

**ST LUKE'S CHURCH**  
**Norfolk Road, Maidenhead**

**ANNUAL REPORT & FINANCIAL STATEMENTS**

**OF**

**THE PAROCHIAL CHURCH COUNCIL**

**for the year ended 31st December 2023**

**Registered with the Charity Commission, No. 1129951**

**Vicar:**

**The Reverend Sally Lynch**

**Church Wardens:**

**Jacqueline Lewis & Clare Price**

**Treasurer:**

**Bev Botting**

**Secretary to the PCC:**

**Jeanette Lock**

**Bankers:**

**Royal Bank of Scotland PLC**

**and**

**Lloyds Bank PLC**

**45 High Street, Maidenhead, SL6 1JS**

**Independent Examiner:**

**Antonio J. Shiafkou FCA**

## **Parochial Church Council of St. Luke's Parish Church, Maidenhead**

### **Annual Report for 2023**

#### **Aims and Purposes**

St Luke's Parochial Church Council (PCC) has the responsibility for co-operating with the incumbent, the Reverend Sally Lynch, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. The PCC is also specifically responsible for the maintenance of all the church buildings, these all being situated in Norfolk Road, Maidenhead. It is also responsible for safeguarding in all aspects of the church's life.

#### **Objectives and Activities**

The PCC is committed to enabling as many people as possible to worship at the church and to become part of the parish community at St. Luke's. The PCC maintains an overview of worship throughout the parish. Our worship and other activities put faith into practice through prayer, scripture, music, and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and the supplementary guidance on charities for the advancement of religion. We try to enable people to live out their faith through:

- Worship, prayer, and nurturing faith; learning about the Gospel; and developing their faith and trust in Jesus.
- Provision of pastoral care and the occasional offices for people living in the parish and beyond
- Missionary and outreach work, care for the created world.

To facilitate this work, and as part of our stewardship, it is important that we maintain the fabric of the church buildings.

**Safeguarding** continues to be a major consideration for the PCC, with regular reviews taking place during the year. The PCC has also reviewed the church's Safeguarding Policy and has complied with its duty to have due regard with the House of Bishops guidance on safeguarding children and vulnerable adults. In 2021 the Diocese of Oxford launched the Safeguarding Dashboard for each parish. This parish has complied fully with it and is currently at level 3 of 3. The PCC ensures that all those required to do so undertake the relevant nationally provided safeguarding training.

#### **Achievements and Performance**

##### ***Worship and Prayer***

Our main service continued to be a Parish Communion service at 10.00am on Sunday, also offered on Zoom. A quieter and more contemplative Service of Holy Communion at 8.00am also took place once a month, along with a weekly service at 10.00am on Wednesdays. In partnership with All Saints, Boyne Hill and the Church of the Good Shepherd, Cox Green, we offered a variety of evening services through the Sundays at Six programme. These was a mixture of in-person and Zoom worship. We continued to have an All-Age Communion service on the first Sunday of the

month. Baptisms took place at midday on Sundays (mainly) and also within the 10am Sunday Communion service.

We continued to offer zoomed Morning Prayer from Tuesday to Saturday, with up to 15 participants and Evening Prayer on Friday. We held our APCM on 30<sup>th</sup> April.

Our Lent course used the book by Ruth Valerio, "Saying Yes To Life" and on Sundays during Lent we watched the videos from the Diocesan course, Come and See which focused on the Beatitudes.

In July and October, we enjoyed quiet days at Stubbings and at Bray Spirituality Centre led by Revd, Sally and Revd. Terrie respectively, and a further quiet morning was held on 2<sup>nd</sup> December in church led by Revd. Sally. A Prayer Day had been held on 1<sup>st</sup> April, led by Revd. Geoffrey Connor.

St Luke's had joined with other churches in the town of the World Day of Prayer on 3<sup>rd</sup> March, and some members took part in the Good Friday Walk of Witness

In June a group from church enjoyed a trip to The Wintershall Life of Christ, a full scale re-telling of the life of Jesus over a day in the countryside.

A series of nurture actives took place between May and November entitled "Growing in Faith" with two groups looking at either Exploring the Bible through Matthew's Gospel or Going Deeper using Imaginative Contemplation with Paula Gooder's book "Women of Holy Week".

Our Advent and Christmas services were well attended. Our Carol service was held in-person and also on Zoom. On Christmas Eve we held two well attended Crib services.

A variety of School Carol services were held during December.

On 1<sup>st</sup> September Samantha Fiordelisi took up the post of Children and Family Leader. Her role includes involvement with the Baby and Toddler group and Messy Church as well as the development of strategies to enable and support the growth of children and families during Sunday worship.

Sadly, our Director of Music left at the end of January, and, despite strenuous efforts, we have been unable to appoint a replacement. Almost every Sunday service in 2023 was covered by one of four reliable and very capable locums and we hope to find a permanent organist very soon.

### ***Diocesan/Deanery Synod***

Three lay members of the PCC sit on Deanery Synod, alongside the clergy. This provides the PCC with an important link between the parish and the wider structure of the church.

### ***Church Buildings***

The Fabric Committee, led by Simon Bader (assisted by John Salter) , continued to ensure that the church building remains in a good condition prioritising and addressing any general church maintenance which is needed, namely church lighting, the boiler and the churchyard. Along with a team of volunteers, they held several church working parties to undertake any general church maintenance needed, both inside and outside the church building. The major issue has been an aging boiler alongside rising utility costs, and the need to renew the lighting system with a better quality and more eco-friendly system.

### ***Pastoral Care***

Pastoral care continued to be vitally important throughout the year. The Pastoral Team continue to support on a weekly basis, those on the pastoral roll who are housebound or frail. The PCC is extremely grateful to these for the time and effort they have put in.

The vicar and curate have been able to offer Home Communion and pastoral visits and have conducted a number of funerals.

### ***Mission and Evangelism***

Helping those in need is a demonstration of our faith. This year our Outward Charitable Giving was £3,600 which was distributed to our three nominated faith-based charities: Foodshare, Green Christians and Embrace the Middle East. The fourth quarter of our Charitable Giving was given to New Brainstorm School in Uganda, Inclusive Church and Toilet Twinning in Lers through Kori. Donations were also made to Jeel Al Amal Children's Home in Bethany, The Children's Society.

The Christmas Tree Festival raised just over £4000 for the chosen charity, The Hope Project, Number 22 Counselling Service.

We have encouraged our members to donate to Foodshare via local supermarkets and in church.

Our Parish Magazine 'Inspire' was published twice during the year and we are grateful to Miriam Mansour and Ruth Humphreys for collating the articles. We produce a weekly news sheet which is circulated via email . Weekly deliveries of the newssheet etc have continued for the dozen or so church members with no IT provision.

In April Catherine England was appointed as the Parish Office Assistant to work on Thursday and Friday mornings to compliment the role offered by Ruth Humphreys on Tuesday and Wednesday mornings.

We continue to offer alternative fresh expressions of church, including monthly Messy Church.

We continue to offer our in-person fellowship and outreach activities, such as the monthly Thursday Teas, monthly Keeping Company bereavement group and weekly Baby and Toddler group, which now meets in church and is very popular.

We have developed the Gaynor's Gift group, a Prayer Shawl ministry to knit, crochet or sew shawls or blankets which, once blessed, are distributed to those is any kind of pastoral need. This is held monthly either in church or via Zoom.

### ***Activities through the year***

Following the Coronation of King Charles on 7<sup>th</sup> May, a church family Coronation Bring-and-Share lunch was held in the vicarage garden on 8<sup>th</sup> May.

A useful PCC Away Morning had been held on Saturday 20<sup>th</sup> May to update the St. Luke's Church Mission Action Plan.

A 'Not the Summer Fair' collection took place on 23<sup>rd</sup> July raising around £1180.

In July we were awarded the Bronze Eco-Church award. A 'recycling' area was set up at the back of church to include containers for used batteries, used pill packets and make up containers, and packaging that can be recycled in supermarkets. A shared Eco-Church Day between St Luke's Church, Church of the Good Shepherd Cox Green and All Saints Church had taken place on 4<sup>th</sup> March.

A Garden Party was held in the Vicarage Garden on Sunday 3<sup>rd</sup> September.

A Baptism Anniversary Party was held on 10<sup>th</sup> September which involved a simple church service, craft activities and tea in the vicarage garden.

A Harvest Supper took place on Saturday 30<sup>th</sup> September.

A Church Breakfast was held on 7<sup>th</sup> October when Revd. Phyl, Jeanette Lock and Ben Darracott talked about their work at the COVID vaccination clinic.

The inaugural Johanna Raffan Memorial Recital took place on Sunday 8<sup>th</sup> October with a piano recital from Andrew Gallacher. There was also a summer lunchtime flute recital on 14<sup>th</sup> July given by Christina Brugger.

On 18<sup>th</sup> October St Luke's School held their Patronal and 75<sup>th</sup> anniversary (links with the Diocese) celebration service.

A bench in memorial to the late John Cox was dedicated on 11<sup>th</sup> November.

On 19<sup>th</sup> November Revd. Sally and some of the congregation joined Mitzvah Day, along with people from faiths across the town, for practical community service at the synagogue.

Our Christmas Tree Festival took place in December with 75 beautifully decorated Christmas trees in church, sponsored by a variety of people and organisations. We welcomed several hundred people into church each day. There was a fantastic atmosphere throughout the whole event which raised over £4000 for The Hope Project, Number 22 Counselling Service as well as much needed church funds.

A Public Access Defibrillator was installed outside church on 15<sup>th</sup> December funded jointly by Thames Valley Heartbeat and Windsor and Maidenhead Christian Trust.

The Co-Op chose St. Luke's as one of their recipients of their Community Fund for this year, with funds being used to support developing the churchyard. The total raised was £2749 which has been set aside for our work to develop our churchyard.

### ***Ecumenical Relationships***

We are a member of Churches Together in Maidenhead and, as a Presence and Engagement parish, church members also participate in the activities of Windsor and Maidenhead Community Forum and Women's Interfaith Group. We have shared the concerns of our Jewish and Muslim neighbours for the conflict in the Holy Land. In October the Vicar met with the Rabbi and the Imam to pray publicly about the situation and people caught up in it, and for peace.

### ***Volunteers and Others***

The PCC would like to express its thanks to all the volunteers who contribute to the running of St. Luke's Church. Many of these people work quietly in the background, doing all the little and not so little jobs that go to the smooth running and upkeep of the church. Too many to mention by name, we thank everyone for their contribution no matter how small.

2023 has been another challenging year for all of us and the PCC would particularly like to thank the Reverend Canon Terrie Robinson, and our curate the Reverend Phyl Sopp. Also, Dave Sopp for both his work in editing and broadcasting services (and as Interim treasurer). We are greatly indebted to churchwardens, Jacqueline Lewis and Clare Price, and their team of helpers who have welcomed people into the church.

The Reverend Sally Lynch has worked tirelessly to keep the church running and safe. This has always been done with good humour and a ready smile. She has provided encouragement when needed as well as empathy and has always been available if help is required. This she has done as well as carrying out her function as Associate Area Dean and successfully completing training as a Spiritual Director.

### **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered charity. The method of appointment of PCC members is set out in the Church Representation Rules. At St. Luke's the current membership of the PCC consists of the Incumbent, Curate, two Churchwardens, three Deanery Synod members and up to twelve members elected by those members of the congregation who are on the Electoral Roll of

the church (four elected annually for a three-year term). All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of mission and of general concern and importance to the parish including deciding on how the funds of the PCC are spent and safeguarding. New members receive initial training.

The full PCC of St. Luke's Church in 2023 consisted of 19 members. The PCC met on five occasions during the year, with an average attendance of 75%. There are two committees to which some members of the PCC belong.

#### ***Standing Committee:***

This is the only committee required by law and has limited powers to transact the business of the PCC between its meetings. It seeks to promote the effective working of the PCC and co-ordinate the activities of the various planning groups. Its membership consists of the Incumbent, two Churchwardens, Treasurer, PCC secretary and two lay members of the PCC, elected annually. It also acts as the Finance Committee overseeing the financial situation and planning the stewardship renewal. The Standing Committee has met on three occasions during the year (two via Zoom).

#### ***Fabric Committee:***

This committee is responsible to the PCC for all matters in relation to the fabric of the building and churchyard. At the October 2023 meeting of the PCC the Heat & Light and Churchyard groups were made official sub-committees of the PCC.

### **Administrative Information**

St. Luke's Church is situated in Norfolk Road, Maidenhead. It is part of the Diocese of Oxford (and Archdeaconry of Berkshire) within the Church of England. The correspondence address is St. Luke's Church, The Vicarage, Norfolk Road, Maidenhead, SL6 7AX. Registered charity number 1129951

PCC members who have served at any time from 1st January 2023 to 31st December 2023 are:

**Ex Officio Members**

Incumbent	The Reverend Sally Lynch (Chair)
Curate	The Reverend Phyllis Sopp
Churchwardens	Jacqueline Lewis (Vice Chair), Clare Price
Deanery Synod	Ruth Sheppard (until APCM 25) Marc Caporiccio (until APCM 25) Jeanette Lock (until APCM 25)

Elected Members	Jeanette Lock (3-year term until APCM 2024) Kim Rumble (3 year-term until APCM 2024) Sally Somerville (2 year-term until APCM 2024) Rita Salter (1 year-term until APCM 2024) Simon Bader (3 year-term until APCM 2025) Anne Child (3 year-term until APCM 2025) Barbara Essam (3 year-term until APCM 2025) Rachel Beaumont (2 year-term until APCM 2025) Isobelle Davies (3 year-term until APCM 2026)-retired January 2024 Katty King Coulling (3 year-term until APCM 2026) Ralph Hincliffe (3 year-term until APCM 2026) Pam Bader (3 year-term until APCM 2026)  Bev Botting co-opted onto PCC January 2024 Marc Caporiccio co-opted onto Deanery Synod January 2024
-----------------	--

## Financial Review

Work has continued on setting financial policies and sharing the workload. We have a new treasurer in place, working with others who count the cash and cheques, who pay these in at the bank and who claim our gift aid. As mentioned in last year's report the church accounts are now held on an online platform provided by Xero, and the various documents we use are held on Microsoft Teams. This enables multiple people to have access to the accounts with varying levels of authority/access.

This year's biggest expenditure was the £20,827.70 spent on repairs to the boiler. This, together with the trebling of our heating costs over the past year compared with 2022 due to increasing utility costs, has led to an increased urgency to find a more cost-effective heating solution. The PCC commissioned a contractor to survey our church and make recommendations.

The Benefactors fund benefited in 2022 by an extremely generous legacy from the late Johanna Raffan MBE. Revd. Sally and the PCC agreed that given Johanna's lifelong commitment to children's education, a major spend from this legacy would be a part-time 'Children and Families Leader' for a fixed term of 3 years (approx. cost of £45,000). Samantha Fiordelisi began work with us on 11 September 2023. We also plan to use some of this legacy to improve the lighting in the church, and some was used, with the agreement of the PCC, to pay for the heating survey to help provide solutions to our future heating plans.

Investigations continue about installing more efficient lighting. These works along with the £14,050 earmarked for Chapel improvements and the potential replacing of our church heating system, mean we will not be short of project work over the coming years. These are exciting opportunities to grow our church and further develop our Outreach in Maidenhead and beyond.

### Designated and Restricted Funds

As a result of reviewing our funds and policies the following changes were made at the end of 2023.

- The Events Committee Fund and Catering Fund had been combined at the end of 2022 and this fund was reduced to zero, with the net proceeds to be transferred to the General Fund at the conclusion of each Financial Year. This is used to record how much we spend on entertaining and fundraising.

## Balance Sheet

Our income in 2023 was £127,665.01 and our expenditure was £163,415.46 giving a net spend over income before investment income of £35,750.45. Our investments did well in 2022 giving a profit of £31,588.42, which when taken with depreciation of assets of £8, 170.20 gave a net loss for 2023 of £12, 332.23.

## Reserves Policy

The PCC's current policy on holding reserves are as follows: -

### *Restricted Funds*

The PCC is advised on an annual basis of significant unspent balances in these funds where it is apparent that plans are not in hand to spend the money within a reasonable time.

### *Unrestricted & Designated Funds*

**Benefactors' Fund:** (i.e., accumulated legacies for the general purposes of the PCC). Our policy is that the money should normally only be spent on the capital cost of items, or on repairs/restoration work that would not normally be required more than once every ten years. Alternatively, it can be used to fund support for church personnel development. Hence the reserve level will vary and there is no target level. In 2010 the PCC decided that the dividend income from the part of this fund held as CBF Investment Fund shares should be treated as General Fund income.

Johanna's legacy is reported on separately within the benefactors fund was spent on the children and families leader, the heating survey, and Alpha course costs.

**Fabric Reserve Fund:** The policy is to hold reserves of between £210,000 and £300,000, so that:

- The income from the investment is sufficient to cover the cost of day-to-day maintenance of the building's fabric (dividend income from the Fabric Reserve CBF shares account will continue to be paid into the Fabric Fund) and
- To allow us, if necessary, to fund major building repair projects without needing to immediately raise funds to do so.

The remaining reserves (i.e., all excluding the Benefactors' and Fabric Reserve funds) should be sufficient to fund three months of ordinary expenditure.

## **Independent Examiner's Report to the PCC of St. Luke's Parish Church, Maidenhead**

I report on the accounts of the church for the year ended 31st December 2023 which are set out on the following pages.

### **Respective Responsibilities of Trustees and Examiner**

The church's trustees (the PCC) are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.


### **Independent Examiners' 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 s.130 of the 2011 Act; and
- to prepare accounts which accord with these accounting records have not been met;

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Antonio J. Shiafkou FCA

Antonio J. Shiafkou FCA

Date : 04/April /2024

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Statement of Financial Activities  
for the year ended 31st December 2023**

		Unrestricted	Designated	Restricted	Endowment	Total Funds	Total Funds
	Note	Funds	Funds	Funds	Funds	2023	2022
		General					
		£	£	£	£	£	£
<b>Income and Endowments from:</b>							
Donations and legacies	2(a)	73620.28	5431.01	7275.43	0.00	86326.72	346947.54
Other trading activities	2(b)	0.00	9275.36	0.00	0.00	9275.36	8789.64
Investments	2(c)	137.08	16227.08	1623.07	240.21	18227.44	11533.88
Church activities	2(d)	4084.36	8387.00	1364.13	0.00	13835.49	12074.26
Other activities	2(e)	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income and Endowments</b>		<b>77841.72</b>	<b>39320.45</b>	<b>10262.63</b>	<b>240.21</b>	<b>127665.01</b>	<b>379345.32</b>
<b>Expenditure on:</b>							
Church activities	3(a)	122776.16	24560.02	11371.41	0.00	158707.59	116207.33
Raising funds	3(b)	825.99	3537.43	0.00	0.00	4363.42	2942.50
Other activities	3(c)	0.00	0.00	344.45	0.00	344.45	160.74
Total Expenditure		<b>123602.15</b>	<b>28097.45</b>	<b>11715.86</b>	<b>0.00</b>	<b>163415.46</b>	<b>119310.57</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>		<b>-45760.43</b>	<b>11223.00</b>	<b>-1453.23</b>	<b>240.21</b>	<b>-35750.45</b>	<b>260034.75</b>
Net gains/(losses) on investments		-	28445.14	2591.21	552.07	31588.42	-44796.43
Depreciation of assets			-8170.20	0.00	0.00	-8170.20	
<b>Net income/(expenditure) before transfers</b>		<b>-45760.43</b>	<b>31497.94</b>	<b>1137.98</b>	<b>792.28</b>	<b>-12332.23</b>	<b>215238.32</b>

<b>Transfers between funds</b>	4						
Events Committee to General Fund		5737.93	-5737.93	0.00	0.00	0.00	0.00
General Fund to Catering		-267.38	267.38	0.00	0.00	0.00	0.00
Benefactors' Fund Dividends to General Fund		1120.68	-1120.68	0.00	0.00	0.00	0.00
Fabric Reserve to Fabric Fund			0.00	0.00	0.00	0.00	0.00
Benefactors Fund (JMR) to General Fund		10954.11	-10954.11	0.00	0.00	0.00	0.00
Hick Flower Fund to General Fund		136.41	0.00	0.00	-136.41	0.00	0.00
General Fund to Flower Fund		-200.00	200.00	0.00	0.00	0.00	0.00
<b>Net movement in funds</b>		-28278.68	14152.60	1137.98	655.87	-12332.23	215238.32
<b>Total funds brought forward at 1st January 2023</b>		24546.63	606554.67	71145.51	5971.07	708217.88	
<b>Total funds carried forward at 31st December 2023</b>		-3732.05	620707.27	72283.49	6626.94	<b>695885.65</b>	<b>708217.88</b>

# Parochial Church Council of St. Luke's Parish Church, Maidenhead

## Balance Sheet at 31st December 2023

		2023	2022
	Note	£	£
Fixed Assets			
Tangible fixed assets			
Screen, projector and camera	7a)	24510.60	32680.80
<b>Investments</b>			
Parochial Church Council Property	7b)	365889.84	334425.83
Trust funds administered by the PCC	7c)	1446.74	1322.33
		391847.18	368428.96
Current Assets			
Stock		0.00	0.00
Investments		0.00	0.00
Debtors		0.00	4250.00
CBF Deposit Accounts - held by the PCC			
CBF No. 1 (General)		3978.79	2756.74
CBF No. 2 (Fabric)		14029.46	5829.55
CBF No. 3 (Trusts)		11957.64	11414.32
CBF No. 5 (Development)		4.14	4.01
CBF No. 6 (Organ)		7899.38	6846.73
CBF No. 7 (Benefactors')		222403.55	215497.06
CBF No. 9 (School)		8603.67	8336.49
Lloyds Bank Deposit Account (Development Fund)		4095.11	4059.40
Lloyds Bank Current Account		26621.15	14330.36
RBS Current Account		18526.84	74173.26
<b>Total</b>		<b>318119.73</b>	<b>347497.92</b>

**Liabilities: Amounts falling  
due within one year**

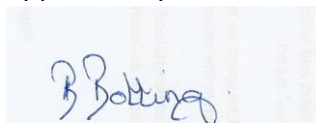
Creditors for goods and services	13834.26	7462.00
Cheques written off as not presented in more than one year	247.00	
Advanced payments received	0.00	0.00

Net Current Assets (Liabilities)	304038.47	339788.92
<b>Total Net Assets</b>	<b>695885.65</b>	<b>708217.88</b>

**represented by:-**

Parish Funds	8		
Unrestricted	8a)	616975.22	631101.30
Restricted	8b)	72283.49	71145.51
Endowment	8c)	6626.94	5971.07
		<b>695885.65</b>	<b>708217.88</b>

Approved by the Parochial Church Council on 12 March 2024 and signed on its behalf by:-



Bev Botting (Treasurer)



Revd. Sally Lynch (Vicar)

## **Notes to the financial statements for the year ended 31st December 2023**

### **1 Accounting Policies**

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions. They have been prepared under the 2019 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

#### **Assets**

Consecrated and benefice property.

In so far as consecrated and benefice property of any kind is excluded from the statutory definition of 'charity' by Section 10(2)(a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

#### **Moveable church furnishings**

These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

Tangible fixed assets for use by charity These are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Equipment owned by the PCC and used within the church is depreciated on a straight-line basis over 4 years.

An impairment review is carried out at each year-end and any resultant loss identified included in expenditure for the year.

#### **Investments**

Investments quoted on a recognised stock exchange or whose value derives from them are valued at market value at the year end. Other investment assets are included at PCC's best estimate of market value.

#### **Short term deposits**

These are the cash held on deposit either in the CBF Deposit Funds or at the bank.

#### **Funds**

##### *Unrestricted Funds*

These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its 'general fund reserves' as disclosed in the trustees' report.

##### *Restricted Funds*

These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

##### *Endowment Funds*

These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other

benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

#### *Transfers between Funds*

At the end of each year a transfer is usually made from the Events Fund to the General Fund to leave the source fund with free balances of between £10 and £100. In practice this is no longer necessary and as a result, the Events Fund and the Catering Fund were combined with the balance transferred to the General Fund at the end of each year. In 2023 this was £5,737.93. There was a transfer of £267.38 from the general fund to the designated catering fund.

A Transfer of £10954.11 was made from the Benefactors' fund (JMRaffan) to the General Fund to cover the costs agreed by the PCC.

Each year, the income from the Hick Flower Fund Endowment is transferred to the General Fund to be used towards the purchase of flowers; in 2023 this was £136.41.

A Transfer of £200 was transferred from the General Fund to the Flower Fund.

Since October 2010 dividends from the Benefactors' Fund CBF Investment Fund Shares are treated as General Fund income. £1120.68 was transferred from the benefactors fund dividend to the general fund.

Other transfers are made as required by resolution of the full PCC or Standing Committee.

#### **Incoming Resources**

##### *Voluntary Income and Capital Sources*

Planned giving, collections and donations are recognised when received. Income tax recoverable on gift aid donations is recognised when the income is received. Grants and legacies are accounted for when the PCC has determined that it is irrevocably legally entitled to the amounts due. All incoming resources are accounted for gross.

##### **Other income**

All other income is recognised when it is receivable. No attempt is made to place a figure on the value of the work of volunteers.

##### *Income from Investments*

Dividends and interest are accounted for when receivable.

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

<b>Note</b>	<b>Unrestricted Funds General</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds 2023</b>	<b>Total Funds 2022</b>
<b>2 Income and Endowments from:</b>						
<b>2a) Donations and Legacies</b>						
<b>Planned Giving:</b>						
Gift Aided	31474.62	0.00	0.00	0.00	31474.62	42689.32
Non-Gift Aided	19033.10	0.00	0.00	0.00	19033.10	14345.43
Collections at services etc	6134.24	0.00	0.00	0.00	6134.24	2879.00
Sundry Donations	7013.42	775.00	990.85	0.00	8779.27	7792.58
Tax recovered	9409.90	0.00	0.00	0.00	9409.90	13595.28
<b>Special Collections :</b>						
Gift Aided		0.00	0.00	0.00	0.00	0.00
Tax recovered		0.00	0.00	0.00	0.00	0.00
Non-Gift Aided	0.00	0.00	5874.58	0.00	5874.58	3252.00
<b>Grants:</b>						
Lady Pocock's Charities		0.00	410.00	0.00	410.00	400.00
ODBF for Heating Contributions	0.00	0.00	0.00	0.00	0.00	2045.00
Baby & Toddler Group: Donation	0.00	0.00	0.00	0.00	0.00	1000.00
LPWGS - VAT Refund	0.00	0.00	0.00	0.00	0.00	3038.93
Legacies & Gifts In Memoriam		4656.01	0.00	0.00	4656.01	255250.00
Floodlighting sponsorship	555.00	0.00	0.00	0.00	555.00	660.00
<b>Total</b>	<b>73620.28</b>	<b>5431.01</b>	<b>7275.43</b>	<b>0.00</b>	<b>86326.72</b>	<b>346947.54</b>
<b>2b) Other Trading Activities</b>						
Fund Raising - General	0.00	2231.56	0.00	0.00	2231.56	1622.45
Fund Raising - Music Festival	0.00	0.00	0.00	0.00	0.00	0.00
Fund Raising -CTF	0.00	7043.80	0.00	0.00	7043.80	7167.19
Transfer from Hall Trustees for Fire Extinguisher Servicing	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>9275.36</b>	<b>0.00</b>	<b>0.00</b>	<b>9275.36</b>	<b>8789.64</b>

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

**2c) Investments**

Dividends on CBF Investment Fund Shares	0.00	9041.74	823.65	175.47	10040.86	9985.60
Bank and CBF Deposit Fund Interest	137.08	7185.34	799.42	64.74	8186.58	1548.28

**2d) Church activities**

Fees - Weddings & Funerals	0.00	8387.00	0.00	0.00	8387.00	6824.00
Magazine, Trading & Catering	2774.36	0.00	0.00	0.00	2774.36	103.50
Baby & Toddler Group Income		0.00	1364.13	0.00	1364.13	1211.76
Church Bookings	1310.00	0.00	0.00	0.00	1310.00	3935.00
<b>Total</b>	<b>4084.36</b>	<b>8387.00</b>	<b>1364.13</b>	<b>0.00</b>	<b>13835.49</b>	<b>12074.26</b>

**2e) Other Activities**

	0.00	0.00	0.00	0.00	0.00	0.00
--	------	------	------	------	------	------

<b>Total Income and Endowments</b>	<b>77841.72</b>	<b>39320.45</b>	<b>10262.63</b>	<b>240.21</b>	<b>127665.01</b>	<b>379345.32</b>
------------------------------------	-----------------	-----------------	-----------------	---------------	------------------	------------------

**3 Expenditure on:**

**3a) Church activities**

**Grants**

Missionary and Charitable Giving:

**Church Overseas:**

FACE	0.00		0.00		0.00	131.50
------	------	--	------	--	------	--------

**Relief and development agencies**

Embrace the Middle East	907.00	0.00	0.00	0.00	907.00	0.00
New Brainstorm School	303.00	0.00	0.00	0.00	303.00	0.00
McCabe Educational Trust	0.00	0.00	784.68	0.00	784.68	0.00
Toilet Twinning with Kori	303.00	0.00	485.00	0.00	788.00	0.00
<b>Total</b>	<b>1513.00</b>	<b>0.00</b>	<b>1269.68</b>	<b>0.00</b>	<b>2782.68</b>	<b>0.00</b>

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

**Home missions and other Church Societies**

Children's Society	0.00	0.00	333.00	0.00	333.00	502.00
Green Christian	907.00	0.00	0.00	0.00	907.00	0.00
Bishop of Oxford Outreach		0.00	0.00	0.00	0.00	104.00
Inclusive Church	303.00	0.00	0.00	0.00	303.00	0.00
Tearfund Ukraine	0.00	0.00	0.00	0.00	0.00	1431.50
A Rocha	0.00	0.00	0.00	0.00	0.00	1300.00
<b>Total</b>	<b>1210.00</b>	<b>0.00</b>	<b>333.00</b>	<b>0.00</b>	<b>1543.00</b>	<b>3337.50</b>

**Secular Charities**

Maidenhead Foodshare	907.00	0.00	0.00	0.00	907.00	0.00
Number 22		0.00	4271.90		4271.90	0.00
Baby Bank		0.00	0.00	0.00	0.00	242.00
Brett Foundation	0.00	0.00	0.00	0.00	0.00	1300.00
Alexander Devine		0.00	0.00	0.00	0.00	2141.00
<b>Total</b>	<b>907.00</b>	<b>0.00</b>	<b>4271.90</b>	<b>0.00</b>	<b>5178.90</b>	<b>3683.00</b>

<b>Gifts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
--------------	-------------	-------------	-------------	-------------	-------------	-------------

<b>Total of Outward &amp; Charitable Giving</b>	<b>3630.00</b>	<b>0.00</b>	<b>5874.58</b>	<b>0.00</b>	<b>9504.58</b>	<b>7152.00</b>
---	----------------	-------------	----------------	-------------	----------------	----------------

**Ministry:**

Parish Share	63314.46	0.00	0.00	0.00	63314.46	66307.23
Clergy Expenses	1169.17	0.00	0.00	0.00	1169.17	1571.04
Teaching Courses etc	540.00	0.00	0.00	0.00	540.00	310.00
Fees Assigned to Diocese	0.00	3029.00	0.00	0.00	3029.00	3018.00
Fees for Organist, Vergers, Flower Arrangers	1797.16	0.00	0.00	0.00	1797.16	955.00
Junior & Messy Church Costs	0.00	0.00	307.66	0.00	307.66	241.60
Baby & Toddler Group Expenditure	0.00	0.00	35.80	0.00	35.80	1510.19
CYP Leader's Salary & pension	4,905.51	0.00	0.00	0.00	4,905.51	0.00

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

**Church running costs**

Light, water, heat	19834.32	0.00	0.00	0.00	19834.32	8988.75
Insurance	8210.75	0.00	0.00	0.00	8210.75	6894.30
Church requisites	4521.31	0.00	0.00	0.00	4521.31	2376.12
Catering	0.00	267.38	0.00	0.00	267.38	1398.47
Choir, Organ and Music	0.00	0.00	5153.37	0.00	5153.37	2941.20
CCLI License	0.00	0.00	0.00	0.00	0.00	840.04

**Church Maintenance & Development**

Bells	0.00	36.00	0.00	0.00	36.00	0.00
Structure & Windows	0.00	2700.00	0.00	0.00	2700.00	530.00
Clock	0.00	301.20	0.00	0.00	301.20	286.80
Heating Installation	0.00	16758.00	0.00	0.00	16758.00	1392.00
Organ	0.00	282.50	0.00	0.00	282.50	0.00
Electrical and Sound Installation	0.00	0.00	0.00	0.00	0.00	57.17
Fire Extinguishers & Security	0.00	177.50	0.00	0.00	177.50	147.72
Plumbing	0.00	0.00	0.00	0.00	0.00	1372.06
Furnishings	0.00	0.00	0.00	0.00	0.00	280.00
Miscellaneous	4200.00	855.00	0.00	0.00	5055.00	177.50
Parish Administrators' Salaries & Pension Costs	6464.71	0.00	0.00	0.00	6464.71	3162.60
Office Costs	4188.77	0.00	0.00	0.00	4188.77	3238.48
Account Examination Fee/Expenses		0.00	0.00	0.00	0.00	200.00
St. Luke's Flower Group	0.00	153.44	0.00	0.00	153.44	859.06

<b>Total of church costs</b>	119146.16	24560.02	5496.83	0.00	<b>149203.01</b>	<b>109055.33</b>
------------------------------	-----------	----------	---------	------	------------------	------------------

<b>Total Expenditure on Church Activities</b>	122776.16	24560.02	11371.41	0.00	<b>158707.59</b>	<b>116207.33</b>
---	-----------	----------	----------	------	------------------	------------------

**3b) Raising funds**

Fund raising costs	0.00	3537.43	0.00	0.00	3537.43	2727.50
Subscriptions and Advertisements	825.99	0.00	0.00	0.00	825.99	215.00
<b>Total</b>	825.99	3537.43	0.00	0.00	4363.42	2942.50

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

**3c) Other activities**

Year of Mission Events	0.00	0.00	150.40	0.00	150.40	130.50
St. Luke's School - Grants	0.00	0.00	194.05	0.00	194.05	30.24
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>344.45</b>	<b>0.00</b>	<b>344.45</b>	<b>160.74</b>
<b>Total Expenditure</b>	<b>114496.64</b>	<b>37202.96</b>	<b>11715.86</b>	<b>0.00</b>	<b>163415.46</b>	<b>119310.57</b>

**4 Analysis of Transfer Between Funds**

The transfers show:

Spend for the Events Committee being transferred to General Fund

Spend for the Catering Fund being transferred from the General Fund

Benefactors' Fund dividends of £1,1120.68 were transferred to the General Fund.

A transfer of £200 from the General Fund to the Flower Fund, partly offset by income of £136.41 from the Hick Flower Fund

A Transfer of £10,954.11 from the Benefactors Fund (JMR) to the General Fund to cover costs of CYP Leader, hymnbooks, the heating survey and Alpha Course.

**5 Staff Costs**

	<b>2023</b>	<b>2022</b>
Director of Music's Salary	108.22	2200.40
CYP Leader's Salary	4,905.51	0.00
Parish Administrators' Salaries & Pension		
Costs	6464.71	3162.60
<b>Total</b>	<b>11478.44</b>	<b>5363.00</b>

During the year the PCC advertised for a Director of Music but this position remained vacant

The PCC operates a PAYE scheme for all staff payments. It also offers the NEST defined contribution pension scheme which the Parish Administrators and CYP leader are a member of and to which the PCC contributes 4% of their salary.

**6 Related Parties**

A small immaterial portion of the expenses paid to the Vicar may relate to her service as chair of the PCC

No other payments or expenses (other than reimbursement for items purchased on behalf of the PCC) were paid to any PCC member, persons closely connected with them, or related parties

Donations from related parties (PCC members) during the year including Planned Giving and other gifts totalled £15,593.19 excluding the associated Gift Aid tax refund

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**  
**Notes to the financial statements for the year ended 31st December 2023**

			2023	2022		
<b>7 Fixed Assets for use by the PCC</b>						
<b>7a) Tangible Fixed Assets</b>						
In 2022 a Projector, Screen and Camera were installed to the value of £32,680. The value of these will be depreciated at 25% per annum to spread their cost to the PCC						
Projector, Screen and Camera			24510.60	32680.80		
<b>7b) Investments - PCC Property</b>			<b>Shares held on 31/12/2023</b>	<b>Shares held on 31/12/2022</b>	<b>Valuation at 31/12/2023</b>	<b>Valuation at 31/12/2022</b>
All shares are in the CBF Investment Fund	Share price				22.61	20.66
Fabric Reserve Fund			12819.33	12819.33	289784.80	264865.30
Organ Fund			1333.00	1333.00	30132.86	27541.65
Benefactors' Fund			1813.69	1813.69	40999.01	37473.37
Hannaford Trust - held by Diocesan Trustees, Oxford Ltd, on behalf of the PCC			104.00	104.00	2350.95	2148.79
Hick Flower Fund			116	116	2622.21	2396.72
<b>7c) Investments - Property of Vicar and Churchwardens, administered by the PCC</b>						
Fry Trust			64.00	64.00	1446.74	1322.33

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

<b>Note</b>	<b>Unrestricted Funds General</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds 2023</b>	<b>Total Funds 2022</b>
<b>8 Funds</b>						
<b>Summary of Assets By Fund</b>						
Investment Fixed Assets	0.00	330783.81	30132.86	6626.94	367543.61	335851.39
Current Assets	-3732.05	289923.46	42150.62	-	328342.04	372366.48
Current Liabilities	0.00	0.00	0.00	-	0.00	0.00
Fund Balance	-3732.05	620707.27	72283.49	6626.94	695885.65	708217.88
					<b>Balance at 31/12/2023</b>	<b>Balance at 31/12/2022</b>
<b>Fund Details</b>						
<b>8a) The Unrestricted Funds balances are as follows:-</b>						
<b>General Fund:</b>						
General Accumulated Reserves					-3732.05	24546.63
<b>Designated Funds:</b>						
Events Committee Fund					0.00	0.00
Catering Fund					0.00	0.00
Flower Fund					369.97	48.41
Assigned Fees					5665.00	307.00
Benefactors' Fund					314010.57	310618.27
Benefactors' Fund CBF Shares					40999.01	37473.37
Fabric Fund					-454.25	4034.98
Fabric Reserve Fund					-29667.83	-10792.66
Fabric Reserve Fund CBF Shares					289784.80	264865.30
<b>Total</b>					616975.22	631101.30

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**

**Notes to the financial statements for the year ended 31st December 2023**

**8b) The Restricted Funds Balances are as follows:-**

Junior Education Fund	2323.73	2240.54
Mums & Toddlers Fund	1805.74	477.41
Year of Mission	9166.26	9316.66
Choir Music Fund		-6943.69
Lady Pocock's Non Ecclesiastical	2873.00	2463.00
Oakley Bequest	127.51	123.83
Langton Bequest	136.78	133.10
Development Fund	4063.54	4063.41
Organ Fund	8899.38	7846.73
Organ Fund CBF Shares	30132.86	27541.65
A Finch Fund for Organ Improvements	9265.26	9020.64
Fry Trust Accumulated Income	169.17	164.76
Hannaforde Trust Accumulated Income	1774.32	1727.60
Special Collections	110.25	110.25
St. Luke's School Fund	8379.38	8306.25
<b>Total</b>	<b>72283.49</b>	<b>71145.51</b>

**8c) The Endowment Funds Balances are as follows:-**

Fry Trust (Capital)	1525.62	1361.66
Hannaforde Bequest (Capital)	2479.10	2212.68
Hick Flower Fund (Capital)	2622.21	2396.72
<b>Total</b>		<b>6626.94</b>

=====

**Parochial Church Council of St. Luke's Parish Church, Maidenhead**  
**Notes to the financial statements for the year ended 31st December 2023**

**8 Fund Details (continued)**

As reported elsewhere the PCC are in the process of reviewing all our accounting policies and this review will therefore include all the following. Sufficient resources are held in an appropriate form to enable each of the funds be applied in accordance with any restrictions. The specific purpose of each fund is as follows:

**Unrestricted Funds**

**GENERAL ACCUMULATED RESERVES**

These represent the general "savings" of the PCC which are not earmarked for any particular purpose.

**Designated Funds**

**EVENTS FUND**

Our Christmas Tree Festival was a success and raised £3,506.37 for ourselves and a further £4,271.90 for Number22 a local counselling service..

**FABRIC FUND**

This funds repairs and maintenance to the church building and its contents, and the cost of cleaning materials. Income is from the Fabric Reserve Fund i.e., one half of the interest and dividends arising from the proceeds of the sale of 42 St. Luke's Road (the former curate's house).

Expenditure during the year £21110.20 was higher than last year due to the large costs to repair the boiler. The investment income from the reserve fund £14,029.46 was not sufficient to cover this.

**BENEFACTORS' FUND**

A very generous legacy from the late Johanna Raffan MBE significantly increased the balance of this fund in 2022 and now stands at £314,010.57. During the year the Benefactors Fund was used to provide funding for the part time leader for children and families, a heating survey to inform decisions on a future heating system, hymnbooks, and resources for the Alpha course.

**BENEFACTORS' FUND CBF SHARES**

These shares generated £1120.68 of income for the General Fund in 2023.

**FABRIC RESERVE FUND**

This represents part of the capital held on deposit that generates income for the Fabric Fund. The Fabric The target range is £210,000-£300,000.

**FABRIC RESERVE FUND CBF SHARES**

This represents the bulk of the capital that generates the income for the Fabric Fund. The fund is represented by 12819.33 CBF Investment Fund shares. In 2023 it generated £24,919.50 of dividends and interest (2022: £8,018).

## **Restricted Funds**

### **JUNIOR EDUCATION FUND**

This funds the education of the children and young people of the church and Messy Church expenditure. Income during the year was from contributions collected at Messy Church usually on the first Friday of each month and a grant from Lady Pocock's Ecclesiastical Charity.

### **BABY & TODDLER GROUP FUND**

This contains monies held on behalf of the Baby and Toddlers Group. The group normally holds a 90 minute session on each Thursday during school term time in church.

### **YEAR OF MISSION FUND**

This is the balance remaining from the legacy left via the Diocese of Oxford to be used for mission work within Maidenhead.

### **CHOIR MUSIC FUND**

This fund holds money given that is specified as being for this fund and is used by the choir to purchase new music and pay fees for visiting organists. Given the increased use of visiting organists and limited income possibilities it is no longer viable in its present form and is due to be reviewed as part of the ongoing reforms.

### **LADY POCOCK'S NON-ECCLESIASTICAL CHARITY**

This fund contains unspent grant money from Lady Pocock's Non-Ecclesiastical Charity which is to be used to benefit the elderly poor of the parish.

### **OAKLEY BEQUEST**

This fund is for upkeep of the Oakley grave. **LANGTON BEQUEST**

This fund is for the upkeep of the Langton grave and churchyard.

### **DEVELOPMENT FUND**

This fund is for long term improvements or alterations to the fabric of the church (as opposed to maintenance activities).

There was no activity for this fund in 2023.

### **ORGAN FUND**

This was established to fund long-term repairs and maintenance to the pipe organ that was last fully restored after the fire in 1991. Organ tuning costs and day-to-day maintenance are borne by the General Fund under the Choir and Organ expenditure item.

### **ORGAN FUND CBF SHARES**

In view of the long-term nature of the Organ fund, part of it is held as 1333 CBF Investment Fund Shares.

### **ARTHUR FINCH FUND FOR ORGAN IMPROVEMENTS**

This fund contains the legacy received from the estate of the late Arthur Finch to be used towards future improvements to the pipe organ at St. Luke's.

### ST LUKE'S SCHOOL FUND

There is a building on the school site which was erected by the local authority without the permission of the trustee of the land, which is St. Luke's Parochial Church Council. Rental from the operator who ran it as "Munchkins" was paid direct to the school until 2012. However, when the land was registered by the Diocese of Oxford it became clear that since the trustees are the ultimate owners of the land the rental income should be paid to the PCC and used in accordance with the land conveyance dated 22nd June 1948 which requires it to be spent firstly "on matters relating to educating children or adults of the parish in the Christian faith, or failing this on any other ecclesiastical purpose." The St. Luke's School Fund was therefore set up within the PCC's accounts and contains rental payments received plus interest, less expenditure properly authorised by the PCC.

In July 2016 the Munchkins group left the building and the school is now using the premises for its own purposes. Rental payments to the PCC have therefore ceased.

### **Endowment Funds**

#### FRY TRUST

The income from this endowment is to be used firstly to maintain the grave of Canon Fry and secondly to maintain the chapel.

#### HANNAFORD BEQUEST

The income from this endowment is to be used firstly to maintain the grave and tombstone of Anne Dorothy Hannaford in good and proper order and secondly for the general purposes of the PCC.

#### HICK FLOWER FUND

The income from this endowment £136.41 (£72 in 2022) is used to purchase flowers for the church, by transfer to the General Fund from whence it is paid to the flower arranging team as part of the PCC's contribution of £200 towards the cost of flowers. Following the closure of the building society account used by the flower arranging team the balance of this money is currently held in a designated Flower Fund.