

## DIOCESE OF ST. ALBANS

## Management Accounts for the 12 month period ending 31st December 2012

## Previous Year

	2012 Budget Year to Date £		2012 Actual Year to Date £		Variances (figure in brackets denotes saving) £		2011 Actual £	
<b>(1) CLERGY COSTS - PAROCHIAL MINISTRY</b> (In post 2008-248; 2009-243; 2010-238; 2011-238; 2012-238)								
a. Clergy Stipends	5,616,061		5,386,615		(229,446)		5,445,348	
b. Clergy National Insurance	505,004		432,340		(72,664)		442,463	
c. Clergy Pensions	1,921,374		1,814,251		(107,123)		1,834,545	
d. Housing Assist for Retired Clergy(Vote5)	133,722		136,040		2,318		129,827	
e. Clergy Terms of Service costs	15,000		8,913		(6,087)		11,184	
f. Removal and Resettlement	158,855		167,036		8,181		165,437	
g. University Chaplains	31,884		31,788		(96)		30,171	
h. Other Clergy costs	31,042		2,855		(28,187)		(779)	
i. Stipend Contribns frm oth denominations	(8,000)		(8,330)		(330)		(8,143)	
		8,404,942		7,971,508		(433,434)		8,050,053
<b>(2) HOUSING</b>								
a. Staff Costs	149,314		158,491		9,177		146,066	
<b>Parsonage Houses</b>								
b. Rented Garages	544		1,003		459		131	
c. Water Rates (Parsonages)	86,500		87,116		616		82,676	
d. Insurance (Parsonage)	82,744		81,916		(828)		79,180	
e. Repairs / Excess Insurance-Clergy Houses	534,200		539,703		5,503		461,922	
f. Servicing of Boilers	25,000		18,983		(6,017)		18,471	
g. Parsonages: Trees	24,000		20,839		(3,161)		30,273	
h. Surveyor's Fees - Parsonages	87,958		87,958		-		83,770	
i. Surveyor's Expenses - Parsonages	2,500		2,596		96		2,500	
j. Internal Decorations	13,750		12,141		(1,609)		10,202	
k. Other Professional Fees	5,000		1,807		(3,193)		1,075	
l. Land Registration PH Properties	5,000		2,808		(2,192)		(38,782)	
m. Parsonage Property Enhancements	100,000		100,000		-		100,000	
n. Property Ringfenced Fund income	(65,000)		(65,000)		-		(65,000)	
o. External Contribs to Parsonage Housing	(10,000)		(6,653)		3,347		(9,756)	
p. Parsonages: Council Tax	551,789		495,156		(56,633)		493,509	
	1,593,299		1,538,864		(54,435)		1,396,237	
q. Board of Finance Properties	131,442		98,466		(32,976)		142,213	
		1,724,741		1,637,330		(87,411)		1,538,450
<b>(3) OTHER MINISTRY COSTS</b>								
a. Archdeacons' Office - Staff costs	189,499		188,509		(990)		183,947	
b. Archdeacons' Office - Administration costs	38,185		32,904		(5,281)		28,268	
c. Safeguarding Officer - Staff costs	36,733		39,330		2,597		35,506	
d. Safeguarding Officer - Administration costs	37,350		10,476		(26,874)		11,023	
e. Contribution to Rural Deans' Expenses	27,318		25,480		(1,838)		25,181	
f. National Ordinands Training costs ("Vote 1" + "Pooling cha	626,657		561,346		(65,311)		647,239	
g. Clergy Legal Defence Scheme	2,305		2,157		(148)		2,137	
h. Widows and Retirement Officers	250		108		(142)		208	
i. Bishop's Office Supplmnt	-		-		-		11,053	
j. Clergy Counselling Service	10,250		8,919		(1,331)		8,249	
		968,547		869,229		(99,318)		952,811

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<b>(4) COUNCIL FOR DISCIPLESHIP &amp; MINISTRY</b>								
<u>Vocations and Ordinands Team</u>								
a. Staff costs	71,988		71,424		(564)		61,938	
b. Vocations and Ordinands Team - Operating costs	19,700		12,518		(7,182)		11,193	
c. Candidates in Training Support	128,250		182,918		54,668		93,215	
d. Collections at Ordination & Conf Servs	(14,000)		(12,047)		1,953		(16,631)	
<u>Ministerial Development Team</u>								
e. Staff costs	121,447		123,079		1,632		117,387	
f. Ministerial Development Team	96,020		96,191		171		93,471	
g. Clergy Study Days	53,350		52,651		(699)		28,930	
<u>Parish Development Team</u>								
h. Staff costs	227,766		245,166		17,400		212,364	
i. Parish Development Team Admin Costs	5,550		5,422		(128)		5,582	
j. Other PDT Activities	11,200		6,248		(4,952)		8,960	
<u>Youth and Children's Work</u>								
k. Youth Work Admin / Projects - Operating costs	28,910		18,583		(10,327)		21,222	
l. Youth Work Admin / Projects - Grants Received	-		-		-		-	
m. Youth Work Admin / Projects - Grant to ROP	-		-		-		26,505	
n. Youth Work Admin / Projects - Archbishops' Council funding	-		-		-		(26,505)	
o. Children's Work Admin/Projects - Operating costs	22,625		11,914		(10,711)		14,323	
<u>Stewardship</u>								
p. Stewardship Admin/Projects - Operating costs	5,800		3,164		(2,636)		4,553	
<u>Other CfDM activities</u>								
q. Association of Readers	6,000		6,000		-		6,000	
r. Bursaries	3,000		-		(3,000)		-	
s. Hudson Memorial Library	3,543		3,543		-		3,543	
t. CfDM General Expenses	750		228		(522)		611	
u. Share of Central Service Costs	29,384		25,435		(3,949)		27,613	
		821,283		852,437		31,154		694,274
<b>(5) BOARD FOR CHURCH AND SOCIETY</b>								
<u>Board Administration</u>								
a. Staff costs	115,455		131,545		16,090		115,394	
b. Pensioner Supplements	2,350		2,067		(283)		1,946	
c. BCS Central Administration costs	10,560		7,762		(2,798)		11,140	
<u>Workplace Ministry</u>								
d. Staff costs	60,761		22,657		(38,104)		51,423	
e. Workplace Ministry - Operating Costs	-		-		-		(500)	
<u>Interfaith</u>								
f. Staff costs	17,115		17,013		(102)		16,567	
g. Interfaith - Operating costs	3,800		3,557		(243)		2,406	
<u>Chaplain to the Deaf</u>								
h. Chaplain to the Deaf - Operating costs	1,200		-		(1,200)		300	
i. Diocesan Environment Officer expenses	500		50		(450)		247	
<u>Dedicated Funds</u>								
j. External Grants	62,355		42,299		(20,056)		24,811	
k. Yarl's Wood Casework Support Group	300		86		(214)		168	
l. Contribution to East of England Churches Network	6,500		6,500		-		6,500	
m. Funding of EECN support from External Trusts	(5,500)		(5,500)		-		(5,500)	
n. International	3,750		2,492		(1,258)		1,708	
o. Ecumenism	4,500		3,786		(714)		3,299	
p. BCS / Evangelism Initiatives	5,000		955		(4,045)		5,199	
q. Funding of Evangelism Initiatives from EIG special grant	(3,000)		-		3,000		(4,000)	
r. Rural Strategy Group	2,600		1,758		(842)		1,384	
s. Urban Forum	750		322		(428)		284	
t. Programme Groups	6,690		4,603		(2,087)		3,041	
u. Investment Income	(4,800)		(4,506)		294		(4,477)	
v. Share of Central Service Costs	10,239		11,748		1,509		9,478	
		301,125		249,194		(51,931)		240,818
<b>(6) ADMINISTRATION &amp; LEGAL</b>								
a. Staff costs	572,999		598,802		25,803		555,823	
b. Diocesan Office	166,768		174,080		7,312		161,025	
c. Diocesan Registry costs	123,662		99,821		(23,841)		105,015	
d. Contrib Ch Comms - Legal Officer Fees	(29,843)		(30,305)		(462)		(29,367)	
e. Diocesan Chancellor's retainer	8,008		8,180		172		7,805	
f. Diocesan Synod	4,000		3,685		(315)		2,965	
g. General Synod Meetings	9,000		11,174		2,174		8,620	
h. Boards, Committees, & Officers' Expenses	13,500		13,528		28		11,598	
i. Archivists and Miscellaneous	-		4,000		4,000		-	
j. Costs reallocated to other Boards	(44,369)		(46,992)		(2,623)		(41,069)	
		823,725		835,973		12,248		782,415

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<b>(7) NATIONAL CHURCH REQUIREMENT</b>		488,026		463,813		(24,213)		474,476
<b>(8) COMMUNICATIONS AND INFORMATION TECHNOLOGY</b>								
a. Staff costs	119,001		129,424		10,423		100,121	
b. Administration costs	6,055		4,388		(1,667)		3,764	
c. Communications Projects	5,750		5,832		82		3,989	
e. SEE Round and Directory	(9,032)		(8,310)		722		(659)	
d. Information Technology	14,500		14,517		17		12,193	
		136,274		145,851		9,577		119,408
<b>(9) RESOURCES CENTRE</b>								
a. Staff costs	42,649		11,944		(30,705)		49,132	
b. Administration costs	4,160		3,877		(283)		4,681	
e. Common Fund Grant to CFSE	10,000		10,000		-		-	
c. Schools and Religious Education	305,215		313,847		8,632		302,061	
d. Less: Common Fund Management Charge to CFSE and gr	(305,215)		(313,847)		(8,632)		(302,061)	
		56,809		25,821		(30,988)		53,813
<b>(10) TOTAL EXPENDITURE</b>		<b>13,725,472</b>		<b>13,051,156</b>		<b>(674,316)</b>		<b>12,906,518</b>
<b>(11) LESS: SUMS AVAILABLE</b>								
<u>Selective allocations and statutory income</u>								
a. Guaranteed Annuities & Selective Alloc	(7,500)		(8,956)		(1,456)		(9,013)	
b. Fees, Chaplaincies and Trusts	(635,000)		(619,813)		15,187		(620,599)	
		(642,500)		(628,769)		13,731		(629,612)
<u>Income from property and investments</u>								
c1. Glebe Income	(334,000)		(374,684)		(40,684)		(363,546)	
c2. Glebe Expenses	132,895		169,331		36,436		119,228	
d. Income from Lettings and Rents	(265,000)		(308,039)		(43,039)		(254,771)	
e. Investment Income incl. Deposit Interest	(770,000)		(793,542)		(23,542)		(812,235)	
		(1,236,105)		(1,306,934)		(70,829)		(1,311,324)
<u>Grants and donations received</u>								
f. Subscriptions and Donations	(2,500)		(1,528)		972		(2,094)	
g. Legacy and PCC Trust Income	(26,000)		(48,833)		(22,833)		(48,302)	
h. Grant from EIG (Allchurches Trust Ltd)	(130,000)		(133,187)		(3,187)		(133,187)	
		(158,500)		(183,548)		(25,048)		(183,583)
<u>Parish share adjustments</u>								
i. Pastoral Aid Support Grants	250,000		217,457		(32,543)		210,000	
j. Stipend contributions during vacancies	(100,000)		-		100,000		-	
		150,000		217,457		67,457		210,000
k. Mission Support Fund Transfer	100,000		100,000		-		100,000	
l. Mission Suppt Fund subsidy by AB Council	(100,000)		(100,000)		-		(100,000)	
m. Additional AB Council Funding	(74,000)		(74,000)		-		(74,000)	
		(1,961,105)		(1,975,794)		(14,689)		(1,988,519)
<b>(12) EXPENDITURE, NET OF SUMS AVAILABLE</b>		<b>11,764,367</b>		<b>11,075,362</b>		<b>(689,005)</b>		<b>10,917,999</b>
<b>(13) COMMON FUND RECEIPTS</b>								
Current Year	(11,639,367)		(11,239,630)		399,737		(10,883,886)	
Prior Years	(125,000)		(29,928)		95,072		(119,924)	
	<b>(11,764,367)</b>		<b>(11,269,558)</b>		<b>494,809</b>		<b>(11,003,810)</b>	
<b>(14) Deficit / (Surplus)</b>		<b>-</b>		<b>(194,196)</b>		<b>(194,196)</b>		<b>(85,811)</b>

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Previous Year

	2012 Budget Year to Date £		2012 Actual Year to Date £		Variances (figure in brackets denotes saving) £		2011 Actual £	
<b>Diocesan Offices</b>								
<b>Assignable Office Costs</b>								
General/ Water Rates(Dioc Office)		14,207		14,239		32		14,779
Electricity - Holywell Lodge	7,700		7,671		(29)		4,195	
Gas - Holywell Lodge	8,405		6,160		(2,245)		6,833	
Heat and Light		16,105		13,831		(2,274)		11,028
Cleaning Materials	725		772		47		812	
Window Cleaning	675		374		(301)		1,158	
Laundry	3,121		3,016		(105)		3,449	
Contract Cleaners	20,655		18,981		(1,674)		19,062	
Cleaning		25,176		23,143		(2,033)		24,481
Telephone - Holywell Lodge	5,500		6,686		1,186		5,104	
Internet Connection and Web-hosting	850		1,941		1,091		1,611	
Diocesan Annual Report	1,000		1,073		73		-	
Computer Hardware and Software Maint.	11,000		5,975		(5,025)		10,026	
IT and Telecomms		18,350		15,675		(2,675)		16,741
Professional Fees	3,283		5,701		2,418		19,022	
Audit Fees and Expenses - DBF	19,289		19,379		90		3,333	
Fees		22,572		25,080		2,508		22,355
Building Depreciation (Holywell Lodge)	20,000		20,004		4		329	
Garden	250		348		98		888	
Repairs and Renewals - Admin	500		20		(480)		-	
Fire Extinguishers	500		-		(500)		16,004	
Insurance	17,542		16,888		(654)		-	
Other		38,792		37,260		(1,532)		37,225
		135,202		129,228		(5,974)		104,254
<b>Non Assignable Office Costs</b>								
Postage - Diocesan Office	7,500		8,816		1,316		-	
Printing (Admin)	-		-		-		9,728	
Stationery (Admin)	11,676		8,401		(3,275)		8,964	
Photocopier usage	7,175		5,526		(1,649)		-	
		26,351		22,743		(3,608)		29,155
Staff Development and Training	3,000		2,827		(173)		-	
		3,000		2,827		(173)		24,792
Office and Household Equip under £1000	1,250		295		(955)		2,432	
Computer Equipment under £1000-Admin	3,250		1,754		(1,496)		-	
		4,500		2,049		(2,451)		2,687
Depreciation - Admin	9,000		8,101		(899)		(5)	
Profit / Loss Disposal of Fixed Assets	-		(75)		(75)		941	
Publications	850		625		(225)		1,917	
Catering - Holywell Lodge	2,000		2,268		268		838	
Staff Recruitment - General Admin	3,000		3,000		-		2,544	
Bank Charges	2,500		2,659		159		-	
VAT Reclaimed	-		-		-		1,354	
Miscellaneous - Admin	850		655		(195)		-	
		52,051		44,852		(7,199)		72,567
Sub-Total - Diocesan Officer Assignable and Non-Assignable Costs		187,253		174,080		(13,173)		176,821
Less: Notional Recharge to Diocesan Registry		(20,485)		-		20,485		(15,796)
<b>TOTAL "DIOCESAN OFFICE"</b>		166,768		174,080		7,312		161,025