Public Disclosure of Parish Finances

2026

and maintenance update

HOW THINGS WORK: a reminder

The parish priest is the legal representative of the corporation of the parish and the "administrator" of its temporal goods (property and money). **N.b.** Arrangements are made in civil law to try and allow the church's own law and system to function according to how it is supposed to. In England & Wales, this is done by making **each diocese** is a single civil **charity**, and the trustees of that charity "delegate" authority to parish priests to ensure that each parish functions separately. In the church's own law, each parish is separate from other parishes *and* from the diocese.

To fulfil his responsibilities, the parish priest usually has executive leads. In this parish, we have the following arrangement:

- **Treasurer**: Caroline O'Grady – *manages all payments/reimbursements, manages accounting and the bank account, keeps all records/spreadsheets, prepares the financial returns to the diocese*
- **Gift-aid officer**: Darryl Smith – *manages all gift-aid operations*
- **Operations manager**: Richard McNulty – *co-ordinates the operational function of the estate, including maintenance and dealing with contractors, etc*

To help as a first level of audit, and also as a source of technical expertise in planning a budget, the parish priest is also required to have a **parish finance council** to advise him. The current parish finance council is:

- Michael Trott (chairperson), Annette Shaw (secretary), Peter Godfrey, Tony Grossfield, Veronica Marett

The parish has **2 bank accounts** and **1 investment portfolio**

- A **current account** from which we draw actual payments, and into which our income is deposited
    - **At the time of writing, this is £17,416.13**
    - A bank requires that named persons have the ability to use the bank account ('mandate). 2 mandate-holders together are able to make payments. For the current accounts in this diocese, these mandate holders are meant to be:
        - **The parish priest**: Fr Simon Davies
        - **The rural dean**: Fr David Ward (parish priest of Costessey at time of writing)
        - **At least one other person**: in this parish, the current bank-mandate holders are Caroline O'Grady, Michael Trott, Peter Godfrey and Tony Grossfield.
- A **higher-interest current account** which is an account kept with the diocese:
    - We pay into that account any excess from the current account
    - We can move money from that account to the current account at any time for expenses
    - The diocese also automatically takes money from that account (referred to as movements) for certain mandatory expenditures (e.g. insurance policy participation)
    - **This currently stands at approximately £24,405.85**
- Our **investment portfolio**, which is managed by the diocesan investment company
    - **This is currently valued at approximately £122,000**

Our "cash" assets are going down, because we are doing the maintenance work that needs to be done.

The diocesan bishop is able to **tax** parishes in his diocese. In this diocese, this tax is taken from the 'offertory' collection (regular free-will giving) at a total rate of 37%, and 20% of the money we get back from gift aid is retained by the diocese. In addition, with the sale of any property, profits are taxed at a rate of 40%.

Twice a year, **the parish priest is required to render account** to the diocese: (1) for the first six-months of a given year, and (2) for the total year just completed. In addition, the parish priest also informs the diocese of the budget he has set for the upcoming year. He is also required by law to disclose the parish's finances to the public once annually.

INCOME & EXPENDITURE 2025

Most income is from regular free-will giving (Sunday offertory, standing orders, etc).

In 2025, our regular free-will giving was **£64,676.10** (up 4.51% on 2024)

- Standing orders: **£27,815.62** (up 5.7% on 2024)
- Plate: **£22,959.34** (up 18.37% on 2024)
- *Plus* gift aid collection: **£4,469.94** (down 24.56% on 2024)
- Gift-aid tax refund: **£9,431.20** (down 7.98% on 2024)

Remember, regular free-will giving (offertory collections) are **taxed at a rate of 37% by the diocese and gift aid returns by 20%**, so **we don't keep all of this income**.

Data from standing order donors reveals that, on average:

- **6 households** give **43%** of the parish's standing order income (all those giving more than £10 per week)
- The remaining **57%** of the parish's standing order income comes from **44 households**

In 2025, the parish received in addition:

- in **legacies** (a gift in a will after death) and **donations**: £11,581.75 (up 465.6% on 2024)
- a total of £11,355 in **hall rental** (up 25.4% on 2024)
- a total of £13,200 in other property **rental (no change)**
- raised by **fundraising** £7,420.67 (down 16.57% on 2024)
- and added up with other items there was a **total income** of **£129,080.72 (up 26.85% on 2024)**

In 2025, the parish spent:

- **£12,756.02** to have a priest (down 19.52% on 2024)
- **£71,778.17** on property maintenance and expenses **(up 121.38% on 2024)**
- **£13,629.38** on administration expenses and non-priest staff expenses (up 18.43% on 2024)
- **£3,010.92** on fundraising costs (functionally no change)
- **£3,695.54** on liturgical expenses (down 18.73% on 2024)
- **£17,757.51** on water, gas, and electricity (up 20.98% on 2024)
- **£2,311.23** on council tax & bin charges (up 10.85%)
- **£4,639.26** on insurance (up 209.89% on 2024; a diocesan controlled system)
- **£1,275** on cutting the grass (up 32.81% on 2024)
- **£1,253** on hall & presbytery cleaning (down 24.02%; down because presbytery cleaning removed)
- **£1,779.60** on window cleaning (new statistic breakdown)
- **£1,753.51** on fire extinguisher and fire escape lighting maintenance (new statistic breakdown)
- And added up with other items there was a total expenditure of **£138,990.01**

So in 2025, the parish spent **£9,909.29** more than was brought in. This is anticipated, because of the large maintenance projects going ahead after a long time of low-level maintenance. This is also offset but a one-off legacy received in 2025.

Remember: this was **2025**. We have only begun to scratch the surface of our property maintenance issues.

MAINTENANCE REVIEW OF 2025

Proceeding with larger maintenance works that were scheduled previously, the parish spent the following in 2025:

- £2,525 on presbytery carpets
- £4,998 on presbytery boiler
- £792 on new signs
- £10,782 on new heating system in Our Lady of Refuge Hall
- £2,200 on heating repair in Our Lady of Refuge Church
- £2,209 on heating repair in St Joseph Hall
- £613 on side door access improvement at St Joseph Church
- £420 on a tree survey

KEY MAINTENANCE ISSUES IN 2026 AND BEYOND

This year, the parish contracted an architect for a more effective management and implementation of urgent repairs required on the St Joseph estate. A full architectural survey of the estate was undertaken in order to create architectural drawings of the buildings. The architect will have oversight of:

Presbytery

- The replacement of presbytery windows (specialist glass, lead and ironwork) and specialist stone frames, and fitting modern, more effective and safer secondary glazing internally, getting local authority listed building consent, sourcing quotations and contractors and reviewing progress to completion
- The installation of vents in the bathroom and kitchen of the presbytery for health & safety so that in the future, a new bathroom can be fitted, leaks stemmed, and the poor kitchen replaced in the future, including local authority listed building consent

  The cost of the above works (1) windows and (2) vent installation will be received shortly; it will be large

  Issues still outstanding:

  - Asbestos survey and potential subsequent works
  - Legionnaires test and potential water tank renewal
  - Repointing and brick replacements
  - Water damage repair
  - Gas system and gas metre renewal
  - Replacement of gutters and pipes which are insufficient for the roof size

St Joseph Church

- A total roof replacement in slate, redesign and replacement of the gutter spouts, renewal of degraded stone work and decorative items, repair of the roof join from St Joseph Chapel to the main church, installation of a safe access system for steeple jacks in the future to ensure safe and legal ongoing maintenance

  The cost of the above work will be received shortly; it will be extremely large

  Then:
- Repair of all windows (both clear and stained glass), many of which are fractured and broken

Once the key cost figures are in, a proper funding model will be developed more comprehensively during 2026

The **cemetery** at **Our Lady of Refuge** also needs improvement in its boundary and widening, and depending on the state of play of the presbytery window costs, this may be able to be undertaken this year. This presbytery is being put first before all other things, because it has been so long neglected, and is detrimental of health.