

# **PAROCHIAL CHURCH COUNCIL OF ST JAMES, CAMBRIDGE**

## **Annual Report and Financial Statement 31 December 2023**

INTRODUCTION AND REVIEW OF THE YEAR

VICAR'S REPORT

FABRIC, GOODS AND ORNAMENTS OF THE CHURCH  
REPORT BY THE CHURCHWARDEN

PCC SECRETARY'S REPORT

ANNUAL REPORTS

CAMBRIDGE SOUTH DEANERY SYNOD REPORT

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FINANCIAL STATEMENT

INDEPENDENT EXAMINER'S REPORT

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BUDGET 2024

### ***Address for Correspondence***

St James' Church  
Wulfstan Way  
Cambridge  
CB1 8QJ

### ***Bankers***

Barclays Bank plc  
Cherry Hinton Road  
Cambridge  
CB2 3PZ

### ***Independent Examiner***

Mr Hon Yiu Garrison Tsang  
Flat 23, Ionian Building  
45 Narrow Street  
London  
E14 8DW

# **Introduction and Review of the Year**

## **Background**

St James' Parochial Church Council has the responsibility of liaising with the incumbent, in promoting within the ecclesiastical parish the whole mission of the Church, pastoral, social and ecumenical. It also has maintenance responsibilities for the buildings and grounds adjoining St James' Church in Wulfstan Way, Cambridge.

## **Membership**

Members of the PCC are either ex-officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following served as members of the PCC.

*Incumbent*                                      Rev'd Steven Rothwell (from September 2016)

*Churchwarden(s)*                              Pam Butler (from April 2023)

*Representatives on the South Cambridge Area Deanery Synod*  
Bill Broadhurst (from April 2021)  
Hatty Harris (from April 2023)  
Robert Monk (until April 2023)

*Elected Members*                              Jennie Brandon (from April 2021)  
Paul Cairns (from April 2021)  
Jon Griffiths (from April 2021)  
Rachel Shirley (from April 2021)  
Gordon West (from April 2021)  
Eleanor Pippard (from April 2022)  
Ian Rowland (from April 2022)  
Robert Monk (from April 2023)

*Co-opted Members*                              Sue Wilson (from April 2008), Treasurer  
Rosemary Monk, ALM (from April 2016)

*Ex-officio Members*                              Robert Monk, Deanery Synod Representative (until April 2023)  
Bill Broadhurst    "                              "                              "                              (from 2021)  
Hatty Harris       "                              "                              "                              (from April 2023)

*Officers of the Council*                              Eleanor Pippard                      Electoral Roll Officer  
Sue Wilson                              Gift Aid Recorder

## **Vicar's Report 2023**

I would like to thank the members of the PCC who continue to meet regularly and have embraced making important decisions this year with a deep sense of discernment and care. As a result of the Quinquennial Inspection carried out by the architect in 2022, we continue to address a variety of maintenance and repair work to the fabric of the building. I'm especially grateful to the work of the PCC's Fabric Committee who have devised a priority list for tackling this work.

My thanks to Jon Griffiths who has continued to provide a Zoom link to our 10am services each Sunday, which gives an opportunity for people to feel a part of what is happening week by week, even if they can't get to the service in person.

It's been wonderful to see how *Flames at St James* has been flourishing over the past 12 months, providing a safe space for young people to ask questions and explore faith. I'm deeply grateful to Rosie and Rob for co-ordinating this, alongside the parents who help make each session such an enjoyable occasion.

One of the big areas of focus this year has been our attention to Safeguarding. Jill Bradley's report highlights some of the work that has been going on. I really would like to mention just how much effort and commitment Jill, and Anne Streather, have made in updating our Safeguarding policies and procedures. Their patient diligence is leading us towards being a church that has a genuine concern about the well-being of all people who are part of this community, which is at the heart of all Safeguarding matters.

I'm grateful to Pam Butler for her work as church warden, for all her time and commitment and for noticing those things that only a warden with her experience and care might notice. Thank you, Pam.

It's been wonderful to welcome Rob, Fran and Gwen into the life of St James. Rob has settled into his curacy here with seamless grace and has already made a difference to the St James community. It's been a pleasure to have Rob as part of the ministry team, alongside Rosie Hewitt (curate), Elizabeth Brown (Licensed Lay Minister) and Rosemary Monk (Authorised Lay Minister). I'd like to direct special thanks also to Caroline Sanford who works as the church administrator. The work Caroline undertakes is crucial to the way the church functions week by week.

I continue to combine my role as vicar here on a half-time basis, alongside my other half-time role as Curate Training Officer for Ely Diocese.

I'd like to thank everyone for their valuable participation to the life of St James.

Rev'd Steven Rothwell

# **Churchwarden's Report on the Fabric, Goods and Ornaments of the Church January to December 2023**

## **Maintenance and improvements that have taken place over the last 12 months**

The Fabric committee met four times in the last year and at these meetings the following items were covered:

We had several windows replaced this year with double glazed replacements, the Vestry windows, the Courtyard window in the Milton room, a Transept window and the door and window in the Lobby between the Study Centre and Milton room. The storeroom window was also replaced, because it was broken by vandals, with safety glass to stop it being broken again.

The gutters were cleaned, and the down pipes unblocked.

All the loose tiles on the pitched roof have been replaced and some edges of the flat roof patched where the felt had completely worn away.

Church Security has been an issue this year, with police having to be called and the community police involved, fortunately for the time being this has settled down.

The blinds in the vestry have been mended and replaced for security reasons after the windows were replaced.

This year we have the contractors in to tidy the hedges and trees as we no longer have a regular gardener.

Our main conversations and time have been taken up with discussions, getting quotes and estimates for replacing the whole of the flat roof of the church. This has been mentioned in the last few quinquennial inspections. This we hope will take place in the new year once we have a faculty and money. Financially it will be paid for using money from a legacy.

Many thanks to everyone who is a member of the Fabric Committee, for giving up their time to attend meetings and helping maintain the fabric of the Church, but our special thanks to John Waterhouse and Stan Wilson for completing all the odd jobs and Barabra Nierinck and all her helpers for keeping the gardens looking good.

## **Thank you**

I would like to give my special thanks to Grae Worster who has directed the choir and music group and has chosen the Hymns and Anthems during the time over the last year. Thank you Grae. Thank you also to all the organists who have played for us during this time, we are extremely grateful. Special thanks to Jon Griffiths for his technical expertise, and patience, with the Zooming of our services.

I would like to say a special thank you to everyone:

Who has helped moved chairs, organised any equipment throughout the year, served on the PCC and Fabric Committee, looked after Safe Guarding, arranged flowers, cut the grass, , served at the altar, sang in the Choir, played in the Music Group, helped at the children's workshops, helped at the bring and buy coffee mornings, served Sunday Coffee, helped at the Christmas Fair and Summer Fair, Pumpkin Picnic and the Holiday Lunch Club, helped with Flames for StJames, delivered leaflets, been a communion minister, read a lesson, read and wrote intercessions, organised home groups, organised and helped at Advent and Lent Breakfasts, run the Meditation Group, been part of the

Pastoral visiting teams, the Sacristan, set up for the 8 o'clock, been a sides person, washed robes and linen, cleaned the silver, taken up the bread and wine for communion. To Caroline our administrator for the smooth day- to -day running of the church, to Denise our cleaner and caretaker.

To Ros, who helped in Steve, Rosie and Rob's absence,

And very big thank you to Steve, Rosie, Rob and Elizabeth for leading us forward over the past year. And I'm sure I speak for all of us, our very grateful thanks!

I hope this covers everyone, please forgive me if I missed someone off, everyone plays their part, however small, without you St James would not be where and what we are today.

Thank you!!

Pam Butler  
Churchwarden

## **PCC Secretary's Report for the year 2023**

In 2023 the PCC met on six occasions, all meetings took place in the church building. Some of the business was fairly routine but in other cases discussions and decisions reflected the mission of the church in a changing world. At the APCM, which was held in-person and on Zoom, one Church Warden was elected, and one new PCC member was elected. All PCC members have been playing an active role in decision making. The following summarises the main business of the PCC during 2023.

- The PCC approved the accounts and the budget prepared by the Treasurer (Sue Wilson) for the APCM.
- Approval was given to move ahead with the much needed replacement of the flat roof and the associated replacement windows in the sanctuary and the nave.
- Now that the COVID pandemic is thankfully behind us, mask wearing, signing in and hand sanitizer requirements were dropped. Communion chalice has reverted to pre-pandemic routine. Sunday 10am services continue to be live-streamed on Zoom.
- The church sound system was repaired with assistance of QE Chapel.
- The PCC was pleased to encourage outdoor events, such as Patronal Festival, pastoral teas, Summer Fete, children's activities, Holiday lunch Clubs, Board games and Puddings evenings, Flames at St James.
- The PCC continued to support the popular weekly Food Hub.
- The PCC strongly supports the desire to promote St James as a place of safety for everyone. This vision was introduced at the APCM and in services on Safeguarding Sunday in January. Posters were produced to increase safeguarding awareness and to identify named contact persons at St James, in line with diocese guidance. PCC members were encouraged to complete safeguarding training.
- The PCC intend to apply to the Council for \$106 money in the next round of submissions in April 2024. A steering group was set up to consult with the congregation about ideas for how this substantial funding could be used.
- The PCC agreed to the creation of 'warden teams' to support the work of the Church Warden (Pam Butler).
- The PCC spent time discussing security matters, and agreed to the creation of a *Lone Working Policy* designed to protect people working alone in the church, primarily by locking external doors when in church alone. The PCC also spent considerable time discussing how to deal with recurring instances of minor vandalism and antisocial behaviour which have occurred. Some church events have been disrupted by a small group of local youngsters, e.g. the Carol Service. Community police officers and local councillors have been involved and these events now seem to be less frequent.
- The PCC supported improving the church website and better systems to support our Administrator (Caroline). Google calendars were set up for bookings and church events. Investigations into potential adoption of dedicated church management software, and website support, continue.
- PCC approved expenditure for new choir robes and repairs.
- PCC approved expenditure for new photocopier in 2024.

David Green  
PCC Secretary

# **Annual Reports 2023**

## **16<sup>th</sup> Cambridge (St. James) Scout Group**

This year has been a very successful year for the Scout Group, we now have over 60 young people in the group and 9 leaders.

There have been several successful and exciting camps, nights away and trips.

The Beavers meet here at St James on a Tuesday evening and the Cubs and Scouts in the Main Hall at Queen Ediths School on Mondays and Wednesdays respectively.

Our grateful thanks to Steve and St James Church for their continued support.

Pam Butler  
Group Scout Leader

## **Citizens UK Cambridge**

I have been representing St James' at some meetings of 'Citizens UK Cambridge', an alliance of civil society institutions that is being built in Cambridge to work positively for change. Citizens UK is the movement behind the 'Living Wage' campaign. As the movement grows locally there is the potential for St James' to get more involved should we be interested.

Rev'd Rob Hawkins

## **Choir and music group**

The choir has maintained its strength from last year, with twenty five members altogether, including seven juniors. Four of the juniors were successful in gaining RSCM bronze medals, two were awarded dark blue ribbons and one the light blue ribbon. Two members of the Lower Voices Choir left the parish, and we are keen to encourage new members. The focus in LVC this year has been on growing our repertoire and so we have been rehearsing all the music for the Sunday services each week. At the Christmas carol service this year, we were joined by eight singers from the Chinese Church, in addition to several guest singers from our own congregation, to form a choir of almost forty voices.

The music group has remained small but dedicated, providing music for our all-age services. We would be thrilled to welcome new players of any standard.

Our church music and the choir, in particular, continues to be hugely supported by a rota of organists: Howard Dobson; Jon Griffiths; Cheney Payne; Eleanor Pippard; and Brian Watkins. Howard additionally supports us as rehearsal pianist every Monday and Wednesday evening.

Grae Worster (Acting Director of Music)

## **Church Sunday Coffee**

This continues to be a good social function after the 10 o'clock service and money collected each week pays for all kitchen supplies throughout the year, any further surplus being used to provide disposable products such as serviettes and plates, glasses etc for

large functions. If we have any surplus from coffee after buying these items it goes to church funds.

Our thanks go to all those who faithfully serve the coffee each Sunday on the regular rota. We would welcome any new volunteers to the rota, as the more we get to help the fewer times we are called on, to serve the coffee each year. I finished running the coffee rota at the end of December 2023 after many years and wish Fiona Broadhurst and Alison Giles all the best in providing and running the rota from now on and hope that more people will come forward to help each week.

Rosemary Monk

### **Flames at St James'**

The young people of the Flames at St James' group enjoyed fortnightly meetings through the autumn and spring terms. Together we explored many aspects of the Christian faith, from the Bible, to prayer, to ethical living, having lots of fun on the way, planting bulbs, baking bread, and making things. This course has functioned as confirmation preparation for those who are interested (Bishop Dagmar will be visiting St James' to confirm candidates on 16th June). We have a group of c.14 young people, and it is a real joy to see them exploring faith with honesty and enthusiasm as they grow up.

Rev'd Rob Hawkins

### **Flower Arrangers**

We once again provided about 50 little posies of daffodils and spring flowers for Mothering Sunday. These were placed outside church, free of charge, for anyone to collect as a way of wishing our community a Happy Mothering Sunday.

We have continued with our 'All-comers welcome' flower workshops for our festivals Easter, Harvest and Christmas, including successfully making a Christmas tree (thanks to the imagination and skills of Eric Yung). We asked people to bring some flowers with them and we provided greenery, donated by members of the congregation, and containers for the arrangements. These workshops offer the opportunity for all ages to explore flower arranging with members of the church flower team on hand to offer advice and expertise and they have proved to be very successful.

We also ran our Advent Wreathmaking event again as part of the Christmas Market. We made about 60 wreath bases with some help from Jennie Brandon and her volunteers at Nightingale Community gardens. Again, greenery was donated by members of the congregation and we tried to keep all decorations as recyclable as possible.

Huge thanks to Caroline Dickson, who has been an absolute rock making sure that there are flowers in church on a weekly basis. We continue to feel the loss of Margaret Revell, who supported the flower team with refreshments and clearing up at special events. We continue to aim to recruit more people for our flower rota and are grateful for the extra help we get from former flower arrangers for special occasions.

Jacqui Worster



## **Food Hub**

The Food Hub has continued to do great work this year in partnership with the Queen Edith's Community Forum. An average of 60 families per week have collected food from the Hub. The St James' Pastoral Team have been more present at the Hub this year, and it has been good to see a sense of community growing as St James' extends this hospitality to its guests. A necessary closure of the Hub in March-April has given St James' the opportunity to review its Safeguarding procedures as it prepares for reopening on 4th May. In the year ahead we are working towards a partnership with Cambridge City Food Bank, under which the Hub will transition to a Social Supermarket model. This will involve St James' employing a part-time Coordinator: a big step forward, and hopefully one that will serve the needs of our local community.

Rev'd Rob Hawkins

## **Holiday Lunch Clubs**

We have run a Holiday Lunch Club in each of the school holidays over the past year, providing a free meal and activities for local families, with between 30 and 60 families attending each time. The Pumpkin Picnic in October was a particular success! We have secured a grant for the coming year that will enable these to continue.

Rev'd Rob Hawkins

## **Pastoral Visiting Group**

A great deal of the pastoral work at St James carries on quietly behind the scenes supporting people in prayer and by visits from team members. The group meets monthly to keep updated. A monthly hymn service is held at Cherry Hinton Care Home on the second Tuesday of each month and a Holy Communion service is held on the morning of the third Tuesday of the month; these services are well attended by residents.

There became less of a need for the Friendship Café as a warm space as the food hub café on a Saturday is working well for local people.

We continue to take house communion to members who can no longer get to church on a regular basis, and visit or telephone those known to us, who are housebound or sick. The prayer support group is available for all who wish for extra prayer support for whatever reason.

Please let us know if people are sick or in any kind of need and would like a call or visit.

With thanks to all the team for their support.

Rosemary Monk

## **Safeguarding**

The Safeguarding team (Anne Streather, Steve, Rob and myself) have met a number of times over the past year to plan and work through our priority actions. We have also continued to monitor the ongoing checks and training necessary for the work we do at St James.

We have been actively promoting Safeguarding through liaison with the PCC and input to the Sunday congregations. The posters for the Listener role have been produced and displayed around church (with many thanks to David Green for his input and time).

We are grateful to everyone who has taken the opportunity to access and complete the statutory training recently, both those working with children and vulnerable adults and those serving on the PCC. Our training spreadsheet is looking much healthier!

We hope that through our recent efforts, Safeguarding is becoming an everyday part of our church life, where everyone is aware of the need to look out for each other. We will continue to make our processes robust and transparent. To that end we have recently begun to use the Parish Safeguarding Dashboard as promoted by the Ely Diocese Safeguarding Team.

Jill Bradley  
Parish Safeguarding Officer

## **Cambridge South Deanery Synod**

The South Cambridge Deanery Synod met in July 2023, October 2023 and February 2024. One major decision made was to use the member churches' Parish Share rebates to donate £25,000 a year for the next three years towards the cost of a Bishop's Officer for Homelessness to work with the Cambridge Churches Homelessness Project. Other topics discussed included:

- how to get involved at the design stage of new housing developments;
- how much the member churches value different models of youth work;
- implications of the national church's Living in Love and Faith journey;
- and how working with Citizens UK, a charity that specialises in organising communities to run social change projects, could mobilise local groups in our Diocese to ensure that their voices are heard in the upcoming General Election.

Bill Broadhurst & Hatty Harris

Parish of St James, Cambridge

**Financial Statements  
of the  
Parochial Church Council**

for the year ended 31 December 2023

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the year ended**  
**31<sup>st</sup> December 2023**

**Independent Examiner's Report to the PCC of St James, Cambridge**

This report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2023 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

**Respective responsibilities of the PCC and the examiner**

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and section 144 of the Act do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of the Regulations.

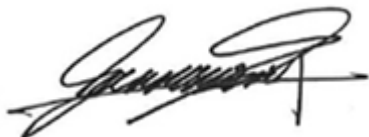
**Basis of the independent examiner's report**

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

**Independent examiner's statement**

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

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the requirements of the Act and the Regulationshave 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.



Date: 12 March 2024  
Mr. Hon Yiu Garrison Tsang  
24 Keepier Wharf  
12 Narrow Street  
London E14 8DH

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the year ended**  
**31<sup>st</sup> December 2023**

**Accounting Policies**

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis. Receipts include income as received and expenditure when irrevocably paid. The accounts include all monetary transactions, assets and liabilities for which the PCC can be held responsible.

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. They include any funds designated for specific purposes by the PCC.

Restricted purpose funds are those funds which have been given on trust for a specified purpose and may only be applied for that purpose.

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the Year to**  
**31st December 2023**

**General Fund Receipts & Payments**

	Notes	2023	2022
		£	£
<b>Receipts</b>			
Free Will Offerings	1	62,925	68,082
Other donations		1,715	2,002
Legacies		0	1,000
Room Hire	2	16,670	11,835
Fund Raising Activities	3	3,042	2,256
Interest		1,505	501
Direct debit rebate	4	1,243	1,212
Parochial Fees		790	666
Grants	5	<u>500</u>	<u>1,000</u>
<b>Total Receipts</b>		<b>88,390</b>	<b>88,554</b>
<b>Payments</b>			
Parish Share		54,004	50,947
Charitable Giving	6	2,700	2,700
Church Office Costs	7	11,778	10,511
Church Buildings	8	20,837	14,007
Church Services	9	2,508	2,216
Clergy Expenses	10	517	377
Church Communications	11	56	0
Children & Youth Groups		<u>-12</u>	<u>204</u>
<b>Total Payments</b>		<b>92,388</b>	<b>80,962</b>
<b>Net (Deficit)/ Surplus before one-off costs</b>		<b>-3,998</b>	<b>7,592</b>
Transfer to restricted fund	5	<u>-500</u>	<u>0</u>
<b>Net (Deficit)/Surplus for the year</b>		<b>-4,498</b>	<b>7,592</b>
Balance brought forward		26,708	24,403
Transfer to contingency fund		<u>0</u>	<u>-5,287</u>
<b>Balance carried forward</b>		<b>22,210</b>	<b>26,708</b>

**Other funds**

**Contingency Fund - unrestricted**

Balance brought forward	40,000	34,713
Transfer from reserves	<u>0</u>	<u>5,287</u>
<b>Balance carried forward</b>	<b>40,000</b>	<b>40,000</b>

**Focus Fund - restricted**

Balance brought forward	8,875	8,758
Interest received	729	117
Expenditure	<u>0</u>	<u>0</u>
<b>Balance carried forward</b>	<b>9,604</b>	<b>8,875</b>

**Holiday lunch fund - restricted**

Balance brought forward	500	0
Expenditure	<u>-58</u>	<u>0</u>
<b>Balance carried forward</b>	<b>442</b>	<b>0</b>

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the Year to**  
**31st December 2023**

**Statement of Assets & Liabilities**

		2023		2022
	£	£	£	£
<b>Assets</b>				
Current Accounts & Cash	2,977		5,539	
Deposit Accounts	<u>68,837</u>		<u>70,044</u>	
<b>Total Assets</b>		<u><b>71,814</b></u>		<u><b>75,583</b></u>
<b>Liabilities &amp; Deferred Income</b>	<u>0</u>		<u>0</u>	
		0		0
<b>Reserves</b>				
<i>All Unrestricted Funds</i>				
General Fund	22,210		26,708	
Contingency Reserve	<u>40,000</u>		<u>40,000</u>	
		62,210		66,708
<i>Restricted Funds</i>				
Holiday lunch fund	442		<u>0</u>	
Focus Christian Education Fund	12 <u>9,162</u>	<u>9,604</u>	<u>8,875</u>	<u>8,875</u>
<b>Total liabilities and reserves</b>		<u><b>71,814</b></u>		<u><b>75,583</b></u>

Approved by the Parochial Church Council on 12 March 2024

Chairman

  
S. ROTHWELL

Treasurer

  
S. WILSON

Secretary

  
D. GREEN



**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the Year to**  
**31st December 2023**

**1 Free Will Offerings**

	2023	2022
	£	£
Church Collections (inc cashless donations*)	3,140	1,738
Regular Giving - Gift Aid	49,779	53,099
Regular Giving - Not Gift Aid	4,230	2,479
Other Gift Aid	401	1,641
Charities Aid Foundation	2,975	6,725
GAYE	<u>2,400</u>	<u>2,400</u>
<b>Total</b>	62,925	68,082

\* cashless machine donations 2023 £1,798 and 2022 (2 months) £167

**2 Room Hire**

Cambridge Chinese Church	7,617	4,650
Regular external hire	8,208	6,470
Irregular external hire	<u>845</u>	<u>715</u>
<b>Total *</b>	16,670	11,835

\* a further £450 received from the Food Hub in 2022 as a voluntary contribution to costs is included in donations

**3 Fundraising Activities**

Bring & Buy	1,853	1,255
Christmas Event	735	950
Summer Event	323	0
Other including Amazon commission	27	53
Refreshments surplus	<u>104</u>	<u>-2</u>
<b>Total</b>	3,042	2,256

**4 Direct Debit Rebate**

The Diocese of Ely offers an incentive scheme to PCCs to encourage payment of Parish Shares by monthly direct debit. An allowance of 2.5% of the amount paid by direct debit is rebated to the PCC by offset against the Parish Share for the following year. It follows that the rebate shown in 2023 is 2.5% of the 2022 net Parish Share.

**5 Grants**

Kids Matter grant	0	200
Ely Diocese energy grant	0	600
Church Schools of Cambridge - Sunday School.	<u>0</u>	<u>200</u>
	<u>0</u>	<u>200</u>
Cambridge City Council - holiday lunch provision (restricted)	500	0

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the Year to**  
**31st December 2023**

**6 Charitable donations**

		2023		2022
	£	£	£	£
<i>The Church Overseas</i>				
USPG	180		180	
New Foundations	180		180	
Church in the Holy Land	250		180	
Christian Aid	180		180	
Church Mission Society	180		180	
<i>The Home Church</i>				
Cogwheel Trust	180		180	
Westcott House	180		180	
Church Urban Fund	180		180	
Romsey Mill			180	
<i>Other Charities</i>				
Cambridge Samaritans	180		180	
Jimmy's Night Shelter	180		180	
Friends of Fulbourn Hospital	180		180	
Cambridgeshire Deaf Association			180	
Reach	180			
Limbpower	180			
Cambridge Refugee Resettlement Campaign	180			
Practical Compassion for Destitute Children			180	
Transform Trade (Traidcraft)	110		180	
<b>Total</b>		<u>2,700</u>		<u>2,700</u>

The church plans to give away 3% of its total income. This planned giving is detailed above.  
Further specific collections raised the following additional sums:

Transfrom Trade (Lent & Advent breakfasts)	126		41	
Wintercomfort (carol service)	0		278	
Children's Society (Crib Service/Christingle)	<u>0</u>		0	
		<u>126</u>		<u>319</u>

**7 Church Office Costs**

Secretary	8,760		8,040	
Photocopying	486		736	
Stationery & postage	1,062		672	
Telephone	1,049		867	
Office Equipment	0		0	
Subscriptions	127		110	
Bank charges & cashless payments commission	24		6	
Sundries	<u>270</u>		<u>80</u>	
<b>Total</b>		<u>11,778</u>		<u>10,511</u>

**Parish of St James, Cambridge**  
**Financial Statements of the Parochial Church Council for the Year to**  
**31st December 2023**

**8 Church Buildings**

	<b>2023</b>		<b>2022</b>	
	£	£	£	£
Gas	2,387		1,939	
Insurance	1,644		1,618	
Church Furnishings, Equipment & Improvements	4,215		1,559	
Repairs & Maintenance	931		1,050	
Electricity	2,127		1,032	
Cleaning and caretaking	5,397		4,661	
Water	535		331	
Grounds and external works	3,303		1,668	
Organ and piano maintenance	<u>298</u>		<u>149</u>	
<b>Total</b>		<b><u>20,837</u></b>		<b><u>14,007</u></b>

**9 Church Services**

Organist & musicians' pay	520		1,000	
Liturgy & Consumables	775		107	
Music & Hymnbooks	844		653	
Robes	108		36	
Sacraments	261		387	
Flowers	<u>0</u>		<u>33</u>	
<b>Total</b>		<b><u>2,508</u></b>		<b><u>2,216</u></b>

**10 Clergy Expenses**

Vicar	448		377	
Curate and Visiting Clergy	69		0	
PCC costs including awayday	<u>0</u>		<u>0</u>	
<b>Total</b>		<b><u>517</u></b>		<b><u>377</u></b>

**11 Church Communications**

Newsletters & Christmas card	56		0	
Mission activities (inc Partnership for Mission)	<u>0</u>		<u>0</u>	
<b>Total</b>		<b><u>56</u></b>		<b><u>0</u></b>

**12 Focus Christian Education Fund**

On the closure of the Focus Christian Institute (FCI) in 2007, the trustees of FCI came to an agreement with St James' Church PCC that the remaining funds of FCI should be transferred to St James' Church PCC but be held for the purposes of Christian Education. These funds are held in a separately designated account and the PCC will actively seek opportunities to use these funds for Christian education within St James' Church, the local parish and the wider community.

**General Fund Receipts & Payments**

	Notes	Budget	2023	Actual	2023	Budget	2024
		£	£	£	£	£	£
<b>Receipts</b>							
Free Will Offerings	1	68,000		62,925		62,700	
Other donations		1,000		1,715		1,000	
Legacy		0		0		115,000	
Room Hire	2	13,000		16,670		17,000	
Fund Raising Activities	3	2,700		3,042		3,300	
Interest		700		1,505		700	
Direct Debit Allowance		1,243		1,243		1,319	
Parochial Fees		200		790		200	
Grants	4	200		500		200	
<b>Total Receipts</b>			<b>87,043</b>		<b>88,390</b>		<b>201,419</b>
<b>Payments</b>							
Parish Share		54,004		54,004		56,164	
Charitable Giving	5	2,700		2,700		5,700	
Church Office Costs	6	12,000		11,778		12,900	
Church Buildings	7	25,200		20,837		30,800	
Church Services	8	3,050		2,508		4,800	
Clergy Expenses	9	700		517		800	
Church Communications	10	300		56		300	
Children & Youth Groups		750		-12		750	
<b>Total Payments</b>			<b>98,704</b>		<b>92,388</b>		<b>112,214</b>
<b>Net operational (deficit)/surplus</b>			<b>-11,661</b>		<b>-3,998</b>		<b>89,205</b>
Exceptional expenditure	7		0		0		-90,000
<b>Net surplus (deficit)</b>			<b>-11,661</b>		<b>-3,998</b>		<b>-795</b>
Balance brought forward			26,708		26,708		22,210
Transfer from (to) reserves			0		-500		0
<b>Balance carried forward</b>			<b>15,047</b>		<b>22,210</b>		<b>21,415</b>
<b><u>Contingency Fund</u></b>							
		<b>Budget</b>	<b>2023</b>	<b>Actual</b>	<b>2023</b>	<b>Budget</b>	<b>2024</b>
<b>Balance brought forward</b>			<b>40,000</b>		<b>40,000</b>		<b>40,000</b>
Transfer (to) from general funds			-		-		-
<b>Balance carried forward</b>			<b>40,000</b>		<b>40,000</b>		<b>40,000</b>
<b><u>Focus Fund - restricted</u></b>							
		<b>Budget</b>	<b>2023</b>	<b>Actual</b>	<b>2023</b>	<b>Budget</b>	<b>2024</b>
<b>Balance brought forward</b>			<b>8,875</b>		<b>8,875</b>		<b>9,162</b>
Interest received			150		287		150
Expenditure		-	1,000		-	-	1,000
<b>Balance carried forward</b>			<b>8,025</b>		<b>9,162</b>		<b>8,312</b>
<b>Holiday lunch fund - restricted</b>					500		442
Expenditure					- 58	-	300
<b>Balance carried forward</b>					<b>442</b>		<b>142</b>

Notes

1 Free Will Offerings

Church Collections (inc cashless donations*)					
Regular Giving - Gift Aid	2,000	3,140		£	3,300
Regular Giving - Outside Gift Aid	53,000	49,779			50,000
Other Gift Aid	3,000	4,230			3,000
Charities Aid Foundation	1,000	401			1,000
GAYE	5,000	2,975			3,000
	4,000	2,400			2,400
<b>Total</b>	68,000	62,925			62,700

\* cashless machine donations 2023 £1,798

2 Room Hire

Cambridge Chinese Church					
Regular external hire	5,000	7,617			8,000
Irregular external hire	7,000	8,208			8,000
	1,000	845			1,000
<b>Total</b>	13,000	16,670			17,000

3 Fundraising Activities

Coffee mornings/Bring & Buy sales					
Christmas Fair/Events	1,000	1,853			1,800
Summer event	900	735			900
Other including Amazon commission	400	323			400
Refreshments surplus	200	27			50
	200	104			150
<b>Total</b>	2,700	3,042			3,300

	Budget 2023		Actual 2023		Budget 2024	
	£	£	£	£	£	£
<b><u>4 Grants</u></b>						
Holiday lunch club restricted grant 2023		200		500		200
<b><u>5 Charitable Giving</u></b>		2,700		2,700		5,700
<b><u>6 Church Office Costs</u></b>						
Secretary	8,300	8,760			9,000	
Photocopying	1,100	486			800	
Stationery & postage	700	1,062			1,100	
Telephone	1,200	1,049			1,200	
Office Equipment	200	0			300	
Subscriptions	150	127			150	
Bank charges	50	24			50	
Sundries	300	270			300	
<b>Total</b>		12,000		11,778		12,900
<b><u>7 Church Buildings</u></b>						
Gas	2,500	2,387			4,200	
Insurance	1,700	1,644			1,800	
Church Furnishings, Equipment & Improvements *	7,000	4,215			7,000	
Repairs & Maintenance *	5,000	931			5,000	
Electricity	1,100	2,127			2,000	
Cleaning and caretaking	5,000	5,397			5,700	
Water	400	535			600	
Grounds and external works	2,000	3,303			4,000	
Organ & piano maintenance *	500	298			500	
<b>Total</b>		25,200		20,837		30,800
Exceptional expenditure - flat roof replacement						90,000
<i>*subject to legacy funding</i>						

**8 Church Services**

Organist & musicians' pay	£	1,200	£	520	£	1,000
Liturgy & Consumables		300		775		300
Music & Hymnbooks		750		844		900
Robes*		200		108		2,000
Sacraments		400		261		400
Flowers		200		0		200
<b>Total</b>			3,050		2,508	4,800
<i>* subject to legacy funding</i>						

**9 Clergy Expenses**

Vicar	500	448	500
Visiting Clergy & Others	100	69	200
PCC costs including awayday	100	0	100
<b>Total</b>	700	517	800

**10 Church Communications**

Newsletter & Christmas card	200	56	200
Mission activities (inc Partnership for Mission)	100	0	100
<b>Total</b>	300	56	300