

St John's  
Episcopal Church: Jedburgh

Accounts for the Year End  
30<sup>th</sup> September 2024

Scottish Charity SC016786

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Scottish Charity No SC016786

## Reference & Administrative Information

**Charity Name:** St John's Episcopal Church: Jedburgh  
**Full Name:** St John the Evangelist Episcopal Church, Jedburgh  
**Scottish Charity No:** SC016786  
**The Charity's Principal Address:** Pleasance  
Jedburgh  
Scottish Borders  
TD8 6DJ

### Charity Trustees ( Members of the Vestry) on date of approval including office held:

Rev'd Andi Hofbauer	Priest in Charge
Mr Paul Beck	Vestry Member & Administrator (co-opted 2023)
Mr John Ogilvie	Vestry Member & Property Convenor (re-elected Dec 2023)
Mr Steve McLachlan	Vestry Member (elected Dec 23)
Mr Adam Bolam-Peel	Vestry Member
Mr Edward Martin	Vestry Member
Mr Gerard Henry	Vestry Member
Mr Graeme Ritchie	Vestry Member & Treasurer (co-opted 2024)

Mrs Ruth Johnson and Mrs Christine McLachlan retired from Vestry during the year under review.

**Independent Examiner:** L C Thomson FCA  
The Old Smiddy  
Darnchester  
COLDSTREAM  
TD12 4HZ

**Bankers:** The Royal Bank of Scotland  
6 The Square  
Kelso  
TD5 7HG

**Church Address:** Pleasance  
Jedburgh  
Scottish Borders  
TD8 6DJ

## **Report of the Vestry**

### **Structure, Governance & Management**

#### **Governing Document:**

In terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended), the Vestry reports to the congregation as follows:

1. St John's Episcopal Church: Jedburgh is a registered Scottish Charity (SC016786)
2. It is a member of the Diocese of Edinburgh of the Scottish Episcopal Church (parent charity registration no SC015962) and is in full communion with the Anglican Church.
3. The Superior authority is the Bishop of Edinburgh.
4. All of its affairs are governed by the Vestry.

#### **Trustee Recruitment & Appointment:**

Vestry members are elected or appointed by Annual General Meeting established by constitution and under Canon Law of the denomination. There is no formal induction programme but ongoing guidance is given to ensure that Vestry members are familiar with the Church values, aims and responsibilities as the designated trustees of a Charity.

#### **Administration Structure:**

It is the duty of the Vestry to manage the temporal affairs of the congregation with responsibility to keep the fabric and property of the church and other buildings in good working order and to look after the finances of the church.

#### **Statement of Risk:**

The Vestry keeps under review the major risks to which the church is exposed and has established procedures to mitigate any risks identified.

#### **Charitable Objectives & Activities**

As set out in the 'Constitution' and 'The Charities and Trustee Investments(Scotland) Act 2005' the purpose(s) of St John's the Evangelist Episcopal Church are the following:

- The advancement of religion and to provide public benefit
- Any other purpose that may reasonably be regarded as analogous to the preceding purpose.

#### **Summary of the main activities in relation to these objectives:**

The Church's principal activities include public worship in sacrament and prayer; Christian education; charitable work and fundraising for local, national and international needs. Social meetings for the elderly and other groups within the community.

## **Report of the Vestry (continued)**

### **Achievement & Performance for 30<sup>th</sup> September 2024**

The mechanics of sharing with our partners at St. Cuthbert's the stipend and associated costs of employing our joint full-time Priest-in Charge are now running well

Each Vestry makes monthly standing orders for its half share of payroll and pension contributions. As to ongoing office and travel expenses, we benefit from employing the same bookkeeper, who co-ordinates claims and payments. The system will work even more smoothly when St. John's moves to online banking.

Regular giving and gift aid has remained fairly stable, and makes a significant contribution towards running costs in conjunction with rental income from property.

### **Plans for the future**

Like all such organisations, we have been very slow to recover from the drop in attendance and active participation that resulted from Covid. Numbers remain static. Vestry has adopted a mission statement that includes some actions that should help:

- \*it emphasises the importance of partnership with local churches and social groups, and with the Grammer School;
- \*we will work to enhance our presence at events in Jedburgh civic calendar;
- \*we will reach out to members on our roll both to renew gift aid statements and to encourage more active engagement.

The loss of rental income from the Rectory shifts the focus to the long-term future of the Old School.

### **Financial Review**

The unrestricted funds of the charity show a modest surplus this year primarily due to legacies received. Such monies are usually designated by Vestry to cover non-routine expenditure and excluding these from the result does mean we have a deficit of around £(7,500) on our routine expenditure. Our costs have increased with the appointment of Rev'd Andi Hofbauer, although the arrangement with St Cuthbert's Hawick, and a Diocesan support grant have ensured our short-term future is sustainable, bearing in mind the reserves built up during the interregnum. Review of the support grant will take place in 2026 and it is expected that we would have plans for improving our regular income by that stage.

The overall result for the Church in the year under review is net receipts of £1,488 on unrestricted funds comparable to £22,550 in the previous accounting year.

At the end of the year, the balance of general funds totals £86,455, with further funds of £18,000 already ear-marked for accessibility works once these can go ahead. A further £9,000 of legacies received into general reserves this year, and not already utilised towards expenditure, is under consideration by Vestry for designation towards non-routine expenditure.

## **Report of the Vestry (continued)**

### **Statement of Reserves Policy:**

It is the aim of the Vestry to ensure the Church has sufficient reserves to meet its obligations in respect of property ownership and to cover any shortfalls on general funds which may arise due to exceptional items. During this year, legacies received covered the significant rectory repairs undertaken which were not covered by grant funding. The balance of the year's legacies amounting to £9,000 will be considered for designation by the Trustees. This would leave a general reserve in excess of £77,000 which adequately covers normal annual expenditure for at least one financial year, the policy aim of Vestry.

### **Details of Donated Facilities & Services:**

The Vestry is grateful for the time freely given by a large number of volunteers, without whom many of the activities would be impossible to operate.

### **Statement of Trustees Responsibilities:**

The members of the Vestry must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Church during the financial year. The members of the Vestry are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 as amended.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Vestry and signed on their behalf by:

G Ritchie - Treasurer

27 November 2024

**Independent Examiner's Report to the Vestry of St John's Episcopal Church:  
Jedburgh  
For the year ended 30 September 2024**

I report on the accounts of the charity for the year ended 30 September 2024 which are set out on pages 8 to 12.

**Respective responsibilities of trustees and examiner**

The church's Vestry members are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The members of the Vestry consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the 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 the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts 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.

L C Thomson, FCA  
The Old Smiddy, Darnchester, COLDSTREAM TD12 4HZ

30 November 2024

**Relevant professional qualification(s) or body:**  
Retired Chartered Accountant (ICAEW)

St John's Episcopal Church: Jedburgh  
Annual Report & Financial Statements for the year ending 30<sup>th</sup> September 2024

Scottish Charity No SC016786

**Receipts & Payments Account  
Year Ended 30<sup>th</sup> September 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
<b>Receipts</b>					
Donations and Voluntary Income	<b>1</b>	50,258	0	50,258	22,308
Investment Income	<b>2</b>	16,360	0	16,360	21,969
Charitable Activities	<b>3</b>	200	0	200	600
<b>Total Receipts</b>		<b>66,818</b>	<b>0</b>	<b>66,818</b>	<b>44,877</b>
<b>Payments</b>					
Expenses for Raising Funds	<b>4</b>	3,781	0	3,781	7,096
Expenses for Charitable Activities	<b>5</b>	61,385	0	61,385	15,091
Grants & Donations	<b>6</b>	164	0	164	65
Governance – Ind. Examination		0	0	0	75
Purchases of Fixed Assets		0	0	0	0
<b>Total Payments</b>		<b>65,330</b>	<b>0</b>	<b>65,330</b>	<b>22,327</b>
Net Receipts/(Payments)		1,488	0	1,488	22,550
Transfer between Funds		0	0	0	0
<b>Surplus/(Deficit) for Year</b>		<b>1,488</b>	<b>0</b>	<b>1,488</b>	<b>22,550</b>



St John's Episcopal Church: Jedburgh  
Annual Report & Financial Statements for the year ending 30<sup>th</sup> September 2024

Scottish Charity No SC016786

<b>Statement of Balances As at 30<sup>th</sup> September 2024</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2024 £</b>	<b>Total 2023 £</b>
<b>Bank and Cash</b>				
Balances at Start of Year	102,967	3,362	106,329	83,779
Surplus/(Deficit) for Year	1,488	0	1,488	22,550
 Balances at End of Year	 104,455	 3,362	 107,817	 106,329

**Fixed Assets**

See Note 8	Unrestricted		£1,552
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**Investments**

A number of units are held in the SEC Unit Trust Pool: income is received but the capital is restricted.

	Restricted		£1,128
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**Other Assets**

Quota paid in advance	Unrestricted		£303
Due from Scottish Power			£1,407
Due from Diocese re Stipend			£1,395
Conference fee prepaid			£155
Rectory council tax prepaid			£612

**Liabilities**

Clergy expenses	Unrestricted		£(109)
Electrical work			£(121)
Grant overpaid			£(135)
Reimbursement of expense in advance			£(45)

The Accounts were approved by the Vestry on 27 November 2024 and signed on its behalf by:

Rev'd Andi Hofbauer, Priest in Charge

G Ritchie, Treasurer

## Notes to the Accounts

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>1. Donations and Voluntary Income</b>		
Pledged Giving	14,796	15,691
Collections & Donations	959	2,157
Tax Reclaimed (Gift Aid)	3,567	3,460
Legacies	16,000	1,000
Grants Received	14,936	0
	<b>£50,258</b>	<b>£22,308</b>
<b>2. Investment Income</b>		
Investment income (SEC Unit Trust)	32	30
Bank Interest	2,453	1,359
Property rental income	13,875	20,580
	<b>£16,360</b>	<b>£21,969</b>
<b>3. Income from Charitable Activities</b>		
Miscellaneous incl. fees	<b>£200</b>	<b>£600</b>
<b>4. Expenses for Raising Funds</b>		
Investment Management:		
Property Agent's Fees	1,355	3,637
Property Repairs	2,426	3,459
	<b>£3,781</b>	<b>£7,096</b>
<b>5. Expenses for Charitable Activities</b>		
Stipend & Pension	18,727	0
Visiting Clergy Costs	1,553	4,234
Quota	3,653	2,821
Trustees Expenses	698	0
Property Running Costs		
The Rectory:		
Running Expenses	2,416	0
Repairs	15,808	0
The Church:		
Running Expenses	11,888	4,096
Repairs	0	982
Other Property:		
Running Expenses	0	0
Repairs	0	0
Administration Expenses	2,273	2,132
Altar & Church Expenses	2,249	826
Other Expenses	2,120	0
	<b>£61,385</b>	<b>£15,091</b>

## Notes to the Accounts: Continued

	2024 £	2023 £
<b>6. Grants &amp; Donations</b>		
Serving In Mission	82	33
Re-homing costs	0	0
Abelour	82	32
Mission Aviation Fellowship	0	0
Royal British Legion – Poppy Appeal	0	0
	<b>£164</b>	<b>£65</b>

## 7. Special Collections

During the year the Church made special collections. These funds were banked and the total collected paid over to the respective recipient. Because the church was simply collecting the money on behalf of individual donors and forwarding it to the nominated recipient, this income and expenditure is not included in these accounts as part of the income and expenditure of the church.

Serving in Mission	168	217
Abelour	168	218
	<b>£336</b>	<b>£435</b>

## 8. Assets of the Charity

	£	
Opening Balances:		
Printer (est. life 3 years)	101	
Domestic Equipment in Masters Flat (est. life 2 years)	0	
Church Organ (estimated life 10 years)	3,103	
Microphone & I-phone adaptor (estimated life 2 yrs)	0	
Adjustments during year:		
Printer - depreciation	(101)	
Church Organ - depreciation	(1,551)	
Closing Balance (estimated value of assets)	<b>£1,552</b>	

### Property

The Church, The Old School and Rectory are owned by the Diocesan Trustees and cannot be considered as congregational assets.

## 9. Trustee Remuneration and Related Party Transactions

The Trustees/Vestry members did not receive any remuneration or expenses during the year, other than the Priest in Charge in fulfilment of her employment duties. In connection with her employment, the Priest in Charge received a remuneration package including stipend, pension contributions, and accommodation.

## Notes to the Accounts: Continued

### 10. Nature & Purpose of Funds

The funds are held for the following purposes:

#### Unrestricted Funds

General Fund - to support the work of the Church. Bank Balance £86,455.

Designated Legacy Fund – Legacies received in previous years which Vestry have designated for non-routine expenditure.

Bank Balance £18,000

#### Restricted Funds

Property Fund - this fund comprises specific bequests received by the Church for improvements to Church property. Nothing was spent and the balance of this fund at 30<sup>th</sup> September 2024 comprised

Bank Balance £1,600

Covid Recovery Fund – a grant was received from the Recovery and Renewal Fund intended to support expenditure on development of new opportunities arising out of the Covid 19 Pandemic, such as new forms of digital engagement and community outreach. Nothing was expensed this year and the balance of this fund at 30<sup>th</sup> September 2024 comprised

Bank Balance £1,762

### 11. Movement on Funds

	At 30 Sept 2023 £	Rec'd £	Paid £	Transfer £	At 30 Sept 2024 £
<b>Unrestricted:</b>					
General Fund	84,967	66,818	(65,330)	-	86,455
Legacy Fund	18,000	-	-	-	18,000
	<b>102,967</b>	<b>66,818</b>	<b>(65,330)</b>	<b>-</b>	<b>104,455</b>
<b>Restricted:</b>					
Property	1,600	-	-	-	1,600
Covid Recovery	1,762	-	-	-	1,762
	<b>3,362</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,362</b>