [1] | 18,266 | - | 618 | 18,884 | 19,018 | - | 604 | 19,622 |
| Gift Day [2] | 7,365 | - | 180 | 7,545 | 7,515 | - | 204 | 7,719 |
| Collections [3] | 2,550 | - | 1,837 | 4,386 | 2,736 | - | 1,985 | 4,721 |
| Friends' Subscriptions | - | - | 64 | 64 | - | - | 164 | 164 |
| Sundry Donations | 307 | - | 2,587 | 2,889 | 150 | - | 385 | 535 |
| Gift Aid Tax Recoverable | 6,949 | - | 994 | 7,943 | 7,160 | - | 624 | 7,784 |
| Grants Received by the PCC [4] | 8,000 | 272 | 33,500 | 41,772 | 10,200 | - | 125,031 | 135,231 |
| Legacies Received by the PCC [5] | - | 10,000 | - | 10,000 | - | 5,000 | - | 5,000 |
| | 43,437 | 10,272 | 39,779 | 93,484 | 46,780 | 5,000 | 128,997 | 180,776 |
| 2b Charitable Activities | | | | | | | | |
| Fees Received by the PCC | 377 | - | - | 377 | 394 | - | - | 394 |
| Magazine Sales | 241 | - | - | 241 | 260 | - | - | 260 |
| Shrine Candle Boxes | - | - | 137 | 137 | - | - | 175 | 175 |
| Refreshments after Services | - | 759 | - | 759 | - | 501 | - | 501 |
| Church Meals and Outings | - | 470 | 1,918 | 2,388 | - | - | 1,830 | 1,830 |
| Church & Hall Lettings | 1,570 | - | - | 1,570 | 240 | - | - | 240 |
| Phone/Photocopier Receipts | 1 | - | - | 1 | 4 | - | - | 4 |
| Insurance Claims [6] | 7,450 | - | - | 7,450 | | | | |
| | 9,638 | 1,229 | 2,055 | 5,472 | 898 | 501 | 2,005 | 3,403 |
| 2c Other Trading Activities | | | | | | | | |
| Fundraising Events | - | 280 | 202 | 482 | - | 510 | 435 | 945 |
| Sale of Souvenirs etc. | - | - | 78 | 78 | - | - | 156 | 156 |
| Sale of Donated Goods | - | - | 125 | 125 | - | - | - | - |
| St Alban's Printing Unit | - | 9,799 | - | 9,799 | - | 9,267 | - | 9,267 |
| | - | 10,079 | 405 | 10,484 | - | 9,777 | 591 | 10,368 |
| 2d Investments | | | | | | | | |
| CBF Investment Fund Dividends | - | 2,153 | 1,848 | 4,001 | - | 1,772 | 1,522 | 3,294 |
| CBF Property Fund Dividends | - | 2,040 | - | 2,040 | - | 2,040 | - | 2,040 |
| Deposit Fund Interest | - | 227 | 40 | 267 | - | 609 | 307 | 917 |
| Other Interest Received | 8 | - | 1 | 8 | 8 | - | 0 | 8 |
| | 8 | 4,420 | 1,890 | 6,317 | 8 | 4,845 | 1,829 | 6,260 |
| Total Income | 53,083 | 26,000 | 44,129 | 115,758 | 47,686 | 20,123 | 133,421 | 200,807 |

[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, £12,000 Restoration Fund for roof renewal);

Aspinall Trust (£4,000 Insurance, £1,200 Alarm System, £3,000 Director of Music, £500 Music Development, £1,000 New Youth Ministry, £1,500 Restoration Fund);

HLF Listed Places of Worship (England) (£14,000 development phase grant for planning roof renewal, improved access, heritage engagement);

Listed Places of Worship Grant Scheme (£272.45 VAT refund on lowering the external ground at the east end etc.)

[5] Unrestricted bequest received from the estate of Barry Selwood, designated for roof renewal

[6] Claim for repair of damage to the organ by water in 2016

Note 3: Expenditure

| | 2017 | | | | 2016 | | | |
|-------------------------------------|--------------------|---------------|---------------|---------------|--------------------|---------------|----------------|----------------|
| | Unrestricted Funds | | Restricted | Total | Unrestricted Funds | | Restricted | Total |
| | General | Designated | Funds | | 2017 | General | Designated | |
| 3a Raising Funds | | | | | | | | |
| Printing Unit Costs (External Work) | - | 6,780 | - | 6,780 | - | 5,444 | - | 5,444 |
| Planned Giving & GA Envelopes | 127 | - | - | 127 | 65 | - | - | 65 |
| Fundraising Event Costs | - | 593 | 47 | 640 | - | - | 6 | 6 |
| Total Raising Funds | 127 | 7,373 | 47 | 7,547 | 65 | 5,444 | 6 | 5,514 |
| 3b Charitable Expenditure | | | | | | | | |
| Resourcing Ministry | | | | | | | | |
| Diocesan Common Fund | 24,072 | - | - | 24,072 | 23,758 | - | - | 23,758 |
| Parish Priest Expenses | 540 | - | - | 540 | 325 | - | - | 325 |
| Assistant Staff Costs | 32 | - | - | 32 | 111 | - | - | 111 |
| Church Running Expenses | 16,379 | 1,457 | - | 17,837 | 15,929 | 1,381 | 263 | 17,573 |
| Church Maintenance [1] | 254 | 2,598 | - | 2,853 | 20 | 4,268 | 1,366 | 5,654 |
| Upkeep of Services | 652 | - | 1,400 | 2,051 | 1,001 | - | 715 | 1,716 |
| Upkeep of Church Garden | 562 | - | 658 | 1,220 | - | - | 455 | 455 |
| Magazine & Bookstall Costs | 61 | - | - | 61 | 65 | - | - | 65 |
| Printing Unit Costs (PCC work) | - | 416 | - | 416 | - | 302 | - | 302 |
| Sunday School/Parish Training | - | - | - | - | 120 | - | - | 120 |
| Foodbank | - | - | 2,606 | 2,606 | - | - | 1,627 | 1,627 |
| Parish Relief | - | - | 50 | 50 | - | - | - | - |
| Community Enterprise Scheme | - | - | - | - | - | - | 1,000 | 1,000 |
| Church Heritage Projects | 14 | - | - | 14 | - | - | - | - |
| Ecumenical Projects | 15 | - | - | 15 | - | - | - | - |
| St Patrick's Room Running Costs | 620 | 376 | 376 | 1,372 | 1,547 | 628 | - | 2,174 |
| Verger | 1,920 | - | - | 1,920 | 1,920 | - | - | 1,920 |
| Major Repairs to Church [2] | 7,550 | 1,049 | 840 | 9,439 | (720) | 60,000 | 129,936 | 189,216 |
| Director of Music & Music Costs | 1,567 | - | 5,244 | 6,811 | 2,212 | - | 4,015 | 6,226 |
| Church Meals & Outings [3] | 300 | 560 | 3,497 | 4,357 | 154 | 418 | 1,830 | 2,402 |
| Support Costs for Ministry [4] | 934 | - | - | 934 | 945 | - | 93 | 1,038 |
| Total Resourcing Ministry | 55,473 | 6,456 | 14,672 | 76,601 | 47,385 | 66,997 | 141,300 | 255,682 |
| Resourcing Mission | | | | | | | | |
| Parish Youth Work | - | - | 1,167 | 1,167 | - | - | 2,167 | 2,167 |
| Overseas Missions & Church Soc | 650 | - | 647 | 1,297 | 650 | - | 140 | 790 |
| Overseas Relief & Development | 650 | - | - | 650 | 650 | - | 200 | 850 |
| Home Church Societies | 10 | - | - | 10 | 10 | - | - | 10 |
| Home Relief: Bham Night Shelter | - | - | 249 | 249 | - | - | 492 | 492 |
| Secular Charities (Home & O'seas) | 650 | - | 149 | 799 | 650 | - | 53 | 703 |
| Home Secular Relief | 650 | - | - | 650 | 650 | - | - | 650 |
| Support Costs for Mission [4] | 45 | - | - | 45 | 53 | - | 2 | 55 |
| Total Resourcing Mission | 2,655 | - | 2,212 | 4,866 | 2,663 | - | 3,054 | 5,717 |
| Total Charitable Expenditure | 58,128 | 6,456 | 16,883 | 81,467 | 50,048 | 66,997 | 144,354 | 261,399 |
| Total Expenditure | 58,255 | 13,829 | 16,930 | 89,014 | 50,113 | 72,441 | 144,359 | 266,913 |

[1] 2016 included replacement of failed Electronic Bell Controller (c. £4,600)

[2] Credit of £720 in general fund in 2016 due to the reversal of a liability in 2015 accounts arising from a disputed supplier invoice;
2016 expenditure relates to restoration work on the low level roofs and lowering east end ground level (and associated professional fees);
2017 General Fund expenditure relates to repair of damage to the organ by water in 2016 mainly covered by an insurance claim.

[3] Includes Walsingham Pilgrimage and catering for Patronal Festival both years; 2017 also Institution of Vicar

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

Note 4: Analysis of Expenditure

| 4a: Analysis of Expenditure: 2017 | | | | |
|-----------------------------------|--------------------------------|--------------------------------------|-------------------|---------------|
| | Activities Directly Undertaken | Grant/Donation Funding of Activities | Support Costs [1] | TOTAL 2017 |
| Raising Funds | 7,547 | - | - | 7,547 |
| Charitable Activities | | | | |
| Resourcing Ministry | 75,667 | - | 934 | 76,601 |
| Resourcing Mission | - | 4,822 | 45 | 4,866 |
| Total 2017 | 83,214 | 4,822 | 979 | 89,014 |

[1] Support Costs (as set out in 4c below) have been allocated to Resourcing Ministry and Resourcing Mission expenditures in proportion to their expenditure values

| 4b: 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 allocated to Resourcing Ministry and Mission in proportion to expenditure

| | 4c: Analysis of Support Costs | | | | | |
|---------------------------------------|-------------------------------|------------------|------------|--------------------|------------------|------------|
| | 2017 | | | 2016 | | |
| | Unrestricted Funds | Restricted Funds | Total 2017 | Unrestricted Funds | Restricted Funds | Total 2016 |
| Office Costs | 554 | - | 554 | 633 | 95 | 728 |
| Examination & Publication of Accounts | 365 | - | 365 | 365 | - | 365 |
| Bank Charges | 60 | - | 60 | - | - | - |
| | 979 | - | 979 | 998 | 95 | 1,093 |

Note 5: Transfers Between Funds

| | General Fund | Designated Funds | Restricted Funds | Endowm't Funds | Total 2017 |
|---|--------------|------------------|------------------|----------------|----------------|
| Printing Fund surplus to General Fund | 2,000 | (2,000) | - | - | - |
| General Fund to Printing Fund for PCC printing | (537) | 537 | - | - | - |
| Friends Fund to General Fund for St Patrick's Room use | 20 | - | (20) | - | - |
| Friends Fund to Printing Fund for printing cards | - | 39 | (39) | - | - |
| Music Fund to Printing Fund for printing music | - | 26 | (26) | - | - |
| General to Friends correcting misposting of 22p in 2016 | (0) | - | 0 | - | - |
| Total Transfers into Funds | 2,020 | 601 | 0 | - | 2,621 |
| Total Transfers out of Funds | (537) | (2,000) | (84) | - | (2,621) |
| Net Transfer In/(Out) | 1,483 | (1,399) | (84) | - | - |

Note 6: Fixed Assets

| Tangible Fixed Assets [1] | Net Book Value 01/01/17 | Additions | Charge for the Year | Net Book Value 31/12/17 |
|--|--|---------------------------------------|----------------------------|--|
| Canon Printer System (Printing Fund) | 3,192 | - | (1,596) | 1,596 |
| | <u>3,192</u> | <u>-</u> | <u>(1,596)</u> | <u>1,596</u> |
| | Value 01/01/17 | Change in Market Val | | Value 31/12/17 |
| J Madeley Bequest (Designated Fund) | [2] 35,973 | 1,370 | | 37,343 |
| Olive Peters Bequest (Designated Fund) | [3] 48,702 | 4,396 | | 53,098 |
| W Box Music Fund (Restricted) | [3] 16,338 | 1,475 | | 17,813 |
| M Goodman Memorial Fund (Endm't) | [3] 12,150 | 1,097 | | 13,247 |
| Henry Lee Sanctuary Fund (Endm't) | [3] <u>35,908</u> | <u>3,241</u> | | <u>39,150</u> |
| | <u>149,071</u> | <u>11,580</u> | | <u>160,650</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 135.98 pence per CBF Property Fund Income Share at 31/12/2017

[3] Based on mid/nav of 1,639.44 pence per CBF Investment Fund Income Share at 31/12/2017

Note 7: Current Assets

| 7a Debtors at 31/12/2017 | General Fund | Designated Funds | Restricted Funds | Total 2017 |
|--------------------------------------|---------------------|-------------------------|-------------------------|-------------------|
| Gift Aid Income Tax Reclaimable [1] | 5,520 | - | 620 | 6,139 |
| Pre-Payments for Services [2] | 1,065 | - | - | 1,065 |
| Printing Unit Debtors | - | 24 | - | 24 |
| Other Debtors [3] | 152 | - | 3 | 155 |
| | <u>6,736</u> | <u>24</u> | <u>623</u> | <u>7,382</u> |
| 7b Cash in Bank at 31/12/2017 | General Fund | Designated Funds | Restricted Funds | Total 2017 |
| Cash in Hand | 187 | 189 | 204 | 580 |
| Current Bank Accounts | 6,605 | 51,164 | 95,475 | 153,244 |
| CBF Deposit Accounts | - | 82,278 | 12,991 | 95,269 |
| | <u>6,792</u> | <u>133,631</u> | <u>108,670</u> | <u>249,093</u> |

[1] Income Tax to be reclaimed from 06/04/2017 to 31/12/2017 covered by Gift Aid and Gift Aid Small Donations Schemes

[2] Pre-payment for monitored alarm system to 30/09/2018

[3] Credit balance for Electricity Supply, fees for Hall Letting, Q4 Sanctuary Fund CBF Deposit interest

Note 8: Creditors

| | General Fund | Designated Funds | Restricted Funds | Total 2017 |
|-----------------------------------|---------------------|-------------------------|-------------------------|-------------------|
| Accruals for Goods & Services [1] | 885 | 1,880 | 108 | 2,874 |
| Due to External Charities [2] | - | - | 771 | 771 |
| | <u>885</u> | <u>1,880</u> | <u>879</u> | <u>3,645</u> |

[1] Costs for December or Qtr 4 2017 goods & services received but not yet paid for until 2018

[2] Collections for Nagaland Hospital and Birmingham Churches Nightshelter

| | | Balance at 01/01/17 | Income | Expenditure | Transfers (net) | Capital Movement | Balance at 31/12/17 |
|--------------------------------|-----|------------------------|-----------------------|----------------------|--------------------|----------------------|------------------------|
| Endowment Funds | | | | | | | |
| M Goodman Memorial Fund | | 12,150 | - | - | - | 1,097 | 13,247 |
| H Lee Sanctuary Reserve Fund | | 35,908 | - | - | - | 3,241 | 39,150 |
| <i>Total Endowments</i> | | <u>48,058</u> | - | - | - | 4,338 | <u>52,397</u> |
| Restricted Funds | | | | | | | |
| Birthday Book Fund | | 5,500 | 363 | - | - | - | 5,863 |
| Charities Fund | | 16 | 1,128 | 1,045 | - | - | 99 |
| Choir Fund | | 399 | - | - | - | - | 399 |
| Church Urban Fund | | 200 | - | - | - | - | 200 |
| Community Fund | | - | - | - | - | - | - |
| Director of Music Fund | | - | 3,500 | 3,500 | - | - | - |
| Foodbank | | 1,954 | 1,964 | 2,606 | - | - | 1,312 |
| Flower Fund | | - | 123 | 123 | - | - | - |
| Friends Fund | | 2,275 | 606 | 818 | (59) | - | 2,004 |
| Garden Fund | | 563 | - | 563 | - | - | - |
| Lecture Fund | | 67 | - | - | - | - | 67 |
| Music Development Fund | | 853 | 500 | 832 | (26) | - | 495 |
| Organ Fund | | 6,257 | 17 | 840 | - | - | 5,434 |
| Organ Scholarship Fund | | 1,000 | - | 334 | - | - | 666 |
| Restoration Appeal Fund | [1] | 49,612 | 29,321 | - | - | - | 78,934 |
| Sanctuary Fund | | 9,245 | 1,648 | 1,106 | - | - | 9,787 |
| Vicar's Discretionary Fund | | 103 | - | 50 | - | - | 53 |
| Walsingham Pilgrimage Fund | | - | 3,304 | 3,292 | - | - | 12 |
| W Box Choral Music | | 16,338 | 578 | 578 | - | 1,475 | 17,813 |
| Youth Work Fund | [2] | 1,833 | 1,000 | 1,167 | - | - | 1,667 |
| Miscellaneous Restricted Funds | | 1,422 | 76 | 76 | - | - | 1,422 |
| <i>Total Restricted Funds</i> | | <u>97,637</u> | <u>44,129</u> | <u>16,930</u> | <u>(84)</u> | <u>1,475</u> | <u>126,226</u> |
| Designated Funds | | | | | | | |
| Miscellaneous Bequests Fund | [3] | 8,309 | 10,011 | - | - | - | 18,321 |
| J Madeley Bequest Fund | | 35,973 | - | - | - | 1,370 | 37,343 |
| Maintenance Fund | [4] | 4,832 | 4,208 | 5,110 | - | - | 3,930 |
| O Peters Bequest Fund | | 48,702 | - | - | - | 4,396 | 53,098 |
| Printing Fund | | 26,144 | 9,837 | 7,196 | (1,399) | - | 27,385 |
| Refreshment Fund | | 1,993 | 1,509 | 1,474 | - | - | 2,027 |
| J Gardner Bequest Fund | | 58,095 | 164 | - | - | - | 58,258 |
| J Taylor Bequest Fund | | 23,225 | 272 | 49 | - | - | 23,449 |
| <i>Total Designated Funds</i> | | <u>207,272</u> | <u>26,000</u> | <u>13,829</u> | <u>(1,399)</u> | <u>5,767</u> | <u>223,811</u> |
| General Fund | | <u>16,332</u> | <u>53,083</u> | <u>58,255</u> | <u>1,483</u> | <u>-</u> | <u>12,643</u> |
| TOTAL FUNDS | | <u><u>369,298</u></u> | <u><u>123,213</u></u> | <u><u>89,014</u></u> | <u><u>-</u></u> | <u><u>11,580</u></u> | <u><u>415,077</u></u> |

[1] Income includes grants of £12,000 from the St Patrick Fund and £1,500 from the Aspinall Trust for roof renewal; the first £14,000 of a £28,000 Development Phase grant from a HLF (LPW scheme); a donation of £1,000 in memory of B Selwood; special collections and donations.

[2] Brought forward grants for youth work at Stanhope Hall; Income: grant from Aspinall Trust for Developing Youth Ministry; Expenditure: BCC youth worker at Stanhope Hall.

[3] Income: new £10,000 bequest from Barry Selwood and interest.

[4] Income from M Goodman Memorial Fund Endowment and invested reserves J Madeley and O Peters Bequests.

Note 10: Analysis of Net Assets by Fund Type

| | Unrestricted | | Restricted Funds | Endowment Funds | Total 2017 | Total 2016 |
|--|--------------|------------|---------------------|--------------------|---------------|---------------|
| | General | Designated | | | | |
| Fixed Assets - Tangible | - | 1,596 | - | - | 1,596 | 3,192 |
| Fixed Assets - Investment | - | 90,441 | 17,813 | 52,397 | 160,650 | 149,071 |
| Current Assets - Cash (Bank & CBF deposit) | 6,792 | 133,631 | 108,670 | - | 249,093 | 236,817 |
| Current Assets - Debtors | 6,736 | 24 | 623 | - | 7,382 | 23,448 |
| Current Liabilities | (885) | (1,880) | (879) | - | (3,645) | (43,230) |
| Assets less Current Liabilities | 12,643 | 223,811 | 126,226 | 52,397 | 415,077 | 369,298 |
| Long-Term Liabilities | - | - | - | - | - | - |
| Net Assets | 12,643 | 223,811 | 126,226 | 52,397 | 415,077 | 369,298 |

Note 11: Payments to PCC Members

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

Note 12: Staff Costs

| | 2017 | 2016 |
|-----------------------|--------------|--------------|
| 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; previous grants for work at Stanhope Hall; new Aspinall Trust grant for Youth Ministry

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 Lee '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, Charity No. 1169941 on the accounts for the year ended 31 December 2017 which are set out on pages 5 to 15

Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts.

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

It is my responsibility to:

- examine the accounts under Section 145 of the Charities Act;
- follow the procedure laid down in the General Directions given by the Charity Commission Section 145(5)(b) of the Charities 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required for a full audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no material matters have come to my attention which give me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

William T Cooper



15 March 2018

Professional Qualifications or Body:

Associate of Chartered Institute of Bankers (UK)

Address:

70 Overbury Close, Birmingham B31 2HD