

The Parish of Westbrook, St James



The Annual Report of the Parochial Church Council

St James Church
Canons Road
Warrington

For the year ended
31 December 2024

Administrative Information
Sankey, Warrington. WA5 1UQ

St James Church, 302 Hood Lane North, Great

Official correspondence should be addressed to the church wardens at the above address.

The Parochial Church Council (The PCC)

Pioneer Team Rector	Rev Jeremy Tear
Chairman of the PCC:	Rev Martin Thorpe (until July)
Pioneer Team Vicar	Rev Sarah Peppiatt
Local Missional Leader and Vice Chair of PCC	Paul Smalley
Curate	Rev Rebecca Lloyd
Wardens:	Michael Cox Julie Behan
Deanery Synod Representatives:	Barbara Richards Ian Richards Liz Hughes
Elected Members	Peter Shepherd Rosie Cox Ruth Smalley Annie O'Neill
Ex Officio	Deborah Feltham (Head of Sankey Valley St James CE Primary School)
Secretary	Ruth Smalley
Treasurer	Rosie Cox
Bankers:	Virgin Money, 6 Bridge Street, St Helens, WA10 1NF
Independent Examiner:	Liverpool John Moores University Accounting Clinic LJMU Accounting Clinic
Legal Advisors:	The Bishop of Liverpool's Registry 1 The Sanctuary Westminster SW1P 3JT
Architect:	Anthony Grimshaw Associates LLP

Management: Management and control of the Church is exercised by the Churchwardens: Julie Behan and Michael Cox.

Structure: St James Westbrook PCC operates under the Parochial Church Council Powers Measure 1956. The PCC is exempted by order from registering with the Charity Commission.

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Appointment to the Parochial Church Council

The method of appointment of PCC members is set out in the Church Representation Rules. A copy of the Church Representation Rules is available on request. All Church members are encouraged to register on the Ecclesiastical Electoral Roll and to consider standing for election to the PCC and Deanery Synod.

The PCC operates a Standing Committee. Membership of the Standing Committee consists of the: Pioneer Team Vicar for St. James (currently vacant), the Curate, the Churchwardens, PCC Treasurer, PCC Secretary and PCC Vice-Chair.

The Child Protection and Vulnerable Adults co-ordinator was Louise Herridge until her resignation mid year, whereupon her duties were filled by the incumbent pending a reappointment.

Mr Richard Heaton is the Health and Safety Officer.

Aims and Purpose & Objectives and Activities

The general functions of the PCC are stated within section 2 of the Parochial Church Councils (Powers) Measure 1956. St James' Westbrook Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, in promoting in the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC is also responsible for the maintenance of our church building.

When planning our objectives for the year, the PCC gave consideration to the Charity Commission's guidance on public benefit. Following on from 2023's Year of Prayer for growth we designated 2024 as a Year of Action. We continue to ask that God will help us to grow his Kingdom in spirit, size and service.

Church Worship and Outreach report

We again held a 24 hours of prayer on the first Saturday in January and have continued to hold monthly prayer breakfasts. The Thursday night group have continued to meet, doing the Loved + Liked course and the Prayer Course II, and again praying and pruning in the church grounds.

Under Rev Rebecca's leadership, we started a monthly Sunday Supper Club. This is held at teatime on a Sunday and it is open to anyone. The initial vision is to support food poverty in the area and link our school families, although largely attendees were church members in 2024. Everyone sits together to eat and then have a short talk or reflection before a short activity or craft to take away and encourage people to think about their faith. Our hope is to develop this and it to become its own missional community in time.

We held a Youth Fellowship Group on a Friday night for much of 2024. This provided a space for up to a dozen young people (mostly the confirmed members of our church) to play games and grow in their faith. We were delighted that four members of the congregation were able to lead this missional activity. The older youth started to join with the Deanery group, and towards the end of the year we changed the focus to the junior age children only on a Friday night.

We held our traditional Pancake Party on Shrove Tuesday and in 2024 this attracted more members of our local community than in previous years. During Lent Rev Rebecca led a weekly Lenten Meditation. During Advent these became Online meditations. We celebrated Easter as usual – , an Active Good Friday service, Easter Vigil and Communion. In the run up to Christmas we held our Annual Church Fayre in School, and Collected for Church and Charity with our Santa's Sleigh. One novel addition to our Festive offer was a Carol service in Cantonese and English.

We continued to develop the partnership with our Church School, Sankey Valley St James, where there are weekly Open the Book assemblies. We held 3 Messy Churches, in school, led by Julie Behan, in addition to regular Assemblies in school and termly school Eucharists, usually in church.

Four members of our Congregation took part in the 'We are The Church at Creamfields' – ministering to the festival goers over the August Bank Holiday weekend.

Our Clergy, Treasurer and Wardens have continued to work with others across the Deanery as we continue the Fit For Mission process and move towards a larger Single Parish of Warrington in the future.

PCC Secretary Report

The PCC met monthly during the year to oversee the work of the church. Minutes of all meetings are available. This included preparation of the Parish Profile and appointment of Authorised Representatives to take part in the selection of a new Vicar, who it is hoped will be appointed in 2025 and will eventually be shared with St Barnabas.

Day to Day management of the church was exercised by the standing committee, the only committee required by law. It has the power to transact PCC Business between PCC meetings and considers strategic issues which may affect the church.

Church Wardens' Report

At the start of the year Rev Martin Thorpe announced his intention to retire, and he celebrated 30 years of Ministry in church on 30th June. His last Sunday of ministry was marked on 21st July with a community service held at Sankey Valley St James School. We continued to have two services most Sundays with the traditional 9.30 Eucharist and the 11am Active Church for Everyone. We are grateful to those who have presided at our Eucharists, in addition to our own Rebecca and Martin, Jeremy (as Team Rector) presides on the third Sunday of each month and Caroline Batey, Pam Lovatt, Sarah Peppiatt and Archdeacon Simon have shared in leading some of our Eucharists during the latter part of the year. Ian Richards (our Reader Emeritus) and Paul Smalley (our Local Missional Leader) have also preached at the 9.30. Average attendance is 22 adults and 4 children under 16. Our ACE congregation is led by a team – Richard Heaton, Dan Lloyd and Kirsty van Aswegan in addition to Paul and Rebecca. Average attendance is 13 adults and 6 children under 16.

Nine baptisms were held which included two children from worshipping families – Jessica and Linnhe. We were delighted to welcome the Bishop of Liverpool to hold a Confirmation service for a number of our school children and those from St Barnabas, and it was very pleasing that two younger members of our congregations were confirmed – Jonathan and Justin.

During the summer the Thursday evening prayer group met at Church to tidy the flower borders, "Prune and Pray", beside the church building. During August our ACE congregation did a series of litter picks in the local area instead of the usual service. Work commenced on the sold land to build two houses. Construction continued during the year and the Church benefitted from it by gaining an improved car park. Inside the Church, work began so that it could be decorated early in 2025.

The church family mourned the deaths of two long serving members of its congregation, David Brookes and Minnie Bailey. David died on 31 July 2024 and was a regular worshipper for 33 years. Minnie, aged 102 years, died on 17 August 2024 several weeks before her 103 birthday. She was the last one of the original group of worshippers who raised funds to build the church of St James.

May the souls of our departed friends rest in peace and rise in glory. Amen.

Pioneer Team Rector's Report

2024 was a year of significant change within the life of the Team as Martin Thorpe retired as Pioneer Team Vicar at St. James' and Rebecca Lloyd came to the end of her curacy and currently awaits to be licensed as Assistant Priest at that church. Martin's retirement marked the end of 12 years ministry at St. James as well as a significant period of time spent as Vicar of St. Philip's prior to the introduction of the team. We can be thankful for much including his pioneering spirit which oversaw the introduction of the ACE and Sunday Supper Club congregations at St. James. I am grateful to Rebecca, Paul Smalley (the Local Missional Leader), Mike Cox and Julie Behan (the churchwardens) and other members of the PCC and Standing Committee at St. James who have helped to keep the 'show on the road' whilst they await the appointment of a new Vicar (to be shared with St. Barnabas). More than that, they have helped the church to grow in these last 9 months, which is a considerable feat, given the demands of a vacancy. But it does go to show what is possible, even in challenging circumstances.

Life has continued apace at St. Paul's and St. Philip's under the skillful guidance of Sarah Peppiatt, whilst also juggling the roles of being one of the assistant area deans and the Fit for Mission Change leader. It has been encouraging to see the continued development of the Lifetime, Sunday Lunch and Café church congregations at St. Paul's alongside the existing Sunday morning service, as well as the ongoing ministries at the Oaks Centre. St. Philip's has continued to develop its worship opportunities with the introduction of Family Fishes to supplement its Little Fishes group and the Tea and Toast and Café services remain popular.

St. Mary's finally got underway with its long-awaited extension project in July, and I am pleased to report that finished in January 2025 (albeit with the inevitable snagging!). Its Messy Church service remained at a fairly constant number through the year, and it continues to draw people to its Alpha, Growing in Faith, and Talking Jesus courses.

Together across the Team, we shared in worship on a number of occasions last year. This began with the Ash Wednesday service at St. Mary's followed by the Maundy Thursday Communion service and vigil there, the last hour at the cross service at St. Philip's on Good Friday, and the Easter Vigil at St. James on Easter Eve. There were also joint confirmation service for children from St. Philip's and adults from St. Mary's in March, plus a joint confirmation service between St. James and St. Barnabas in May. Worship was also shared with other churches across West Warrington at the Good Friday service at Honiton Square, and the Thy Kingdom Come event on Ascension Day.

Regular monthly meetings were held of the clergy, Local Missional Leader at St. Philip's and churchwarden at St. Mary's, as well as the twice yearly meetings of the Team Fund Committee. I am grateful to John Harrop, the Team Treasurer of continuing to oversee the use of team funds which supported not only the employment of the youth worker, Alex Stewart, between St. Mary's and St. Paul's, but also ongoing missional activities at St. Mary's, St. Philip's and St. James. Thanks also to Rosie Cox, the treasurer at St. James, who has continued to allow the team accounts to be reported within their accounts.

Finally, as the PCC's of our deanery churches vote on whether to go ahead with their involvement with the Fit for Mission programme, we stand on the cusp of significant change within the life of our team as we potentially move to become part of a larger single parish for Warrington. Please pray for wisdom for our PCC members as they vote on this important matter. As I prepare to leave the Team on 1 June with my last service at St. Mary's (do join us for the faith lunch afterwards!), I would like to end by saying thank you to all my clergy colleagues (Martin, Sarah and Rebecca) as well as my retired clergy colleagues (Steve, Mal and Andrew) and our local missional leaders (June, Marise and Paul) for all their help and support during my nearly ten years here in West Warrington. It has been a privilege to serve as the Team Rector and I hope and pray that the next ten years may be an equally exciting time in the life of our churches as we look to see what God is doing and to join in.

Deanery Synod Report

It's been a busy year for Deanery Synod.

Deanery Parish Share (DPS)

An agreement about individual church contributions in 2025 was reached and has resulted in St James paying a lower parish share in 2025, for which we are grateful.

Clergy Deployment Plans and Deanery Parish Share (DPS)

The Deanery agreed to the Deanery Mission and Pastoral Committee (DMPC) proposed a significant change to our clergy numbers from to 10 + Church Collective (previously externally funded) to 8 (including Church Collective):-

- i. One appointment to St Margaret's and St Andrews.
- ii. One appointment to St James and St. Barnabas.
- iii. One appointment to Christ Church, Padgate and Warrington Collective.

Fit for Mission (FfM)

- i. The Navigation Team has completed its survey of churches and each church will be given a short list of outstanding jobs to be progressed in 2025.
- ii. The Finance Team has met fortnightly to look at how the centralisation of accounts could work and benefit parishes.
- iii. A series of meetings called The Cultivate Course was held for lay people to explore how we could take the Gospel "out" into our communities by looking for different ways of "doing church".

Church Collective Update

Looking beyond the bounds of the existing deanery churches, Church Collective continues to work across the town, focussing much effort on The Youth Zone which regularly hosts 200-300 young people in any one session.

Treasurer's Report

St James Church manages its money via the following types of funds:

- General Fund (Unrestricted) for day-to-day income and expenditure.
- Designated Funds are not Restricted but are used for money which PCC has assigned for specific purposes eg Mission and Growth Fund or from specific sources eg Land Sale Fund.

- Restricted Fund: Grants Fund where money can be used only for the purposes for which the Grant was given.
- Restricted Fund: Agency Fund is used to manage money which passes through St James Church bank accounts or accounts records but does not belong to St James eg funeral fees.

Financial Risk

An annual budget for the General Fund is prepared to ensure short term financial viability as well as to be able to plan for internal activities, mission and work in the community. Quarterly reports are given to PCC about actual finances compared with this budget.

St James Church Reserves Policy: We aim to hold minimum 3 months' worth of General Fund expenditure in unrestricted/designated funds – approx. £15K.

Current reserves are considerably in excess of that and are deemed adequate. The PCC expects to be able to settle all outstanding invoices, bills and commitments as and when they fall due.

The PCC does not have an investment policy and reserves are held in bank deposits. PCC has a savings account to split the church's money between two institutions to ensure that all St James' cash deposits are under the protection of the Financial Services Compensation Scheme and to accrue interest until the money is required to be used for church purposes.

No Funds are in deficit. A portion of the Land Sale Fund is assigned as General Fund Reserve for the purpose of supporting any Operational deficit in the General Fund. In 2024 £10,000 from the General Fund Reserve was transferred to the General Fund to address shortfall of income vs expenditure – this was significantly less than the £20,000 support to the General Fund which had been budgeted for 2024 due to General Fund performance being better than budget.

Funds Review

Details of St James Church Accounts are given in the Financial Statements in [Appendix 1](#). The following is a summary of the main income and expenditure for General, Designated and Restricted Funds in 2024

General Fund 2024

Overall General Fund

- General Fund ended 2024 with a surplus of £3284 of income over expenditure. This is considerably better than the budget which forecast a deficit of -£1215.
- Land Sale Fund support to General Fund was only £10000 where £20000 had been forecast in the budget.
- General Fund carries £5062 forward into 2025 (compared to £1779 carried forward from 2023)

General Fund Income

General Fund Income was less than budget by £2.7K

Main sources of General Fund income were:

- Regular giving inc PGS
- Other Giving/Donations including contactless giving , a single donation £5000 and donations in memory of Minnie Bailey

- Tax Recovered (Gift Aid/GASDS)
- Events – Christmas Fair, Raffle, Sleigh, Pilates, Easy Fundraising
- Hall Hire – less than budget due to loss of a weekly hire

Transfer to General Fund from Land Sale Fund support was £10000 less than budget but this was a conscious choice based on General Fund better than expected performance.

General Fund Expenditure (£approximate)

General Fund Expenditure was less than budget by £7.2K

Main items of expenditure were:

- Parish Share – lower than budget due to Sustainability Funding from Church of England
- Utilities (Church and Hall) – lower gas and electricity prices than forecast
- Clergy Expenses including Housing– less than budget as vicar retired during 2024
- Tithing – transfers to Tithe Fund and giving to church school

Other Funds 2024

Grants Fund (Restricted):

- Grants Fund ended 2024 with £1836
- A grant of £3000 from West Warrington Team Fund was received in 2024:
- Grants Fund expenditure in 2024 was £1966 – main items were projector and screen to support youth work, Welcome cards and Christmas Flyer printing.

Mission and Growth Fund:

- M&G Fund ended 2024 with £3052
- M&G received no income in 2024
- M&G Fund expenditure in 2024 was £598 – resources for Messy Church and Youth Fellowship, Open the Book memberships and Confirmation bibles.

There is a separate M&G allocation within the Land Sale Fund

Tithe Fund:

- Tithe Fund ended 2024 with £9606
- Tithe Fund income in 2024 was £2900 transferred from General Fund (included in General Fund expenditure figure). St James tithes its income to support charitable causes via its Tithe Fund, based on 10% of previous year General Fund income (excluding Fund transfers). Giving to Church School comes out of the 10% tithe.
- Tithe Fund expenditure in 2024 was £2703 – funds were given to the following causes/charities:

Year 6 booklets (Churches Together)	£50
Chasuble for newly ordained minister	£153
Amos Trust (Gaza)	£100
Warrington Foodbank	£250
Adoption Matters	£100
Open Table Network	£100
We are Church (Creamfields)	£100
SVSJ School for staff wellbeing	£500
Royal British Legion (donation for wreath)	£50
ADHD Foundation	£100
St Joseph's Family Centre	£250
Embrace the Middle East (Gaza/Lebanon)	£250
Holy Trinity Coffee Bar	£600
Warrington Food bank (reverse Advent calendar)	£100

- Charities and causes to benefit from tithing money are nominated by PCC or congregation members and aim to cover a range of national, international and local charities and causes, mainly missional but some secular charities too.

Land Sale Fund:

- Land Sale Fund ended 2024 with £78195
- Land Sale Fund income in 2024 was £2751 interest from Nationwide 35Day Saver account
- Land Sale Fund expenditure in 2024 was £13672 comprising spending on support to the General Fund, a TV screen for church services, tables for church hall and plastering in the church building.

Environmental Development and Photocopier/Boiler Fund:

- Environmental Development Fund ended 2024 with £1490 (unchanged from end of 2023)
- Photocopier/Boiler Fund ended 2024 with £1600 (unchanged from end of 2023)

Agency Fund

The Agency Fund holds money which does not belong to St James but which passes through the church bank account.

- During 2024, money for the following charities has passed through the Agency Fund in St James bank account:

LDBF (funeral fees)
Alzheimer's Society
Cancer Research UK
Childrens' Society
Inclusive Church

Money for the following individuals also passed through the Agency Fund in St James bank account:

Rev Martin Thorpe (retirement donations)
Rev Rebecca Lloyd (SSM fee for funerals)
Mrs Julie Behan (Funeral verger fee)

The total amount handled was £3209. Agency Fund ended 2024 with £99 in St James bank account, comprising £73 payable to LDBF for Confirmation Service Collection and £26 payable to Childrens' Society from Christingle.

St James Agency Fund also maintains records of West Warrington Team Fund accounts. St James PCC has no involvement in the management of this Fund. The Team Fund money is held in separate bank accounts (TSB Current Account and TSB Savings Account) and the totals can be seen in the Statement of Assets and Liabilities.

- The Team Fund ended 2024 with £11478.
- The main items of Team Fund income during 2024 were: Contributions from Diocese and from St Mary's and St Paul's for Youth Worker
- The main items of Team Fund expenditure during 2024 were: Payments to Youth for Christ for Youth Worker and Grants to Team churches (St Mary's, St Phillip's, St James)

Bank Accounts

St James Bank Accounts at the end of 2024:

Current Account (Virgin Money)	£15173
Saver (Nationwide 35 day notice)	£85765
Total	£100839

The current cash assets of St James Church represent more than its annual turnover, so there is no uncertainty or concern regarding the financial viability of the church at present.

West Warrington Team Fund Bank Accounts at end of 2024:

Current Account (TSB)	£4078
Deposit Account (TSB)	£7400

Governance

St James funds are reported each quarter to PCC with detail of income and expenditure for each fund and any transfers between funds.

For final accounts:

- The total for each fund in the PCC report is confirmed to be the same as in the Statement of Assets and Liabilities (SAL)
- The SAL total is checked against the end of year bank statements closing balance.

St James Church has 2 Restricted Funds: the Grants Fund (money given for specific purposes) and the Agency Fund (money collected on behalf of other organisations)

The Grants Fund is reviewed within the PCC quarterly review described above

The Agency Fund is reviewed at approval of accounts to ensure that incoming and outgoing payments for the year are reconciled and that any monies carrying forward in the Agency Fund are clearly assigned and align with the final Agency Fund total.

Looking Forward to 2025 Finances for St James Church

For 2025, our Parish Share is set at £20,000 (a substantial reduction compared to £34,834 paid in 2024).

The projected General Fund budget without support would be a deficit £2077.

A General Fund budget with projected surplus of £2923 has been agreed for 2025. This includes £5000 support from the General Fund Reserve allocation within the Land Sale Fund. We are hopeful that we will perform better than forecast budget to enable income and expenditure to balance without support from Reserve.

Due to the lower Parish Share for 2025, St James Church enters 2025 in a much less precarious position than previous years.

PCC is conscious that this money from the land sale is a once in a lifetime occurrence and PCC is trying to ensure as much as possible it is used for long term benefits. Improvements to the church building, particularly redecoration and improvement of heating efficiency are planned for 2025.

PCC led a Generosity Week initiative in Autumn 2024 and in 2025 we will continue to look for ways to encourage more of our members to give regularly, ideally via PGS, in order to sustain our church and to extend our mission in the parish and beyond.

2025 is the second year of the Fit For Mission working "as if" phase, prior to formal initiation of the single Parish of Warrington in 2026. Treasurers from Warrington churches are meeting frequently and working together to understand and plan how combining the accounting processes can work while maintaining a level of financial control and accountability at local church level.

Finance Team

Thank you to all who help with stewarding our church finances:

- Counting and banking team
- PCC
- External examiner
- All our givers

Appendix 1 Financial Statements

Westbrook, St James

Statement of Assets and Liabilities (by code) As at: 31 December 2024

Class and nominal code	General (Unrestricted)	Designated	Restricted	Endowment	Total	Last year
Current Asset - Cash At Bank And In Hand						
6501: Virgin current account (185)	5,062.16	8,176.13	1,934.52	-	15,172.81	26,475.56
6511: Nationwide saver account (404)	-	85,765.58	-	-	85,765.58	83,014.86
6521: TSB current account (068)	-	-	4,078.48	-	4,078.48	4,426.40
6531: TSB deposit account (223)	-	-	7,400.00	-	7,400.00	15,000.00
Total	5,062.16	93,941.71	13,413.00	-	112,416.87	128,916.82
Liability - Agency Accounts						
6699: Agency collections	-	-	11,577.49	-	11,577.49	20,986.23
Total	-	-	11,577.49	-	11,577.49	20,986.23
Net total assets	5,062.16	93,941.71	1,835.51	-	100,839.38	107,930.59
Represented by						
General (Unrestricted)	5,062.16	-	-	-	5,062.16	1,778.58
Designated - EnvDev	-	1,490.06	-	-	1,490.06	1,490.06
Designated - LandSale	-	78,195.11	-	-	78,195.11	89,116.01
Designated - MandG	-	3,050.78	-	-	3,050.78	3,735.56
Designated - Photocopier	-	1,600.00	-	-	1,600.00	1,600.00
Designated - Tithe	-	9,605.76	-	-	9,605.76	9,408.76
Restricted - Grants	-	-	1,835.51	-	1,835.51	801.62
Total	5,062.16	93,941.71	1,835.51	-	100,839.38	107,930.59

Westbrook, St James
Statement of Financial Activities
For the period from 01 January 2024 to 31 December 2024

	Unrestricted funds	Restricted funds	Total funds	Prior year total funds
Receipts				
Donations and legacies	39,112.50	3,000.00	42,112.50	34,873.34
Income from charitable activities	316.00	-	316.00	781.00
Other trading activities	8,091.00	-	8,091.00	10,847.71
Investments	2,754.19	-	2,754.19	2,304.00
Total income	50,273.69	3,000.00	53,273.69	48,806.05
Payments				
Raising funds	354.57	-	354.57	151.63
Expenditure on charitable activities	58,044.22	1,966.11	60,010.33	80,581.96
Total expenditure	58,398.79	1,966.11	60,364.90	80,733.59
Net income / (expenditure) resources before transfer	(8,125.10)	1,033.89	(7,091.21)	(31,927.54)
Transfers:				
Gross transfers between funds - in	12,900.00	-	12,900.00	-
Gross transfers between funds - out	(12,900.00)	-	(12,900.00)	-
Other recognised gains / losses				
Gains/losses on investment assets	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	-	-	-
Net movement in funds	(8,125.10)	1,033.89	(7,091.21)	(31,927.54)
Reconciliation of funds				
Total funds brought forward	107,128.97	801.62	107,930.59	139,858.13
Total funds carried forward	99,003.87	1,835.51	100,839.38	107,930.59