# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER

England & Wales · Charity number 1132355

## Details

| | |
|---|---|
| **Other names** | ST MATTHEW'S WESTMINSTER, PCC |
| **Status** | Registered |
| **Legal form** | Previously excepted |
| **Registered** | 2009-10-27 |
| **Register** | View on the Charity Commission register |

## Contact

| | |
|---|---|
| **Address** | 20 Great Peter Street<br>Westminster<br>London<br>SW1P 2BU |
| **Phone** | 020 7222 3704 |
| **Email** | office@stmw.org |
| **Website** | www.stmw.org |

## Activities

**Objects:** Promoting in the ecclesiastical parish the whole mission of the Church.

**Activities:** St Matthew's Westminster is a church in the Catholic tradition of the Church of England where everyone is welcome whatever their background. The church seeks to develop an understanding of community in the heart of the city through its threefold ministry of prayer, hospitality and dialogue. The daily rhythm of Eucharist, Morning and Evening Prayer is at the heart of its common life.

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

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## Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- City Of Westminster

## Finances

| Period end | Income | Expenditure | Assets | Employees |
|---|---|---|---|---|
| 2024-12-31 | £220,199 | £219,388 | - | - |
| 2023-12-31 | £217,673 | £211,603 | - | - |
| 2022-12-31 | £137,451 | £214,856 | - | - |
| 2021-12-31 | £169,670 | £166,923 | - | - |
| 2020-12-31 | £145,980 | £165,802 | - | - |

## Trustees

| Name | Role | Appointed |
|---|---|---|
| Alastair Callcutt | | 2020-10-27 |
| Craig Shenton Mr | | 2023-06-11 |
| Daniel Johnson | | 2023-06-11 |
| Daniel Joseph Binder | | 2025-05-18 |
| Dr Ruth Kathryn MARTIN | | 2024-07-15 |
| EITHNE RISNER | | 2012-06-05 |
| JANE LOUISE KENNEDY | | |
| JONATHAN WILLIAM PATRICK AITKEN | | |
| Jacintha Chawda | | 2021-05-23 |
| Jessica Ellen Janetta Stewart | | 2024-05-19 |
| Katie Chan Yue Ginger | | 2024-05-19 |
| Rev John William Henry | | 2024-04-29 |
| Rev MICHAEL SKINNER | | 2020-10-27 |
| Rev Stephen Hewitt | | 2021-05-23 |
| SUSAN MARY LOWSON | | |
| VELMARIE ANTOINETTE WYNTER | | 2025-05-18 |

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMIN**

England & Wales - Charity number 1132355

# Accounts

St Matthew's
Westminster

# THE ANNUAL REPORT AND FINANCIAL STATEMENTS FOR ST MATTHEW'S WESTMINSTER FOR THE YEAR ENDED 31ST DECEMBER 2024

The Annual Report of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

20 Great Peter Street, Westminster SW1P 2BU
020 7222 3704 office@stmw.org www.stmw.org
Registered charity 1132355

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# Foreword by the Parish Priest

As we reflect on the past year at this Annual Parochial Church Meeting, we begin with thanksgiving. Whatever challenges the wider Church may have faced, here at St Matthew's we have been blessed with a rich and creative year, shaped and sustained by the faithful witness of this community. Week by week, in prayer and worship, in service and fellowship, we have sought to be a place of welcome, inspiration, and hope.

This would not be possible without the many people who sustain the life of our church in so many ways. Without the support of a dedicated team, we could not offer the varied ministries that express our desire to be 'a place of prayer, hospitality and dialogue at the heart of the city.' So we offer our heartfelt thanks to all who work so hard, often behind the scenes, to help make St Matthew's such a remarkable place.

Yet we cannot ignore that this has been a difficult year for the wider Church of England. Controversy, division, and uncertainty have weighed heavily on us all, and the Church we love has been tested. The headlines have often made for painful reading, and at times, we may have wondered where hope is to be found. And yet, if this year has taught us anything, it is that the true strength of the Church is not in its institutions alone, nor in its governance, but in its people-the faithful, gathered in communities like ours, here at St Matthew's. The Church endures not because it is free from hardship, but because it is sustained by the grace of God, working through those who worship, serve, and bear witness together.
So, as we reflect on the past year and look ahead to the future, we do so not with despair, but with hope-hope that God is still at work among us, calling us forward in love and service. May we commit ourselves afresh to the vision that sustains us.

With love and prayers,



# About St Matthew's Westminster

**Aim and purposes**
The Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**Objectives and activities**
The specific objective of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

**Structure, governance and management**
The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The members of the PCC, who are its trustees in law, have had regard to the Charity Commission's guidance on public benefit. The PCC held nine meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect its officers. The PCC is made up of 9 ex officio members and up to 12 elected members. There is a Standing Committee of five members that prepares agendas for full PCC meetings and deals with urgent business between meetings.

A complete list of members who served on the PCC during the year is included on the next page. The number on the Electoral Roll announced at the APCM in 2024 was 151. The combined number of 'usual weekly attendees' is about 160.

Jane Kennedy became the Safeguarding Officer in 2023 and attended and passed the Leadership training and the Church of England Safer recruitment course in 2024. Following the training, the policies and procedures were thoroughly reviewed and redrafted together with a detailed action plan on safeguarding. Jane Kennedy took on the role of Data Protection Officer in 2018. Privacy Notices were issued when required.

**Legal and administrative information**
The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address. The PCC is a charity registered with the Charity Commission under number 1132355.

# Members of the PCC

**Ex Officio members**

Incumbent Fr Philip Chester * (Chairman)

**Assistant priests**
Bishop Chris Lowson; Fr John Henry; Fr Jonathan Aitken; Fr Michael Skinner;

**Executive Headteacher:** Sara Maltese
**Acting Head of School:** Sarah Green

**Churchwardens**: Jess Streeting*; (until May 2024); Alastair Callcutt*; Susan Lowson* (from May 2024)

**Deanery Synod Representatives**
Jane Kennedy *, Secretary, Safeguarding Officer, Weekday Representative;
Alastair Callcutt

**Elected Members**
Jessie Chawda
Julian Empett
Katie Ginger
Stephen Hewitt
Danny Johnson
Susan Lowson (until May 2024)
Ruth Martin (co-opted 15th July 2024)
Ray Mingay (until May 2024)
Eithne Risner
Craig Shenton
Jessica Stewart (from May 2024)
Muriel Zagha-Shore

**In Attendance**
Director of Music – Nigel Groome
Interim Operations Director – Fr Peter Bradley (until March 2024)
*Dean Bucknell - Treasurer `
Ted Smyth -Assistant Treasurer
Pastoral Assistant:  Daniel Binder (until August 2024)

** Member of the Standing Committee*

# Review of 2024

**The Parochial Church Council**
The Annual Parochial Church Meeting provided the opportunity on Sunday 19 May 2024 for the church community to come together to review the year. PCC meetings were held in person with a few people occasionally attending via Zoom for personal reasons. The PCC met for half a day in September to discuss the vision and mission of St Matthew's; this was facilitated by Assistant Priest, Fr John Henry.

**Congregational Life**
Services have continued to be streamed and reached a wide audience.

Sunday summer lunches were held after Mass for the congregation in June and July, each Sunday having a menu based on a different country.

The annual parish pilgrimage to Walsingham was held at the over the first weekend of May, and we were once again joined by members of the parish of Christ the Saviour, Ealing.

A group from the parish of All Saints, Upper Clatford, Hampshire visited St Matthew's, Westminster in October. Activities included a visit to Tate Britain, lunch in St Matthew's House and a guided tour of the church.

A WhatsApp group for the church congregation was launched which has proved useful for keeping in touch with each when away from church and helped bring the community together.

Daniel Binder, pastoral assistant, left St Matthew's for another post in August after working for three years of dedicated service in the role; pastoral assistants from two other London churches provided cover in the interim until the full-time post could be filled at the end of the year.

**Special Services**
Lent was marked with a series of films curated by Muriel Zagha-Shore with Lenten themes, preceded by supper.

The Patronal Festival was an opportunity for a celebration on Saturday 21st September and the preacher was the Bishop of South East Florida, the Rt Revd Peter Eaton. This Patronal Mass was followed by a party. Other significant days in the Church calendar were marked by visiting preachers.

29th November 2024 marked the fortieth anniversary of the re-dedication of St Matthew's following the fire in 1977. The Bishop of London, the Rt Revd Dame Sarah Mullally presided at a celebratory Mass which was followed by a party. The Mass included some magnificent singing by the choir (see below in the report on music). An illustrated booklet which featured details of the fire and its aftermath, was produced for the occasion.

**Weekday Choral Evensong**
Throughout the year, Choral Evensong was held on Wednesday evenings. A different visiting speaker was invited to give a short homily along the lines of the Radio 4 *Thought for the Day* until the summer. Some of the speakers were from the St Matthew's community. This series of services also included the popular 'Come and Sing' Evensongs, promoted by Jessica Stewart, which attracted a large number of people to form a scratch choir.

**Engagement with the Wider Community**
St Matthew's has continued to host a meeting for local residents on a regular basis with local community representatives re current state of the environment around the church and school which have been attended by the local MP, Ward councillors, Metropolitan police reps and Mary O'Connor, Neighbourhood Co-ordinator for St James's Ward from Westminster City Council.

**Music – Report from the Director of Music, Nigel Groome**
The choir continues to enrich our Sunday liturgy mostly as a quartet, occasionally with a cantor and enlarged to eight singers for festivals, with the Hammig String Quartet joining us on Easter Sunday.

Wednesday Evensong is sung during term time as is Tuesday Compline. I am indebted to Ted Smyth and Hilary Bagshaw who regularly sing with me for this service.

Our Come and Sing attracts between forty and fifty singers who rehearse for an hour and then sing Evensong. Social time follows in the hall and often continues in The Speaker. The Christmas Come and Sing brought in sixty three singers and a large congregation. It was an extremely packed church with people sitting way back in the Narthex.

The annual performance of the Britten Ceremony of Carols has become a feature of St Matthew's. Again, we had a full church with huge numbers joining online.

In January we broadcast an Epiphany Choral Evensong live on radio 3. This is a great form of outreach for St Matthew's with an estimated listening audience of two million.

The BBC also used St Matthew's for a recording of part of the Easter Songs of Praise programme.

In March The Prayer Book Society attended Evensong. It is good to have forged a link with them who have been very supportive of our midweek worship.

Also in March we hosted an extremely good alumni concert by the choir of Magdalen College Cambridge which attracted a large number of visitors.

A highlight of Holy Week was the first performance of the Stabat Mater by our friend and former chorister Nils Greenhow. It was a privilege and pleasure to welcome him back to conduct the performance.

In November St Matthew's commemorated the fortieth anniversary of the rededication of the church following the fire. For the Mass we commissioned a setting of the Tantum Ergo from the composer Ian Wicks. It was a privilege to welcome him to conduct the first performance of the anthem at the service.

Thank you all for your support and encouragement.

**Social Events**
A varied programme of social events was held throughout the year. The Supper Club for the congregation continued with a supper in a different restaurant each month. Sunday evening quizzes at the local pub, *The Speaker*, have proved popular with St Matthew's entering a strong team. A church WhatsApp group for those interested in cultural events was also launched.

This report was approved by the PCC on 7 April 2025 and signed on its behalf by:





Fr Philip Chester
Parish Priest and PCC Chairman

Jane Kennedy
PCC Secretary

# Westminster (St Margaret) Deanery Synod Triennium 2023-2026 - Business in 2024

The Deanery Synod held only one business meeting in 2024, on 24 May, the other occasion of its coming together having been the Garden Party held on Wednesday 19th June.

**On 24 May,** the meeting was held at St Mary's Bourne St; in his opening remarks, Fr Andrew Walker welcomed synod members to St Mary's, and gave a brief account of the recent capital work (the 'Pineapple Project'), offering to talk to clergy who might be planning similar projects in the near future.

In the absence of Fr John Pearson-Hicks, the chair of the education committee, the Area Dean, Fr Philip Chester, gave the education committee report which outlined the particular challenges facing all our deanery schools as a result of the demographic shifts taking place in central London. The growing partnerships between schools were working well.

Robert Zampetti (St Paul, Covent Garden), then introduced a motion, the text of which follows. In his remarks he characterised the motion as a technocratic way of restoring a better balance between central funding pots and the funds flowing to dioceses for the support of clergy stipends. Over the long term, it was expected that this would enable larger numbers of full-time stipendiary clergy to be employed, increasing the potential for growth at parish level. He then proposed the motion, which was seconded by Alison Cattermole (St Paul, Covent Garden).
Motion:

> *That this Synod:*
> *(i) call upon the Church Commissioners and Archbishops Council to undertake everything necessary to effect a redistribution of financial resources directly to Diocesan Stipend Funds to reflect the value of contributions made by Diocesan Boards of Finance to the Church of England Funded Pension Scheme since it was established by the settlement of 1997 (£2.6 billion)*
>
> *(ii) call upon Diocesan Boards of Finance to manage the funds redistributed as a result of the above to support parish ministry in the ways discerned locally to be most effective in enabling growth and sustaining the Church of England's commitment to be a Christian presence in every community.*

This motion was carried: In favour: 35 Against: 1 Abstentions: 2

The Area Dean then welcomed and introduced the new Archdeacon of Charing Cross, the Ven Katharine Hedderly. She introduced herself and her role, saying how delighted she was to be taking up the post, and how much she was looking forward to working with churches across the episcopal area; she then talked about how she expected the work of the archdeacons to be taken forward.

The **Garden Party** was held in the Master's Garden at the Temple on 19 June 2024; proceedings began at 6pm with Choral Evensong at the Temple Church, and the Garden Party itself took place between 7 and 9pm. On this occasion the garden party was shared with the City Deanery, as has happened in some previous years.

In the summer Fr Philip Chester stood down as Area Dean, a post he held since 2005, and parishes were invited to contribute to a gift in appreciation of his service.

We had a wonderful start to the academic year! All the pupils, staff and families are ready for the new year and all the fabulous opportunities this year will bring.



We continue our ever strengthening partnership with St Paul's Cathedral and Mr Will Bruce, Artistic Director of Choral Partnership. We also enjoy a strong partnership with St Barnabas and KS2 recently joined them for collective worship.



## BELONGING

Years 3 and 4 had a wonderful time at Future of Food where they learned about food sustainability and about some 'foods of the future'.



## BELONGING

Keilah had a very special responsibility on Remembrance Sunday. She was the Beavers' flag bearer, presenting it at the altar at St Gabriel's Church, Pimlico.

## BELIEVING

To mark St Matthew's Day on the 21st September, Year 5 took part in a maypole workshop and performance by Victoria Street Developers.





## BELIEVING

During the Patronal Festival for St Matthew's Day, Leo, Lottie and Lola were servers. They did an amazing job. Here they are pictured with the Bishop of South East Florida, Peter Eaton.

## ACHIEVING

Our fabulous PTA work so hard to plan exciting fundraising events including our Loved Ones' Sale and Crazy Hair Day!





## AUTHOR VISIT

We had a wonderful day when Mr Michael De Souza visited. Natasha wrote a fabulous poem about him!





## ACHIEVING

Mr Peter Broughton, headteacher of Westminster City School, visited with one of our ex pupils. Tyrone Ojukwu has achieved so much and is now studying biology, psychology and economics at A level. Congratulation, Tyrone!





## LUNAR NEW YEAR







## SPECIAL VISITOR

Rachel Blake MP visited our wonderful St Matthew's family. She really felt our Christian ethos and enjoyed seeing all the progress our children make.









## ST MATTHEW'S SCHOOL CHOIR

The choir has sung at the Department for Education, the Home Office, St Paul's Cathedral and Christchurch Gardens for the lighting of the Christmas tree.
On Wednesday 8th May we will be singing with the St Paul's Cathedral Choir for the World War II 80th Anniversary Evensong.

# Trustees Annual Report

**Financial Review**

The total surplus for the year was £8,937, compared to a large deficit of £28,848 in 2023. Around ninety percent of this surplus (£8,126) related to unrealised gains on investment assets as they recovered in value from the prior year.

A reconciliation of underlying income and expenditure with the net income reported under FRS102 is set out below:

| | 2024 £ | 2023 £ | 2022 £ | 2021 £ |
|---|---|---|---|---|
| **Underlying net surplus/(deficit)** | **811** | **6,070** | **(77,405)** | **(13,133)** |
| Less: major capital expenditure | - | - | - | (22,120) |
| Less: exceptional grant income | - | - | - | (38,000) |
| **Net surplus / (deficit) before unrealised gain and losses** | **811** | **6,070** | **(77,405)** | **2,747** |
| (Losses) / gains on investment assets | 8,126 | 93,880* | (76,313) | (2,688) |
| **Net surplus/(deficit) reported under FRS102** | **8,937** | **28,848** | **(153,718)** | **59** |

*A prior year adjustment has been included in this reporting period as it was identified that some of the listed investments stated in the 2023 financial statements had been valued using an incorrect unit price, therefore understating the value.

All the adjusting items are either one-off and not expected to be repeated, or are out with the control of the PCC, and they have therefore been excluded from the underlying net deficit. Similar to last year, the underlying net gain in 2024 was due to significant improvement in income from church activities. The financial viability of the church relies on the continued profitability of the conference centre, which performed well in 2024 (sales up 11% on 2023), but the donations to the church were held back by capital investment in the space to ensure it remains competitive with its local peer providers. Donations in 2025 are on course to recover to pre pandemic levels in 2025.

**Income – increased by 1.1%**
The church's total income in 2024 was £220,199 (2023: £217,673). This main reason for this was the level of donations from visitors to the Clergy House continued to increase as occupancy continued to increase following the resumption of travel after the pandemic. In 2024 income was £52,358 (2023: £35,247).

Donations decreased on the prior year from the conference centre in 2024 to £45,779 (2022: £56,809) as conference invested in capital improvements in the space to ensure it remains competitive with its local peer providers, as clients returned to hiring conference space post pandemic.

The level of congregational giving improved 5% in 2024 to £49,521 (2023: £47,010).

A redeployment of investments into lower risk/higher yield investments in 2024 lead to a 52% increase in investment income in 2024 £10,130 (2023: £6,643).

**Expenditure – increased by 3.6%**
The church's total expenditure in 2024 was £219,388 (2023: £211,603). A large part of this increase is represented the resumption of Common Fund contributions paid to the Diocese of London. The Parish contributed of £25,000 to the Diocese in 2024 (2023: (£9,000)). The continuation of Common Fund contributions to the Diocese of London in 2025 look to double this to £50,000, subject to the church being able to achieve a balanced budget.

**Financial Management**
The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines 'Internal Financial Controls for Charities'. Financial management is the responsibility of all PCC members, but day-to-day financial matters are delegated to the Standing Committee. During 2024, the PCC met on seven occasions to oversee financial planning and financial management for the Parish. The Committee also reviewed financial controls and expenditure authorisation limits, as well as updating risk management practices to ensure they were consistent with best practice.

The PCC also discussed the Parish's financial position at all its meetings during 2024. This included discussion of the historically significant deficit position and the desire to return the Parish's unrestricted funds to a net surplus position, in line with the reserves policy.

The PCC's planned in 2023 to achieve this based on three main actions:

1. supporting improvements at the Conference Centre aimed at improving the overall surplus generated by the trading entity;
   *UPDATE -In 2024 sales grew by 11% on 2023, a new website was launched, a marketing campaign initiated and circa. £25k spent on improvements to the client experience*
2. identifying grant funding opportunities for specific areas of the Parish's work (particularly for music at St Matthew's and for the vocations programme); and
   *UPDATE - In late 2024 it was decided to create a new Music Foundation with the express aim of improving the ability to apply for grants to support the music programme at St Matthews.*
3. running a stewardship campaign aimed at increasing the amount of giving by the congregation and wider community.
   *UPDATE - Following the establishment of a Mission and Vision strategy in 2024 by the PCC, the organisation now has a firm footing to initiate as stewardship programme in 2025*

**Reserves Policy**
As in previous years, the PCC considered the following factors in arriving at its reserves policy:

- The PCC is dependent on commercial income from the conference centre to maintain surpluses.
- Money should only be kept in reserve for specific purposes.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to plan to pay its full Common Fund, when circumstances allow.
- Sensible planning for unknown events is important.
- The PCC seeks to secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority.

**Policy**
The PCC's reserves policy remained unchanged in 2024. The PCC intends to keep £175,000 in general free reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs of approximately £95,000 and six months' conference centre income, approximately £80,000. In view of the state of the buildings the PCC will also endeavour to add £25,000 to designated building reserves each year until there are additional capital funds of £75,000, to make a total of £250,000 (given the slim surplus in 2024 this will be held over to 2025).

As is evident from the accounts, the Parish's financial performance in 2024, has stalled further depletion of its unrestricted reserves. At 31 December 2024, 'free reserves' (that is reserves excluding the Trevelyan Trust, endowment fund, restricted funds and the revaluation reserve) were in deficit by £186,261 (2023: deficit of £190,912). This is about £361,000 below the PCC's stated reserves policy, an improvement of £4,000 on last year.

In 2023 three main actions were proposed to return the Parish's reserves to the desired level. As noted in the **Financial Management** section of the **Financial Review for Annual Report** in these reports good progress has been made in 2024 in all three areas.

**Trustees Responsibilities**

The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England & Wal es requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.
- State whether applicable accounting standards have been followed, subject to any material departures which must be disclosed and explained in the financial statements

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees and PCC Members by:





Fr Philip Chester
Parish Priest and PCC Chairman

Jane Kennedy
PCC Secretary

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2024**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | TOTAL 2024 £ | As restated TOTAL 2023 £ |
|---|---|---|---|---|---|---|---|
| **Income and endowments from:** | | | | | | | |
| Donations and Legacies | 2a | 152,405 | 11,131 | 0 | 23,650 | 187,186 | 201,886 |
| Charitable Activities | 2b | 570 | 0 | 0 | 0 | 570 | 1,263 |
| Investment Income | 2c | 12,700 | 0 | 0 | 432 | 13,132 | 7,847 |
| Other Income | 2d | 9,813 | 0 | 0 | 317 | 10,130 | 6,643 |
| Other Trading Activities | 2e | 0 | 0 | 9,181 | 0 | 9,181 | 34 |
| **TOTAL** | | **175,488** | **11,131** | **9,181** | **24,399** | **220,199** | **217,673** |
| **Expenditure on:** | | | | | | | |
| Charitable Activities | 3a | 164,280 | 10,027 | 0 | 25,980 | 200,287 | 195,691 |
| Raising Funds | 3b | 9,467 | 5,940 | 0 | 3,694 | 19,101 | 15,912 |
| **TOTAL** | | **173,747** | **15,967** | **0** | **29,674** | **219,388** | **211,603** |
| **NET INCOME/(EXPENDITURE) BEFORE INVESTMENTS GAINS/(LOSSES)** | | **1,741** | **(4,836)** | **9,181** | **(5,275)** | **811** | **6,070** |
| Gains/(losses) on investment assets | | 0 | 0 | 7,912 | 214 | 8,126 | 22,778 |
| **NET INCOME/(EXPENDITURE)** | | **1,741** | **(4,836)** | **17,093** | **(5,061)** | **8,937** | **28,848** |
| Transfer Between Funds | 10 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Net movement in funds** | | **1,741** | **(4,836)** | **17,093** | **(5,061)** | **8,937** | **28,848** |
| **Reconciliation of funds:** | | | | | | | |
| Prior year adjustment | 1 | 0 | 0 | 0 | 0 | 0 | 71,102 |
| Total Funds Brought Forward | | (163,382) | 6,094,139 | 439,585 | 32,172 | 6,402,514 | 6,302,564 |
| **Total Funds Carried Forward** | | **(161,641)** | **6,089,303** | **456,678** | **27,111** | **6,411,451** | **6,402,514** |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 16 to 30 form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**BALANCE SHEET**
**AS AT 31ST DECEMBER 2024**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | **31-Dec-24 Total £** | As restated **31-Dec-23 Total £** |
|---|---|---|---|---|---|---|---|
| **Fixed Assets** | | | | | | | |
| Tangible assets | 5(a) | 9,618 | 6,000,717 | 0 | 0 | 6,010,335 | 6,013,450 |
| Investment assets | 5(b) | 15,002 | 0 | 318,904 | 9,720 | 343,626 | 326,168 |
| **Current Assets** | | | | | | | |
| Debtors | 6 | 18,141 | 0 | 0 | 0 | 18,141 | 79,653 |
| Cash at bank | 7 | (178,322) | 88,586 | 137,774 | 17,391 | 65,429 | 30,245 |
| **Total Current Assets** | | **(160,181)** | **88,586** | **137,774** | **17,391** | **83,570** | **109,898** |
| **Creditors:** amounts falling due within one year | 8 | 26,080 | 0 | 0 | 0 | 26,080 | 47,002 |
| **NET CURRENT ASSETS** | | (186,261) | 88,586 | 137,774 | 17,391 | 57,490 | 62,896 |
| **TOTAL ASSETS** less current liabilities | | **(161,641)** | **6,089,303** | **456,678** | **27,111** | **6,411,451** | **6,402,514** |
| **NET ASSETS** | | **(161,641)** | **6,089,303** | **456,678** | **27,111** | **6,411,451** | **6,402,514** |
| **Funds of the Charity** | | | | | | | |
| General Unrestricted Funds | | (161,641) | 0 | 0 | 0 | (161,641) | (163,382) |
| Designated Funds | 9 | 0 | 6,089,303 | 0 | 0 | 6,089,303 | 6,094,139 |
| Restricted Funds | 10 | 0 | 0 | 0 | 27,111 | 27,111 | 32,172 |
| Endowment Fund | 11 | 0 | 0 | 456,678 | 0 | 456,678 | 439,585 |
| **Total Funds** | | **(161,641)** | **6,089,303** | **456,678** | **27,111** | **6,411,451** | **6,402,514** |

Signed on behalf of the Trustees and PCC Members by:

Fr. Philip Chester
.....
Fr Philip Chester
Parish Priest and Chair of the PCC

J Kennedy
.....
Jane Kennedy
PCC Member

Date 7th April 2025 .....

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024**

## 1. ACCOUNTING POLICIES

**Basis of preparation:**
The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011, with the exception of the valuation of freehold land and buildings, which are stated at fair value as at 1st January 2015 and investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

The Charity meets the definition of a public benefit entity.

There are no material uncertainties about the charity's ability to continue in operation.

No changes to accounting estimates have occurred in the reporting period

**Prior year adjustment**
A prior year adjustment has been included in this reporting period as it was identified that some of the listed investments stated in the 2023 financial statements had been valued using an incorrect unit price, therefore understating the value. The financial effect of this is as follows:

| | 31-Dec-23 As originally stated | 31-Dec-23 As restated |
|---|---|---|
| | £ | £ |
| Income | 217,673 | 217,673 |
| Expenditure | (211,603) | (211,603) |
| Net Income/(expenditure) | 6,070 | 6,070 |
| Gain on revaluation of investments | 22,778 | 93,880 |
| Balance Sheet | 6,331,412 | 6,402,514 |

No other material prior year errors have been identified in the reporting period.

Some income and expenditure classifications have been presented slightly differently to previous reporting periods to create greater clarity and to provide more meaningful comparative information. The overall figures have not been restated.

**Funds**
Restricted Funds represent (a) income which may be extended only on those restricted objects provided in the terms of the trust or the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

Designated Funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

The Endowment Fund is an expendable endowment that is invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent

**Income recognition**
Income is included in the Statement of Financial Activities (SOFA) when:
· the charity becomes entitled to the income;
· it is more likely than not that the trustees will receive the resources; and
· the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate are received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, are accounted for gross when received. Dividends and bank interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

**Government grants**
The church has received no government grants during the reporting period.

**Donated Services and Facilities**
Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

**Volunteer Help**
The value of any voluntary help received is not included in the accounts but is described in the Trustees Annual Report. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting.

**Investment gains and losses**
Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments to market value the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

**Trading subsidiary St Matthews Conference Centre**
The conference centre is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements, although a summary of income and expenditure is included in note 5(b) on page 23.

**Expenditure recognition**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan quota or parish share is accounted for when due. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2024 or 2023. All other expenditure is generally recognised when it is incurred and is accounted for gross.

The costs of generating funds consist of the costs of operating the clergy house and keeping it in a condition and state of repair suitable for guests.

Costs of church activities include grants made, governance costs and support costs.

**Pensions Policy**
During 2024, three employees of the PCC were enrolled in the defined contribution 'money purchase' scheme. Employer's pension contributions were £1,886 in 2023 (2023: Two employees £2,146).

**Tax Status**
As a charity, the PCC is exempt from paying income and corporation tax.

**1.a) Fixed assets**
Consecrated and Beneficed Property
The asset within this class is the **church building.**

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

Other land and buildings
The asset within this class is the **clergy house.**

The clergy house was revalued in April 2017 by Mann Smith & Partners to its estimated 'fair value' as at 1st January 2015. No depreciation is charged on land and buildings, as any charge would be immaterial. No formal impairment review was undertaken during 2024, however a review was conducted in February 2025. The Trustees have identified no indications of impairment of the building as at 31 December 2024.

Moveable church furnishings
All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over estimated useful life, normally 5 years.

Fixtures, fittings and office equipment
Expenditure on other fixtures, fittings and office equipment is capitalised and written off over estimated useful life, normally 5 years.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

| | |
|---|---|
| Moveable church furnishings | 20% |
| Fixtures, fittings and office equipment | 20% |

**1.b) Investment assets**
The assets within this class are **listed investments** and the **unlisted investment in St Matthews Conference Centre.**

Investments are initially recognised at their transaction value and subsequently measured at fair value at the balance sheet date using market prices. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year. The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in markets due to economic conditions, the attitude of investors to investment risk, and changes in sentiment.

**Realised gains and losses**
All gains and losses are recognised in the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2024

| **2. INCOME FROM:** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2024 £ | TOTAL 2023 £ |
|---|---|---|---|---|---|---|
| **a) Donations and Legacies** | | | | | | |
| Congregational giving | | 37,121 | 0 | 12,400 | 49,521 | 47,010 |
| Donation from Trading Subsidiary | 5 (b) | 45,779 | 0 | 0 | 45,779 | 56,809 |
| Donations to clergy house | | 41,267 | 11,091 | 0 | 52,358 | 35,247 |
| Friends of St Matthew's | | 0 | 0 | 0 | 0 | 320 |
| Giving at services and church events | | 3,161 | 0 | 0 | 3,161 | 2,839 |
| Grants received | | 0 | 0 | 11,250 | 11,250 | 28,695 |
| Legacies | | 17,674 | 0 | 0 | 17,674 | 17,656 |
| Tax recoverable through Gift Aid | | 7,403 | 40 | 0 | 7,443 | 13,310 |
| | | **152,405** | **11,131** | **23,650** | **187,186** | **201,886** |
| **b) Charitable Activities** | | | | | | |
| Church Activities | | 570 | 0 | 0 | 570 | 1,263 |
| | | **570** | **0** | **0** | **570** | **1,263** |

Income from church activities includes church lettings related to the church's objectives, sundry income from refreshments after services, rechargeable costs to neighbouring churches for shared costs and net statutory fees collected.

| | | | | | | |
|---|---|---|---|---|---|---|
| **c) Trading Activities** | | | | | | |
| Booklets, prayer beads and cards | | 0 | 0 | 0 | 0 | 95 |
| Church, forecourt and hall lettings | | 12,700 | 0 | 432 | 13,132 | 7,752 |
| | | **12,700** | **0** | **432** | **13,132** | **7,847** |
| **d) Investments** | | | | | | |
| Dividends and Bank Interest | | 9,813 | 0 | 317 | 10,130 | 6,643 |
| | | **9,813** | **0** | **317** | **10,130** | **6,643** |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2024

| **2. INCOME FROM:** | Unrestricted Funds £ | Designated Funds £ | Endowment Funds £ | Restricted Funds £ | TOTAL 2024 £ | TOTAL 2023 £ |
|---|---|---|---|---|---|---|
| **e) Other Income** | | | | | | |
| Gain on sale of investments | 0 | 0 | 9,181 | 0 | 9,181 | 0 |
| Other Fee Income | 0 | 0 | 0 | 0 | 0 | 34 |
| | **0** | **0** | **9,181** | **0** | **9,181** | **34** |

**3. EXPENDITURE ON:**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2024 £ | TOTAL 2023 £ |
|---|---|---|---|---|---|---|
| **a) Charitable Activities** | | | | | | |
| Common Fund | | | | | | |
| Diocese (2023: Refund of Common Fund contribution) | | 25,000 | 0 | 0 | 25,000 | (9,000) |
| Clergy Expenses | | | | | | |
| Clergy Working Expenses | | 1,195 | 0 | 0 | 1,195 | 246 |
| Service Expenses | | | | | | |
| Liturgy, services and music salaries | | 30,060 | 0 | 25,980 | 56,040 | 61,002 |
| Community Expense and Outreach | | | | | | |
| Parish Mission and Outreach | | 18 | 0 | 0 | 18 | 650 |
| Church Running Costs | | | | | | |
| Costs of trading | | 796 | 0 | 0 | 796 | 770 |
| Depreciation | | 3,646 | 0 | 0 | 3,646 | 3,526 |
| Insurance | | 6,898 | 0 | 0 | 6,898 | 3,997 |
| Property repairs and maintenance | | 750 | 0 | 0 | 750 | 12,084 |
| Sanitary and Cleaning Costs | | 1,234 | 0 | 0 | 1,234 | 180 |
| Utilities | | 10,052 | 0 | 0 | 10,052 | 13,005 |
| Vocations programme | | 20,289 | 0 | 0 | 20,289 | 21,836 |
| Clergy House Running Costs | | | | | | |
| Insurance | 14 | 3,334 | 1,657 | 0 | 4,991 | 7,491 |
| Property cleaning and repairs | 14 | 744 | 1,116 | 0 | 1,860 | 11,203 |
| Utilities | 14 | 4,821 | 7,254 | 0 | 12,075 | 14,126 |
| Support Costs | | | | | | |
| Consultancy costs | | 5,207 | 0 | 0 | 5,207 | 11,510 |
| Finance charges | | 1,195 | 0 | 0 | 1,195 | 308 |
| Office and support costs | | 9,458 | 0 | 0 | 9,458 | 6,734 |
| Support salaries | | 31,141 | 0 | 0 | 31,141 | 30,112 |
| Governance Costs | | | | | | |
| Accountancy and Bookkeeping Fees | | 6,472 | 0 | 0 | 6,472 | 3,741 |
| Independent Examiners Fees | | 1,770 | 0 | 0 | 1,770 | 1,770 |
| Professional Fees | | 200 | 0 | 0 | 200 | 400 |
| TOTAL | | **164,280** | **10,027** | **25,980** | **200,287** | **195,691** |

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2024 £ | TOTAL 2023 £ |
|---|---|---|---|---|---|---|
| **b) Raising Funds** | | | | | | |
| Advertising, fundraising and publicity | | 139 | 0 | 3,694 | 3,833 | 1,014 |
| Costs of raising clergy house funds | 14 | 9,328 | 5,940 | 0 | 15,268 | 14,898 |
| | | **9,467** | **5,940** | **3,694** | **19,101** | **15,912** |

## 4. DETAILS OF CERTAIN TYPES OF EXPENDITURE

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| Independent examiner's fees | 1,770 | 1,770 |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the Independent Examiner | 0 | 0 |

## 5 (a). TANGIBLE FIXED ASSETS

| | Unrestricted (general) fund £ Office Equipment | Unrestricted (general) fund £ Fixtures & Fittings | Unrestricted (designated) fund £ Fixtures & Fittings | Unrestricted (designated) fund £ Freehold land & buildings Church house | Total £ |
|---|---|---|---|---|---|
| Cost 1-Jan-24 | 23,998 | 0 | 1,025 | 6,000,000 | 6,023,998 |
| Additions | 531 | 0 | 0 | 0 | 531 |
| Cost 31-Dec-24 | 24,529 | 0 | 1,025 | 6,000,000 | 6,024,529 |
| Depreciation 1-Jan-24 | 11,470 | 0 | 103 | 0 | 11,573 |
| Charge | 3,441 | 0 | 205 | 0 | 3,646 |
| Depreciation 31-Dec-24 | 14,911 | 0 | 308 | 0 | 15,219 |
| NBV 31-Dec-24 | **9,618** | **0** | **717** | **6,000,000** | **6,010,335** |
| NBV 31-Dec-23 | 12,528 | 0 | 922 | 6,000,000 | 6,013,450 |

**Clergy house**
The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house, Vicar's apartment, reception rooms and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As permitted by SORP 2015 (FRS102), the clergy house was revalued to its estimated fair value as at 1st January 2015. The valuation was carried out in April 2017 by Mann Smith & Partners. The land and buildings value of £6,000,000 has been attributed between freehold land, £2,200,000 and freehold buildings, £3,800,000. No depreciation is charged on land or buildings, as any charge would be immaterial. An impairment review is undertaken annually, which has resulted in no adjustment to the carrying values.

**Church building**
The church buildings are in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library. As permitted by Charities Act 2011, the church buildings are not included within the financial statements.

**Office Equipment**
The PCC invested just over £17,000 in 2022 to install professional grade video and sound equipment for live online streaming of services at St Matthew's. All of our services, including Sunday Mass and midweek Choral Evensong, are now available to stream on our website and via YouTube.

## 5 (b). INVESTMENT ASSETS

| | Notes | Unrestricted (general) fund | Endowment fund | Endowment fund | Endowment fund | Restricted fund | Total |
|---|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ | £ |
| | | Unlisted securities St Matthew's Conference Centre Ltd | Listed investments Aegon Ethical Equity Fund | Listed investments Eden Tree Fund | Listed investments COIF Fund | Listed investments CCLA | |
| Cost 1-Jan-24 | | 15,002 | 104,767 | 125,791 | 0 | 9,506 | 255,066 |
| Opening balance adjustment (note 1) | | 0 | (4,339) | 75,441 | 0 | 0 | 71,102 |
| Revaluation | | 0 | 2,478 | 5,434 | 0 | 214 | 8,126 |
| Additions | | 0 | 0 | 0 | 160,000 | 0 | 160,000 |
| Disposals | | 0 | (50,213) | (100,455) | 0 | 0 | (150,668) |
| Cost 31-Dec-24 | | **15,002** | **52,693** | **106,211** | **160,000** | **9,720** | **343,626** |

**Listed investments**
All listed investments are carried at their fair value and represent holdings in common investment funds. The basis of fair value is equivalent to market value. Asset sales and purchases are recognised at the date of trade at the transaction value. The main risk to the PCC from listed investments lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is deemed to be low as all assets are traded in markets with good liquidity and high trading volumes. The PCC has no investment holdings in markets subject to exchange controls or trading restrictions. The PCC manages its investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The Trust does not make use of derivatives and similar complex financial instruments.

CCLA is an investment in the COIF Charities Investment Fund regulated by the Charity Commission. It aims to provide a long-term total return comprising growth in capital and income.

Aegon Ethical Equity Fund was previously known as the Kames Ethical Equity Fund. There has been no change in underlying investments.

The EdenTree Fund is the Responsible and Sustainable Global Equity Fund B Income.

**Note 1** - The opening balance adjustment shown above was necessary as it came to light in 2025 that the unit prices used to value the investments at 31st December 2023 were incorrect.

## 5 (b). INVESTMENT ASSETS

### Unlisted Investments

Unlisted investments represent the PCC's holding of the entire share capital of St Matthew's Conference Centre (SMCC), a limited liability company, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations. During the year, SMCC declared a net donation of £45,779 to the PCC. The PCC is not required to produce consolidated financial statements although the unaudited trading results of SMCC as filed at Companies House, (which do not form part of these financial statements), are summarised below:

| | **Year end 31-Dec-24** | **Year end 31-Dec-23** |
|---|---|---|
| | **£** | **£** |
| Gross profit | 131,422 | 118,498 |
| Administrative costs and expenditure | (85,643) | (63,325) |
| Profit/(loss) before donations to the PCC | 45,779 | 55,173 |
| Donations to the PCC during the year | (45,779) | (56,809) |
| Adjustment for debtor balance bfwd | 0 | 1,636 |
| Net movement in funds in SMCC | 0 | 0 |

## 6. DEBTORS AND PREPAYMENTS

| | Unrestricted Fund | Designated Fund | Endowment Fund | Restricted Fund | **Total 31-Dec-24** | **Total 31-Dec-23** |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | **£** | **£** |
| Accounts Receivable | 10,266 | 0 | 0 | 0 | 10,266 | 7,791 |
| Gift Aid Tax Recoverable | 7,537 | 0 | 0 | 0 | 7,537 | 0 |
| Prepayments and accrued income | 338 | 0 | 0 | 0 | 338 | 71,862 |
| | **18,141** | **0** | **0** | **0** | **18,141** | **79,653** |

## 7. CASH AT BANK AND IN HAND

| | Unrestricted Fund | Designated Fund | Endowment Fund | Restricted Fund | **Total 31-Dec-24** | **Total 31-Dec-23** |
|---|---|---|---|---|---|---|
| | £ | £ | £ | £ | **£** | **£** |
| Cash at Bank | (178,322) | 88,586 | 137,774 | 17,391 | 65,429 | 30,245 |
| | **(178,322)** | **88,586** | **137,774** | **17,391** | **65,429** | **30,245** |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-24 £** | **Total 31-Dec-23 £** |
|---|---|---|---|---|---|---|
| Accounts Payable | 2,483 | 0 | 0 | 0 | 2,483 | 18,385 |
| Accruals and Deferred Income | 17,225 | 0 | 0 | 0 | 17,225 | 4,060 |
| Loan from Individual * | 0 | 0 | 0 | 0 | 0 | 18,300 |
| Loan from Deanery | 3,620 | 0 | 0 | 0 | 3,620 | 3,620 |
| Pensions Payable | 844 | 0 | 0 | 0 | 844 | 415 |
| Revd Philip Chester | 0 | 0 | 0 | 0 | 0 | 2,222 |
| Taxation and Social Security | 1,908 | 0 | 0 | 0 | 1,908 | 0 |
| | **26,080** | **0** | **0** | **0** | **26,080** | **47,002** |

* The loan from individual represents a loan from Revd. Chester, which was given interest free and fully repaid by April 2024.

## 9. DESIGNATED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-24 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-24 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,094,139 | 11,131 | (15,967) | 0 | 0 | 6,089,303 |
| | **6,094,139** | **11,131** | **(15,967)** | **0** | **0** | **6,089,303** |

**PREVIOUS YEAR**

| | Balance 01-Jan-23 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,081,269 | 16,377 | (3,507) | 0 | 769 | 6,094,139 |
| | **6,081,269** | **16,377** | **(3,507)** | **0** | **769** | **6,094,139** |

**The Trevelyan Trust** is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

The designated funds are wholly represented by cash reserves, current assets and liabilities and fixed assets of the charity as detailed below:

| | 31-Dec-24 £ | 31-Dec-23 £ |
|---|---|---|
| Fixed assets | 6,000,717 | 6,000,922 |
| Cash at bank and in hand | 88,586 | 93,217 |
| Current assets | 0 | 0 |
| Current liabilities | 0 | 0 |
| | **6,089,303** | **6,094,139** |

## 10. RESTRICTED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-24 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-24 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 12,976 | 214 | 317 | 0 | 0 | 13,507 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Music Fund | 16,697 | 0 | 24,082 | (29,674) | 0 | 11,105 |
| | **32,172** | **214** | **24,399** | **(29,674)** | **0** | **27,111** |

**PREVIOUS YEAR**

| | Balance 01-Jan-23 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 11,875 | 800 | 301 | 0 | 0 | 12,976 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 175 | 0 | 0 | 0 | (175) | 0 |
| Music Fund | (1,335) | 0 | 25,052 | (20,901) | 13,881 | 16,697 |
| Friends of St Matthew's | 6,356 | 0 | 245 | (20) | (6,581) | 0 |
| | **19,570** | **800** | **25,598** | **(20,921)** | **7,125** | **32,172** |

**The Canon Atlay Memorial Fund** is for the training of men and women exploring a vocation to the priesthood or other ministry in the church.
**The Gerard Irvine Memorial Fund** represents the excess of funds received following fundraising in 2012 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.
**The Choral Scholars Fund** holds donations made to fund the costs of choral scholarships in support of the church's music ministry
**The Music/Organ Fund** was for the maintenance of the organ. During 2021 this fund received a grant from the McDonald Agape Foundation to fund the costs of a weekly physical and streaming choral service (the Choral Evensong Programme) and other activities in support of the church's music ministry
**The Friends of St Matthew's** restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. The Friends of St Matthew's also generates unrestricted income and this is included within the General Fund.

The restricted funds are wholly represented by cash reserves, current liabilities and marketable securities of the charity as detailed below:

| | 31-Dec-24 £ | 31-Dec-23 £ |
|---|---|---|
| Investments | 9,720 | 9,506 |
| Cash at bank | 17,391 | 22,666 |
| | **27,111** | **32,172** |

## 11. ENDOWMENT FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-24 £ | Opening Bal Adjustmt. £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-24 £ |
|---|---|---|---|---|---|---|---|
| The Greatorex Trust | 368,483 | 71,102 | 7,912 | 9,181 | 0 | 0 | 456,678 |
| | **368,483** | **71,102** | **7,912** | **9,181** | **0** | **0** | **456,678** |

**PREVIOUS YEAR**

| | Balance 01-Jan-23 £ | Opening Bal Adjustmt. £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|---|
| The Greatorex Trust | 346,505 | 0 | 21,978 | 0 | 0 | 0 | 368,483 |
| | **346,505** | **0** | **21,978** | **0** | **0** | **0** | **368,483** |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

The Endowment funds are wholly represented by cash reserves and marketable securities of the charity as detailed below:

| | 31-Dec-24 £ | 31-Dec-23 £ |
|---|---|---|
| Investments | 318,904 | 230,558 |
| Cash at bank and in hand | 137,774 | 137,925 |
| Current liabilities | 0 | 0 |
| | **456,678** | **368,483** |

## 12. RECONCILIATION OF FUNDS HELD AND MOVEMENT OF FUNDS

**CURRENT PERIOD**

| | Balance 01-Jan-24 £ | Opening Bal Adjustment £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-24 £ |
|---|---|---|---|---|---|---|---|
| General Funds | (163,382) | 0 | 175,488 | 0 | (173,747) | 0 | (161,641) |
| Designated Funds | 6,094,139 | 0 | 11,131 | 0 | (15,967) | 0 | 6,089,303 |
| Endowment Funds | 368,483 | 71,102 | 9,181 | 7,912 | 0 | 0 | 456,678 |
| Restricted Funds | 32,172 | 0 | 24,399 | 214 | (29,674) | 0 | 27,111 |
| | **6,331,412** | **71,102** | **220,199** | **8,126** | **(219,388)** | **0** | **6,411,451** |

**PREVIOUS PERIOD**

| | Balance 01-Jan-23 £ | Opening Bal Adjustment £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|---|
| General Funds | (144,780) | 0 | 175,698 | 0 | (187,175) | (7,125) | (163,382) |
| Designated Funds | 6,081,269 | 0 | 16,377 | 0 | (3,507) | 0 | 6,094,139 |
| Endowment Funds | 346,505 | 0 | 0 | 21,978 | 0 | 0 | 368,483 |
| Restricted Funds | 19,570 | 0 | 25,598 | 800 | (20,921) | 7,125 | 32,172 |
| | **6,302,564** | **0** | **217,673** | **22,778** | **(211,603)** | **0** | **6,331,412** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL

**(a) Employees paid via Payroll:**

| | **31-Dec-24 £** | **31-Dec-23 £** |
|---|---|---|
| Gross Wages and Salaries | 52,251 | 51,334 |
| Employers NI (net of annual allowance) | 0 | 1,974 |
| Employers annual allowance underclaimed in 2023 | (1,106) | 0 |
| Employers Pension Contributions | 1,885 | 2,146 |
| | **53,030** | **55,454** |

Staff who were engaged in each of the following activities (actual numbers unchanged at start and end of year)

| | **31-Dec-24** TOTAL | **31-Dec-23** TOTAL |
|---|---|---|
| Activities in furtherance of organisation's objects | 3 | 3 |

**(b) Self Employed Staff:**

| | | **31-Dec-24 £** | **31-Dec-23 £** |
|---|---|---|---|
| Gross Payments: | Choir and Musician Fees | 22,655 | 20,875 |
| | Organist Fees | 3,480 | 810 |
| | | **26,135** | **21,685** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL (continued)

Employed staff are paid via through a payroll scheme operated by the PCC. No employees received emoluments in excess of £60,000 (2023: None). Self employed staff are responsible for reporting to HM Revenue and Customs.

The PCC incurs the costs of maintaining and running the Vicar's apartment, which is within the clergy house. These costs are not separately identifiable and therefore cannot be disclosed. Common Fund paid to the diocese is reduced from the standard cost for parishes to reflect the fact that the PCC bears certain clergy related costs normally borne by the diocese.

### (c) Key Management Personnel

The Charity's key management personnel is considered to be the Trustees and the Director of Operations. No remuneration was paid to Trustees. The total amount paid to key management personnel (including employers national insurance and employers pension contributions) was £1,735 (2023: £11,550).

### (d) Transactions with PCC members

A small and immaterial portion of the costs incurred relating to the living and accommodation costs of the incumbent may have related to his services as chairman of the PCC. For the reasons set out above, these are not separately identifiable. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

Trustee Rev. P Chester loaned the PCC £18,300 in 3 tranches during 2023. The loan was given interest free. As at 31st December 2023 the sum of £18,300 was outstanding. The loan was fully repaid during 2024, with the final repayment made 6th April 2024, leaving a balance of £0 outstanding at 31st December 2024.

PCC member J Empett was paid a total of £2,760 for music and choral services rendered to the PCC during 2024. He invoices the PCC for this work and is responsible for his own reporting of tax and national insurance to HMRC.

The only other payments made to PCC members or any persons connected with them were reimbursements for purchases of equipment, furnishings, refreshments and materials paid personally on behalf of the Church. No material transaction took place between the charity and a PCC Member or any person connected with them (2023: None).

### (e) Related Parties

Members of the PCC
Aggregate donations received from PCC members and connected persons/related parties without conditions attached were £7,794 (2023: £10,373)

Related party to a PCC Member
M Risner (related party to Trustee E Risner) paid rental of £8,400 to the PCC for tower office space.

Rev Philip Chester Incumbent
The PCC incurs the costs of maintaining and running the Vicar's apartment, but these are not separately identifiable and therefore cannot be disclosed.

**(e) Related Parties**

St Matthew's CE Primary School

This is a Church of England primary school situated at 18 Old Pye Street Westminster London SW1P 2DG. Fr Philip Chester is the Chair of Governors of the school and the headteacher, Sarah Maltese, sits on the PCC. Expenses paid to the school by the PCC for accommodation and related expenses for pastoral assistants in 2024 was £15,288 (2023: £14,276).

St Matthew's Conference Centre Limited

This is a private limited company situated at St Matthew's House 20 Great Peter Street Westminster SW1P 2BU. PCC Trustees Fr Philip Chester and Daniel Bird are also directors of St Matthew's Conference Centre Limited. No payments or benefits are received by them from the company. Details of transactions between the PCC and the company are set out in note 5(b).

## 14. CLERGY HOUSE

Income and expenditure associated with providing hospitality in the clergy house is included within unrestricted funds on the Statement of Financial Activities:

| | 2024 | 2023 |
|---|---|---|
| | £ | £ |
| **Income** | | |
| House Donations | 52,358 | 35,257 |
| Tax recoverable through Gift Aid | 0 | 4,201 |
| **Expenditure** | | |
| Costs within Raising Funds | | |
| Cleaning costs | (13,570) | (13,189) |
| Hospitality costs | (1,698) | (1,709) |
| Costs within Church Activities | | |
| Insurance | (4,991) | (7,491) |
| Repairs and Maintenance | (1,860) | (11,203) |
| Utilities | (12,075) | (14,126) |
| Net income/(expenditure) from clergy house | **18,164** | **(8,260)** |

## 15. MATERIAL LEGACIES

The PCC is a beneficiary of a legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. Under the terms of the will, this is held on trust for the PCC by the Church Union. Income of £17,674 was receivable from Church Union during 2024 (2023: £17,656).

## 16. QUINQUENNIAL INSPECTION

The most recent quinquennial inspection was made by Louise Goodison in 2022. There were no recommendations requiring immediate attention that need to be addressed. The next inspection is planned to take place in 2027.

## 17. NON CANCELLING LEASES AND CAPITAL COMMITMENTS

The PCC pays a quarterly photocopier lease rental of £665.66 per quarter.

## 18. RESERVES POLICY AND RISK ASSESSMENT

Reserves are unrestricted funds which the PCC has set aside for the future. The purpose of holding reserves is so that St Matthew's is able to continue to meet its financial obligations in a situation where unforeseen shortfalls arise, until alternative plans can be put in place.

The PCC has identified the key risks and assessed the amounts prudent to set against those risks. The Reserves policy is set out in the Trustees Annual Report.

## 19. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how this has been achieved this are provided in the Trustees Annual Report. The PCC Members confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## 20. EVENTS AFTER THE END OF THE REPORTING PERIOD

There are no events that require disclosure.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on the accounts of the Parochial Church Council of The Ecclesiastical Parish of St Matthew's Westminster for the year ended 31st December 2024, which are set out on pages 14 to 30.

**Respective responsibilities of the PCC and the examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 examiner's statement**

In connection with my examination, no material matters have 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.

Attention is drawn to the deficit shown in general fund unrestricted free reserves on the Balance Sheet. The Trustees Report explains the reason for this and the plans the Trustees have to return the Parish reserves to the desired level.



Name: J Irvinesmith
Relevant professional qualification or body: FCIE
Address: Independent Examiners Limited, Unit 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF
Date: 15 April 2025

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMIN**

England & Wales - Charity number 1132355

# Accounts




# THE ANNUAL REPORT AND FINANCIAL STATEMENTS FOR ST MATTHEW'S WESTMINSTER FOR THE YEAR ENDED 31ST DECEMBER 2023

The Annual Report and Accounts of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704 office@stmw.org www.stmw.org Registered charity 1132355

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

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# ST MATTHEW'S WESTMINSTER

# ANNUAL REPORT 2023

The Annual Report of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster, 20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704
office@stmw.org www.stmw.org Registered charity 1132355

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# Foreword by the Parish Priest

The Annual Parochial Church Meeting is an important occasion in the life of a parish. It is when we elect churchwardens and members of the parochial church council for the coming year, and when we give account to one another for our stewardship of the church. It provides a snapshot of the life of our community, which is part of a continuum of faith stretching back locally to the foundation of St Matthew's in 1849 and in the universal church back to Christ himself. The Epistle of James reminds us that we are *heirs of the kingdom which Christ promised to those who love Him*.

This snapshot of the past year should give cause for encouragement. We have seen growth in our community in a variety of ways, for which we must be thankful for the grace and love of God and also for the gift of one another. St Matthew's is a richly diverse community, and we are greatly blessed by the communities of people who together make St Matthew's – our Sunday and weekday congregations, the wider friends of St Matthew's who support our life and mission, and the many visitors who see us as their London home. St Matthew's is a remarkably busy, seven day a week church and we are enormously blessed by the generous commitment of many people that helps sustain and grow our common life.

At the heart of our life together is the daily rhythm of prayer which sustains and defines all that we seek to do.

As we give thanks for the last year we look forward to new challenges and opportunities. The church can never stand still, and in the year ahead we will be revisiting our Mission Action Plan as we respond to the call to be good and faithful stewards of the mysteries of God. Thank you to all who contribute to our common life and help make St Matthew's such a remarkable place.

Fr Philip Chester
Parish Priest

# About St Matthew's Westminster

**Aim and purposes**
The Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**Objectives and activities**
The specific objective of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

**Structure, governance and management**
The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The members of the PCC, who are its trustees in law, have had regard to the Charity Commission's guidance on public benefit. The PCC held eight meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect its officers. The PCC is made up of 9 ex officio members and up to 12 elected members. There is a Standing Committee of five members that prepares agendas for full PCC meetings and deals with urgent business between meetings.

A complete list of members who served on the PCC during the year is included on the next page. The number on the Electoral Roll announced at the APCM in 2022 was 149. The combined number of 'usual weekly attendees' is about 160.

Jane Kennedy became the Safeguarding Officer in 2023 and attended the initial in-person training course run by the Diocese and passed the Church of England Foundation course. Safeguarding procedures had been thoroughly reviewed in 2017 and the annual review of safeguarding policies and procedures was undertaken in 2023. Jane Kennedy took on the role of Data Protection Officer in 2018. Privacy Notices were issued when required.

**Legal and administrative information**
The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address. The PCC is a charity registered with the Charity Commission under number 1132355.

# Members of the PCC

**Ex Officio members**

Incumbent Fr Philip Chester * (Chairman)

**Assistant priests**
Fr Peter Hanaway; Fr Jonathan Aitken; Fr Michael Skinner;

**Headteacher**: Rachel Jewitt (until July 2023); Sarah Maltese (from September 2023)

**Churchwardens**: Jess Streeting* ; Simon Lello * (Vice Chairman and Parish Giving Officer) (until June 2023); Alastair Callcutt (from June 2023)

**Deanery Synod Representatives**
Jane Kennedy *, Secretary, Safeguarding Officer, Weekday Representative;
Alastair Callcutt

**Elected Members**
Jessie Chawda
Stephen Hewitt
Danny Johnson
Simon Lello (elected June 2023)
Susan Lowson
Ray Mingay
Eithne Risner
Craig Shenton
Muriel Zagha-Shore
* Daniel Bird (Treasurer) (co-opted until December 2023)

**In Attendance**
Director of Music – Nigel Groome
Interim Operations Director – Fr Peter Bradley
*Dean Bucknell appointed Treasurer 'in attendance' in December 2023.
Ted Smyth -Assistant Treasurer
Pastoral Assistant: Daniel Binder

** Member of the Standing Committee*

# REVIEW OF 2023

**The Parochial Church Council**
The Annual Parochial Church Meeting provided the opportunity on Sunday 11 June for the church community to come together to review the year. PCC meetings were held in person with a few people occasionally attending via Zoom for personal reasons. Rachel Jewitt , headteacher of St Matthew's School, left the PCC in July to take up a new headship in September. A party was held after the September meeting to welcome Sarah Maltese, the new Executive Headteacher of St Matthew's School and St Barnabas School.

**Congregational Life**
Services have continued to be streamed and reached a wide audience.

Sunday summer lunches were held after Mass for the congregation in June and July, each Sunday having a menu based on a different country.

The annual parish pilgrimage to Walsingham was held at the end of April, and we were once again joined by members of the parish of Christ the Saviour, Ealing.

A group from the parish spent a day in the parish of All Saints, Upper Clatford, Hampshire in October that was organised by Jane Kennedy. Activities included a guided tour of the church, lunch in a country pub and a walk to an Iron Age hillfort in the village.

**Special Services**
Lent was marked with a series of sermons at the Sunday Mass by each of the priests based at St Matthew's on the theme of '*If I only had one sermon to preach'*. A Lent booklet was published weekly which was also shared with our American twin church in New York.

The coronation of His Majesty King Charles III was marked with a special Choral Evensong when the preacher was the Revd Thomas Wodehouse, Chaplain to the Royal Victorian Order and to the Savoy Chapel.

The Patronal Festival was an opportunity for a celebration on 21st September and the preacher was Fr Alan Moses. This Patronal Mass was followed by a party. Other significant days in the Church calendar were marked by visiting preachers.

**Weekday Choral Evensong**
Throughout the year, Choral Evensong was held on Wednesday evenings, when a different visiting speaker was invited to give a short homily along the lines of the Radio 4 *Thought for the Day*. Some of the speakers were from the St Matthew's community. Other speakers included Quentin Letts, journalist and author and the Speaker of the House of Commons, Sir Lindsay Hoyle. This series of services also included the popular 'Come and Sing' Evensongs, promoted by Jessica Stewart, which attracted a large number of people to form a scratch choir.

**Engagement with the Wider Community**
St Matthew's hosted a meeting with local community representatives re current state of the environment around the church and school which was attended by Nickie Aiken, MP, the three Ward councillors, Metropolitan police reps and Mary O'Connor, Neighbourhood Co-ordinator for St James's Ward from Westminster City Council to discuss the anti-social behaviour. Local residents from the Peabody Estate attended together with the Executive Headteacher from the school.

**Music – Report from the Director of Music, Nigel Groome**
The choir has continued to provide music to enhance our liturgy each Sunday of the year in groups of varying sizes or with a single cantor. In addition a Tuesday Plainsong Evensong has been sung and a Wednesday Choral Evensong. The Come and Sing Evensongs have gone from strength to strength with up to 50 singers taking part. It was also a pleasure to welcome the choir of Westminster School to sing for us. We are extremely grateful to the MacDonald Agape Foundation for their continued support of our Wednesday Evensong, enabling us to invite eminent speakers and to provide post service hospitality.

Sam Bristow left us in September to take up his new position as Assistant Organist of Chelmsford Cathedral. I am immensely grateful to Roger Sayer for stepping in to help us. He has been an incredibly supportive colleague. It has been a privilege to work with such a brilliant accompanist and fine choir trainer. We have known each other since teenage days so it has been extremely rewarding to team up together again.

In May we held a workshop for young organists sponsored by the Royal College of Organists. It is good to see that there are still young students who are keen to play the organ. They need encouragement and support and we have tried to keep in contact with them. It can be difficult to find rehearsal instruments when so many churches are kept locked. It has been a rewarding pleasure to welcome some of them back to St Matthew's.

In September the choir gave a concert to a packed church for the Rivett-Carnac trust who have been generous sponsors of our choir.

In January we once again broadcast Choral Evensong live on Radio 3. This is a massive outreach opportunity for St Matthew's with millions listening worldwide. It also brings inquisitive London visitors to our services from time to time.

Tuesday Plainsong Evensong has now been replaced with our new weekly service of Compline. The ancient office of Compline derives its name from a Latin word meaning 'completion'. It is a contemplative service of quietness and reflection which emphasises spiritual peace at the end of the day. It is sung to simple chants and hymns.

**Social Events**
A varied programme of social events was held throughout the year which included a theatre trip, visits to museums and the launch of a Supper Club for the congregation with a supper in a different restaurant each month.

**Website**
The church website was re-designed by Daniel Binder, Pastoral Assistant, in 2023. Advice and assistance was also received about social media for the church.

This report was approved by the PCC on 29 April 2024, and signed on its behalf by:





Fr Philip Chester
Parish Priest and PCC Chairman

Jane Kennedy
PCC Secretary

# Westminster (St Margaret) Deanery Synod
# Triennium 2023-2026

The Westminster (St Margaret) Deanery is the largest of the three deaneries in the archdeaconry of Charing Cross, which broadly covers the modern City of Westminster within the Two Cities Area of the diocese.

Our deanery encompasses the historic City of Westminster, including most of the 'West End,' as well as Whitehall, Belgravia, Pimlico, and Knightsbridge. It juxtaposes areas of significant social and economic deprivation with affluent neighbourhoods. Notably, it is home to Parliament, government departments, major businesses, and organizations. The deanery comprises nineteen parishes, eleven church schools, and several other congregations and institutional chaplaincies.

Due to its location and historical significance, the deanery accommodates a diverse range of churchmanship representing the comprehensiveness of the Church of England, and + Sarah serves as our Area Bishop.

2023 saw the end of the triennium for the deanery, and thus was a year of change. Parishes elected new members to the synod, and new officers elected.

In June at the start of the new triennium Bishop Sarah visited the deanery, commencing with school worship at St Peter's, Eaton Square, followed by a clergy Chapter meeting at St Michael's, Chester Square. During lunch at the Grey Coat Hospital, the Bishop engaged with staff and students, who led a discussion on school life and posed insightful questions. Continuing to St Stephen's, Rochester Row, Bishop Sarah interacted with members of the Tamil community before concluding the day at St Anne's Soho with a deanery Eucharist. The day concluded with the annual Deanery Garden Party, held at the delightful garden of St Paul's Covent Garden.

The Deanery Synod convened at St Peter's, Eaton Square on November 27, 2023, during which David Richards delivered a valedictory address after many years of service as Deanery Lay Chair. Discussions centred on the current status of our deanery schools, which are grappling with significant demographic changes and declining rolls. An election was held for Deanery Synod Officers, resulting in the appointment of Richard Carter (St Peter, Eaton Square) as Lay Chair, Linda Ulrich (St Barnabas, Pimlico) as Secretary, and Fr John Pearson-Hicks (St Barnabas, Pimlico) as Chair of the Education Committee.

The Synod will reconvene on Wednesday, May 1 at St Mary's, Bourne Street, where the new Archdeacon of Charing Cross, the Ven. Katherine Hedderly, will speak to us. The annual Garden Party will take place in June at the Master's Garden at the Temple, preceded by Choral Evensong.

The strength of our deanery life is evident in the deepening friendships and shared sense of mission cultivated over the years. The Deanery Synod serves as a valuable platform for strengthening our partnership in the gospel.

Deanery reps from our parish are: Jane Kennedy and Alastair Callcutt

## TRUSTEES ANNUAL REPORT

### Financial review

The total surplus for the year was £28,848, compared to a large deficit of £153,718 in 2022. Around two thirds of this surplus (£22,778) related to unrealised gains on investment assets as they recovered in value from the prior year.

A reconciliation of underlying income and expenditure with the net income reported under FRS102 is set out below:

| | 2023 | 2022 | 2021 | 2020 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Underlying net surplus/(deficit) | 6,070 | (77,405) | (13,133) | (11,985) |
| Less: major capital expenditure | - | - | (22,120) | (7,927) |
| Less: exceptional grant income | - | - | (38,000) | 0 |
| Net surplus / (deficit) before unrealised gain and losses | 6,070 | (77,405) | 2,747 | (19,912) |
| (Losses) / gains on investment assets | 22,778 | (76,313) | (2,688) | 13,554 |
| Net surplus/(deficit) reported under FRS102 | 28,848 | (153,718) | 59 | (6,358) |

All the adjusting items are either one-off and not expected to be repeated, or are out of the control of the PCC, and they have therefore been excluded from the underlying net deficit. In a change to prior years, the underlying net gain in 2023 was due to significant improvement in income from church activities and the conference centre. The financial viability of the church relies on the continued profitability of the conference centre, which is on course to recover to pre pandemic levels by the end of 2024.

**Income – increased by 61%**

The church's total income in 2023 was £217,673 (2022: £136,478). This main reason for this was a significant increase in donations from the conference centre in 2023 to £56,809 (2022: £25,552) as conference clients returned to hiring conference space post pandemic.

The level of congregational giving remained roughly in line with 2022. The level of donations from visitors to the Clergy House continued to increase as occupancy continued to increase following the resumption of travel after the pandemic.

**Expenditure – decreased by 3%**

The church's total expenditure in 2023 was £211,603 (2022: £216,148). A large part of this decrease represented the partial suspension of Common Fund contributions paid to the Diocese of London. The Parish contributed £ nil to the Diocese in 2023 (2022: £27,000). The prudent resumption of Common Fund contributions to the Diocese of London in 2024 will consider the church having to achieve a balanced budget going forward.

**Financial Management**

The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines 'Internal Financial Controls for Charities'. Financial management is the responsibility of all PCC members, but day-to-day financial matters are delegated to the Finance Committee (replaced in Jan 2024 by the Standing Committee). During 2023, the PCC met on seven occasions to oversee financial planning and financial management for the Parish. The Committee also reviewed financial controls and expenditure authorisation limits, as well as updating risk management practices to ensure they were consistent with best practice. In Jan 2024 a new Financial Approval Policy was implemented and API enable software to support this audit approval process was also installed, linked to the accounting software.

The PCC also discussed the Parish's financial position at all its meetings during 2023. This included discussion of the significant deficit position and the desire to return the Parish's unrestricted funds to a net surplus position, in line with the reserves policy. The PCC's plans to achieve this rest on three main actions: (1) supporting improvements at the Conference Centre aimed at improving the overall surplus generated by the trading entity; (2) identifying grant funding opportunities for specific areas of the Parish's work (particularly for music at St Matthew's and for the vocations programme); and (3) running a stewardship campaign aimed at increasing the amount of giving by the congregation and wider community.

## TRUSTEES ANNUAL REPORT

### Reserves Policy

As in previous years, the PCC considered the following factors in arriving at its reserves policy:

- The PCC is dependent on commercial income from the conference centre to maintain surpluses.
- Money should only be kept in reserve for specific purposes.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to plan to pay its full Common Fund, when circumstances allow.
- Sensible planning for unknown events is important.
- The PCC seeks to secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority.

### Policy

The PCC's reserves policy remained unchanged in 2023. The PCC intends to keep £175,000 in general free reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs of approximately £95,000 and six months' conference centre income, approximately £80,000. In view of the state of the buildings the PCC will also endeavour to add £25,000 to designated building reserves each year until there are additional capital funds of £75,000, to make a total of £250,000.

As is evident from the accounts, the Parish's financial performance in 2023, has stalled further depletion of its unrestricted reserves. At 31 December 2023, 'free reserves' (that is reserves excluding the Trevelyan Trust, endowment fund and the revaluation reserve, but including restricted funds) were in deficit by £168,246 (2022: deficit of £147,045). This is about £418,000 below the PCC's stated reserves policy. As noted above, three main actions have been proposed to return the Parish's reserves to the desired level. From the performance of the conference centre in 2023, the main actions of 2023 to improve the deficit were fruitful, and this improved performance has continued into 2024. Music grants to support the cost of music in the church of £18,500 were received in 2023, and a similar amount is expected to be raised in 2024. The PCC have yet to run a stewardship campaign, but are currently engaging with the congregation and other stakeholders to set out a clear future vision & strategy for the church, which is in turn supported in a financially viable way going forward.

### Trustees Responsibilities

The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.
- State whether applicable accounting standards have been followed, subject to any material departures which must be disclosed and explained in the financial statements

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees and PCC Members by:

Philip Chester

Fr Philip Chester
Parish Priest and Chair of the PCC

Date 16.05.24

J L Kennedy PCC Secretary

Jane Kennedy
PCC Member

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2023**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|---|---|---|---|---|---|---|
| **Income and endowments from:** | | | | | | | |
| Donations and Legacies | 2a | 163,319 | 16,377 | 0 | 22,190 | 201,886 | 124,896 |
| Charitable Activities | 2b | 1,263 | 0 | 0 | 0 | 1,263 | 472 |
| Investment Income | 2c | 7,847 | 0 | 0 | 0 | 7,847 | 8,805 |
| Other Income | 2d | 3,235 | 0 | 0 | 3,408 | 6,643 | 3,278 |
| Other Trading Activities | 2e | 34 | 0 | 0 | 0 | 34 | 0 |
| **TOTAL** | | **175,698** | **16,377** | **0** | **25,598** | **217,673** | **137,451** |
| **Expenditure on:** | | | | | | | |
| Charitable Activities | 3a | 171,480 | 3,507 | 0 | 20,704 | 195,691 | 201,618 |
| Raising Funds | 3b | 15,695 | 0 | 0 | 217 | 15,912 | 13,238 |
| **TOTAL** | | **187,175** | **3,507** | **0** | **20,921** | **211,603** | **214,856** |
| **NET INCOME/(EXPENDITURE) BEFORE INVESTMENTS GAINS/(LOSSES)** | | **(11,477)** | **12,870** | **0** | **4,677** | **6,070** | **(77,405)** |
| Gains/(losses) on investment assets | | 0 | 0 | 21,978 | 800 | 22,778 | (76,313) |
| **NET INCOME/(EXPENDITURE)** | | **(11,477)** | **12,870** | **21,978** | **5,477** | **28,848** | **(153,718)** |
| Transfer Between Funds | 10 | (7,125) | 0 | 0 | 7,125 | 0 | 0 |
| **Net movement in funds** | | **(18,602)** | **12,870** | **21,978** | **12,602** | **28,848** | **(153,718)** |
| **Reconciliation of funds:** | | | | | | | |
| Total Funds Brought Forward | | (144,780) | 6,081,269 | 346,505 | 19,570 | 6,302,564 | 6,456,282 |
| **Total Funds Carried Forward** | | **(163,382)** | **6,094,139** | **368,483** | **32,172** | **6,331,412** | **6,302,564** |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 15 to 28 form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**BALANCE SHEET**
**AS AT 31ST DECEMBER 2023**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | 31-Dec-23 Total £ | 31-Dec-22 Total £ |
|---|---|---|---|---|---|---|---|
| **Fixed Assets** | | | | | | | |
| Tangible assets | 5(a) | 12,528 | 6,000,922 | 0 | 0 | 6,013,450 | 6,015,951 |
| Investment assets | 5(b) | 15,002 | 0 | 230,558 | 9,506 | 255,066 | 282,288 |
| **Current Assets** | | | | | | | |
| Debtors | 6 | 79,653 | 0 | 0 | 0 | 79,653 | 8,712 |
| Cash at bank | 7 | (223,563) | 93,217 | 137,925 | 22,666 | 30,245 | 31,886 |
| **Total Current Assets** | | **(143,910)** | **93,217** | **137,925** | **22,666** | **109,898** | **40,598** |
| **Creditors:** amounts falling due within one year | 8 | 47,002 | 0 | 0 | 0 | 47,002 | 36,273 |
| **NET CURRENT ASSETS** | | (190,912) | 93,217 | 137,925 | 22,666 | 62,896 | 4,325 |
| **TOTAL ASSETS** less current liabilities | | **(163,382)** | **6,094,139** | **368,483** | **32,172** | **6,331,412** | **6,302,564** |
| **NET ASSETS** | | **(163,382)** | **6,094,139** | **368,483** | **32,172** | **6,331,412** | **6,302,564** |
| **Funds of the Charity** | | | | | | | |
| General Unrestricted Funds | | (163,382) | 0 | 0 | 0 | (163,382) | (144,780) |
| Designated Funds | 9 | 0 | 6,094,139 | 0 | 0 | 6,094,139 | 6,081,269 |
| Restricted Funds | 10 | 0 | 0 | 0 | 32,172 | 32,172 | 19,570 |
| Endowment Fund | 11 | 0 | 0 | 368,483 | 0 | 368,483 | 346,505 |
| **Total Funds** | | **(163,382)** | **6,094,139** | **368,483** | **32,172** | **6,331,412** | **6,302,564** |

Signed on behalf of the Trustees and PCC Members by:

Philip Chester
Fr Philip Chester
Parish Priest and Chair of the PCC

J Kennedy PCC Secretary
Jane Kennedy
PCC Member

Date 16.05.24

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023**

## 1. ACCOUNTING POLICIES

**Basis of preparation:**
The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011, with the exception of the valuation of freehold land and buildings, which are stated at fair value as at 1st January 2015 and investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

The Charity meets the definition of a public benefit entity.

There are no material uncertainties about the charity's ability to continue in operation.

No changes to accounting estimates have occurred in the reporting period

No material prior year errors have been identified in the reporting period.

Some income and expenditure classifications have been presented slightly differently to previous reporting periods to create greater clarity and to provide more meaningful comparative information. The overall figures have not been restated.

**Funds**
Restricted Funds represent (a) income which may be extended only on those restricted objects provided in the terms of the trust or the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

Designated Funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

The Endowment Fund is an expendable endowment that is invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent

**Income recognition**
Income is included in the Statement of Financial Activities (SOFA) when:
· the charity becomes entitled to the income;
· it is more likely than not that the trustees will receive the resources; and
· the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate are received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, are accounted for gross when received. Dividends and bank interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

**Government grants**
The church has received no government grants during the reporting period.

**Donated Services and Facilities**
Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

**Volunteer Help**
The value of any voluntary help received is not included in the accounts but is described in the Trustees Annual Report. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting.

**Investment gains and losses**
Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments to market value the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

**Trading subsidiary St Matthews Conference Centre**
The conference centre is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements, although a summary of income and expenditure is included in note 5(b) on page 21.

**Expenditure recognition**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan quota or parish share is accounted for when due. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2023 or 2022. All other expenditure is generally recognised when it is incurred and is accounted for gross.

The costs of generating funds consist of the costs of operating the clergy house and keeping it in a condition and state of repair suitable for guests.

Costs of church activities include grants made, governance costs and support costs.

**Pensions Policy**
During 2023, three employees of the PCC were enrolled in the defined contribution 'money purchase' scheme. Employer's pension contributions were £2,146 in 2023 (2022: Two employees £2,092).

**Tax Status**
As a charity, the PCC is exempt from paying income and corporation tax.

**1.a) Fixed assets**

Consecrated and Beneficed Property

The asset within this class is the **church building.**

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

Other land and buildings

The asset within this class is the **clergy house.**

The clergy house was revalued in April 2017 by Mann Smith & Partners to its estimated 'fair value' as at 1st January 2015. No depreciation is charged on land and buildings, as any charge would be immaterial. No formal impairment review was undertaken during 2023. However based on the findings of the latest quinquennial review and the building survey undertaken during the year, the Trustees have identified no indications of impairment of the building as at 31 December 2023.

Moveable church furnishings

All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over estimated useful life, normally 5 years.

Fixtures, fittings and office equipment

Expenditure on other fixtures, fittings and office equipment is capitalised and written off over estimated useful life, normally 5 years.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

| | |
|---|---|
| Moveable church furnishings | 20% |
| Fixtures, fittings and office equipment | 20% |

**1.b) Investment assets**

The assets within this class are **listed investments** and the **unlisted investment in St Matthews Conference Centre.**

Investments are initially recognised at their transaction value and subsequently measured at fair value at the balance sheet date using market prices. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year. The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in markets due to economic conditions, the attitude of investors to investment risk, and changes in sentiment.

**Realised gains and losses**

All gains and losses are recognised in the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

| **2. INCOME FROM:** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|---|---|---|---|---|---|
| **a) Donations and Legacies** | | | | | | |
| Congregational giving | | 43,320 | 0 | 3,690 | 47,010 | 46,856 |
| Donation from Trading Subsidiary | 5 (b) | 56,809 | 0 | 0 | 56,809 | 24,260 |
| Donations to clergy house | | 18,870 | 16,377 | 0 | 35,247 | 30,548 |
| Friends of St Matthew's | | 320 | 0 | 0 | 320 | 1,280 |
| Giving at services and church events | | 2,839 | 0 | 0 | 2,839 | 4,783 |
| Grants received | | 10,195 | 0 | 18,500 | 28,695 | 2,000 |
| Legacies | | 17,656 | 0 | 0 | 17,656 | 7,567 |
| Tax recoverable through Gift Aid | | 13,310 | 0 | 0 | 13,310 | 7,602 |
| | | **163,319** | **16,377** | **22,190** | **201,886** | **124,896** |
| **b) Charitable Activities** | | | | | | |
| Church Activities | | 1,263 | 0 | 0 | 1,263 | 472 |
| | | **1,263** | **0** | **0** | **1,263** | **472** |

Income from church activities includes church lettings related to the church's objectives, sundry income from refreshments after services, rechargeable costs to neighbouring churches for shared costs and net statutory fees collected.

| | | | | | | |
|---|---|---|---|---|---|---|
| **c) Trading Activities** | | | | | | |
| Booklets, prayer beads and cards | | 95 | 0 | 0 | 95 | 39 |
| Church, forecourt and hall lettings | | 7,752 | 0 | 0 | 7,752 | 8,766 |
| | | **7,847** | **0** | **0** | **7,847** | **8,805** |
| **d) Investments** | | | | | | |
| Dividends and Bank Interest | | 3,235 | 0 | 3,408 | 6,643 | 3,278 |
| | | **3,235** | **0** | **3,408** | **6,643** | **3,278** |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2023

| **2. INCOME FROM:** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|---|---|---|---|---|---|
| **e) Other Income** | | | | | | |
| Other Fee Income | | 34 | 0 | 0 | 34 | 0 |
| | | **34** | **0** | **0** | **34** | **0** |

**3. EXPENDITURE ON:**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|---|---|---|---|---|---|
| **a) Charitable Activities** | | | | | | |
| Common Fund | | | | | | |
| Diocese (2023: Refund of Common Fund contribution) | | (9,000) | 0 | 0 | (9,000) | 36,000 |
| Clergy Expenses | | | | | | |
| Clergy Working Expenses | | 246 | 0 | 0 | 246 | 303 |
| Service Expenses | | | | | | |
| Liturgy, services and music salaries | | 40,318 | 0 | 20,684 | 61,002 | 68,475 |
| Community Expense and Outreach | | | | | | |
| Parish Mission and Outreach | | 650 | 0 | 0 | 650 | 1,933 |
| Church Running Costs | | | | | | |
| Costs of trading | | 770 | 0 | 0 | 770 | 4,426 |
| Depreciation | | 3,423 | 103 | 0 | 3,526 | 1,163 |
| Insurance | | 3,997 | 0 | 0 | 3,997 | 6,679 |
| Property repairs and maintenance | | 12,084 | 0 | 0 | 12,084 | 1,943 |
| Sanitary and Cleaning Costs | | 180 | 0 | 0 | 180 | 725 |
| Utilities | | 13,005 | 0 | 0 | 13,005 | 9,768 |
| Vocations programme | | 21,836 | 0 | 0 | 21,836 | 20,276 |
| Clergy House Running Costs | | | | | | |
| Insurance | 14 | 4,087 | 3,404 | 0 | 7,491 | 4,553 |
| Property cleaning and repairs | 14 | 11,203 | 0 | 0 | 11,203 | 3,275 |
| Utilities | 14 | 14,126 | 0 | 0 | 14,126 | 4,912 |
| Support Costs | | | | | | |
| Consultancy costs | | 11,510 | 0 | 0 | 11,510 | 6,250 |
| Finance charges | | 288 | 0 | 20 | 308 | 613 |
| Office and support costs | | 6,734 | 0 | 0 | 6,734 | 12,594 |
| Support salaries | | 30,112 | 0 | 0 | 30,112 | 5,032 |
| Governance Costs | | | | | | |
| Accountancy and Bookkeeping Fees | | 3,741 | 0 | 0 | 3,741 | 3,525 |
| Independent Examiners Fees | | 1,770 | 0 | 0 | 1,770 | 1,710 |
| Professional Fees | | 400 | 0 | 0 | 400 | 7,463 |
| TOTAL | | **171,480** | **3,507** | **20,704** | **195,691** | **201,618** |

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2023 £ | TOTAL 2022 £ |
|---|---|---|---|---|---|---|
| **b) Raising Funds** | | | | | | |
| Advertising | | 797 | 0 | 217 | 1,014 | 2,951 |
| Costs of raising clergy house funds | 14 | 14,898 | 0 | 0 | 14,898 | 10,287 |
| | | **15,695** | **0** | **217** | **15,912** | **13,238** |

## 4. DETAILS OF CERTAIN TYPES OF EXPENDITURE

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| Independent examiner's fees | 1,770 | 1,710 |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the Independent Examiner | 0 | 0 |

## 5 (a). TANGIBLE FIXED ASSETS

| | Unrestricted (general) fund £ Office Equipment | Unrestricted (general) fund £ Fixtures & Fittings | Unrestricted (designated) fund £ Fixtures & Fittings | Unrestricted (designated) fund £ Freehold land & buildings Church house | Total £ |
|---|---|---|---|---|---|
| Cost 1.1.23 | 23,998 | 0 | 0 | 6,000,000 | 6,023,998 |
| Additions | 0 | 0 | 1,025 | 0 | 1,025 |
| Cost at 31.12.23 | 23,998 | 0 | 1,025 | 6,000,000 | 6,025,023 |
| Dep'n 1.1.23 | 8,047 | 0 | 0 | 0 | 8,047 |
| Charge | 3,423 | 0 | 103 | 0 | 3,526 |
| Dep'n 31.12.23 | 11,470 | 0 | 103 | 0 | 11,573 |
| NBV 31.12.23 | **12,528** | **0** | **922** | **6,000,000** | **6,013,450** |
| NBV 31.12.22 | 15,951 | 0 | 0 | 6,000,000 | 6,015,951 |

**Clergy house**

The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house, Vicar's apartment, reception rooms and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As permitted by SORP 2015 (FRS102), the clergy house was revalued to its estimated fair value as at 1st January 2015. The valuation was carried out in April 2017 by Mann Smith & Partners. The land and buildings value of £6,000,000 has been attributed between freehold land, £2,200,000 and freehold buildings, £3,800,000. No depreciation is charged on land or buildings, as any charge would be immaterial. An impairment review is undertaken annually, which has resulted in no adjustment to the carrying values.

**Church building**

The church buildings are in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library. As permitted by Charities Act 2011, the church buildings are not included within the financial statements.

**Office Equipment**

The PCC invested just over £17,000 in 2022 to install professional grade video and sound equipment for live online streaming of services at St Matthew's. All of our services, including Sunday Mass and midweek Choral Evensong, are now available to stream on our website and via YouTube.

## 5 (b). INVESTMENT ASSETS

| | Notes | Unrestricted (general) fund | Endowment fund | Endowment fund | Restricted fund | Total |
|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ |
| | | Unlisted securities St Matthew's Conference Centre Ltd | Listed investments Aegon Ethical Equity Fund | Listed investments Eden Tree Fund | Listed investments CCLA | |
| Cost 1.1.23 | | 15,002 | 137,762 | 120,818 | 8,706 | 282,288 |
| Revaluation | | 0 | 17,005 | 4,973 | 800 | 22,778 |
| Additions | | 0 | 0 | 0 | 0 | 0 |
| Disposals | | 0 | (50,000) | 0 | 0 | 0 |
| Cost at 31.12.23 | | **15,002** | **104,767** | **125,791** | **9,506** | **305,066** |

**Listed investments**
All listed investments are carried at their fair value and represent holdings in common investment funds. The basis of fair value is equivalent to market value. Asset sales and purchases are recognised at the date of trade at the transaction value. The main risk to the PCC from listed investments lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is deemed to be low as all assets are traded in markets with good liquidity and high trading volumes. The PCC has no investment holdings in markets subject to exchange controls or trading restrictions. The PCC manages its investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The Trust does not make use of derivatives and similar complex financial instruments.

CCLA is an investment in the COIF Charities Investment Fund regulated by the Charity Commission. It aims to provide a long-term total return comprising growth in capital and income.

Aegon Ethical Equity Fund was previously known as the Kames Ethical Equity Fund. There has been no change in underlying investments.

The EdenTree Fund is the Responsible and Sustainable Global Equity Fund B Income.

**Unlisted Investments**
Unlisted investments represent the PCC's holding of the entire share capital of St Matthew's Conference Centre (SMCC), a limited liability company, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations. During the year, SMCC declared a net donation of £56,809 to the PCC. The PCC is not required to produce consolidated financial statements although the unaudited trading results of SMCC as filed at Companies House, (which do not form part of these financial statements), are summarised below:

| | **Year end 31-Dec-23** | **Year end 31-Dec-22** |
|---|---|---|
| | **£** | **£** |
| Gross profit | 118,498 | 90,325 |
| Administrative costs and expenditure | (63,325) | (56,689) |
| Major Renewal Project costs | 0 | (8,084) |
| Profit/(loss) before donations to the PCC | 55,173 | 25,552 |
| Donations to the PCC during the year | (56,809) | (25,552) |
| Adjustment for debtor balance bfwd | 1,636 | 1,292 |
| Net movement in funds in SMCC | **0** | **1,292** |

## 6. DEBTORS AND PREPAYMENTS

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-23 £** | **Total 31-Dec-22 £** |
|---|---|---|---|---|---|---|
| Accounts Receivable | 7,791 | 0 | 0 | 0 | 7,791 | 571 |
| Gift Aid Tax Recoverable | 0 | 0 | 0 | 0 | 0 | 2,265 |
| Prepayments and accrued income | 71,862 | 0 | 0 | 0 | 71,862 | 5,876 |
| | **79,653** | **0** | **0** | **0** | **79,653** | **8,712** |

## 7. CASH AT BANK AND IN HAND

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-23 £** | **Total 31-Dec-22 £** |
|---|---|---|---|---|---|---|
| Cash at Bank | (223,563) | 93,217 | 137,925 | 22,666 | 30,245 | 31,886 |
| | **(223,563)** | **93,217** | **137,925** | **22,666** | **30,245** | **31,886** |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-23 £** | **Total 31-Dec-22 £** |
|---|---|---|---|---|---|---|
| Accounts Payable | 18,385 | 0 | 0 | 0 | 18,385 | 31,261 |
| Accruals and Deferred Income | 4,060 | 0 | 0 | 0 | 4,060 | 4,007 |
| Loan from Individual | 18,300 | 0 | 0 | 0 | 18,300 | 0 |
| Loan from Deanery | 3,620 | 0 | 0 | 0 | 3,620 | 0 |
| Pensions Payable | 415 | 0 | 0 | 0 | 415 | 0 |
| Revd Philip Chester | 2,222 | 0 | 0 | 0 | 2,222 | 0 |
| Taxation and Social Security | 0 | 0 | 0 | 0 | 0 | 1,005 |
| | **47,002** | **0** | **0** | **0** | **47,002** | **36,273** |

The loan from individual represents the loan from Rev.P Chester, which was given interest free and fully repaid by April 2024.

## 9. DESIGNATED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-23 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,081,269 | 16,377 | (3,507) | 0 | 769 | 6,094,139 |
| | **6,081,269** | **16,377** | **(3,507)** | **0** | **769** | **6,094,139** |

**PREVIOUS YEAR**

| | Balance 01-Jan-22 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,073,593 | 12,229 | (4,553) | 0 | 0 | 6,081,269 |
| | **6,073,593** | **12,229** | **(4,553)** | **0** | **0** | **6,081,269** |

**The Trevelyan Trust** is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

The designated funds are wholly represented by cash reserves, current assets and liabilities and fixed assets of the charity as detailed below:

| | 31-Dec-23 £ | 31-Dec-22 £ |
|---|---|---|
| Fixed assets | 6,000,922 | 6,000,000 |
| Cash at bank and in hand | 93,217 | 81,269 |
| Current assets | 0 | 0 |
| Current liabilities | 0 | 0 |
| | **6,094,139** | **6,081,269** |

## 10. RESTRICTED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-23 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 11,875 | 800 | 301 | 0 | 0 | 12,976 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 175 | 0 | 0 | 0 | (175) | 0 |
| Music Fund | (1,335) | 0 | 25,052 | (20,901) | 13,881 | 16,697 |
| Friends of St Matthew's | 6,356 | 0 | 245 | (20) | (6,581) | 0 |
| | **19,570** | **800** | **25,598** | **(20,921)** | **7,125** | **32,172** |

**PREVIOUS YEAR**

| | Balance 01-Jan-22 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 12,753 | (1,145) | 0 | 0 | 267 | 11,875 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 1,345 | 0 | 0 | (1,170) | 0 | 175 |
| Music Fund | 13,441 | 0 | 8,398 | (23,174) | 0 | (1,335) |
| Friends of St Matthew's | 6,331 | 0 | 25 | 0 | 0 | 6,356 |
| | **36,369** | **(1,145)** | **8,423** | **(24,344)** | **267** | **19,570** |

**The Canon Atlay Memorial Fund** is for the training of men and women exploring a vocation to the priesthood or other ministry in the church.
**The Gerard Irvine Memorial Fund** represents the excess of funds received following fundraising in 2012 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.
**The Choral Scholars Fund** holds donations made to fund the costs of choral scholarships in support of the church's music ministry
**The Music/Organ Fund** was for the maintenance of the organ. During 2021 this fund received a grant from the McDonald Agape Foundation to fund the costs of a weekly physical and streaming choral service (the Choral Evensong Programme) and other activities in support of the church's music ministry
**The Friends of St Matthew's** restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. The Friends of St Matthew's also generates unrestricted income and this is included within the General Fund.

The restricted funds are wholly represented by cash reserves, current liabilities and marketable securities of the charity as detailed below:

| | 31-Dec-23 £ | 31-Dec-22 £ |
|---|---|---|
| Investments | 9,506 | 8,706 |
| Cash at bank | 22,666 | 10,864 |
| | **32,172** | **19,570** |

The transfers between funds represent:

| | 31-Dec-23 £ | |
|---|---|---|
| Choral Scolars Fund | (175) | To amalgamate with Music Fund (both are a part of Music Ministry) |
| Music Fund | 13,881 | Agreed transfer from General Fund |
| Friends of St Matthews | (6,581) | To part fund the emergency roof repairs (in accordance with the terms of the restriction). |
| | **7,125** | |

## 11. ENDOWMENT FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-23 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 346,505 | 21,978 | 0 | 0 | 0 | 368,483 |
| | **346,505** | **21,978** | **0** | **0** | **0** | **368,483** |

**PREVIOUS YEAR**

| | Balance 01-Jan-22 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 421,673 | (75,168) | 0 | 0 | 0 | 346,505 |
| | **421,673** | **(75,168)** | **0** | **0** | **0** | **346,505** |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

The Endowment funds are wholly represented by cash reserves and marketable securities of the charity as detailed below:

| | 31-Dec-23 £ | 31-Dec-22 £ |
|---|---|---|
| Investments | 230,558 | 258,580 |
| Cash at bank and in hand | 137,925 | 87,925 |
| Current liabilities | 0 | 0 |
| | **368,483** | **346,505** |

## 12. RECONCILIATION OF FUNDS HELD AND MOVEMENT OF FUNDS

**CURRENT PERIOD**

| | Balance 01-Jan-23 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-23 £ |
|---|---|---|---|---|---|---|
| General Funds | (144,780) | 175,698 | 0 | (187,175) | (7,125) | (163,382) |
| Designated Funds | 6,081,269 | 16,377 | 0 | (3,507) | 0 | 6,094,139 |
| Endowment Funds | 346,505 | 0 | 21,978 | 0 | 0 | 368,483 |
| Restricted Funds | 19,570 | 25,598 | 800 | (20,921) | 7,125 | 32,172 |
| | **6,302,564** | **217,673** | **22,778** | **(211,603)** | **0** | **6,331,412** |

**PREVIOUS PERIOD**

| | Balance 01-Jan-22 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| General Funds | (75,353) | 116,799 | 0 | (185,959) | (267) | (144,780) |
| Designated Funds | 6,073,593 | 12,229 | 0 | (4,553) | 0 | 6,081,269 |
| Endowment Funds | 421,673 | 0 | (75,168) | 0 | 0 | 346,505 |
| Restricted Funds | 36,369 | 8,423 | (1,145) | (24,344) | 267 | 19,570 |
| | **6,456,282** | **137,451** | **(76,313)** | **(214,856)** | **0** | **6,302,564** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL

**(a) Employees paid via Payroll:**

| | **31-Dec-23 £** | **31-Dec-22 £** |
|---|---|---|
| Gross Wages and Salaries | 51,334 | 37,479 |
| Employers NI (net of annual allowance) | 1,974 | 528 |
| Employers Pension Contributions | 2,146 | 2,092 |
| | **55,454** | **40,099** |

Staff who were engaged in each of the following activities (actual numbers unchanged at start and end of year)

| | **31-Dec-23** TOTAL | **31-Dec-22** TOTAL |
|---|---|---|
| Activities in furtherance of organisation's objects | 3 | 2.8 |

**(b) Self Employed Staff:**

| | | **31-Dec-23 £** | **31-Dec-22 £** |
|---|---|---|---|
| Gross Payments: | Choir and Musician Fees | 20,875 | 11,190 |
| | Organist Fees | 810 | 360 |
| | | **21,685** | **11,550** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL (continued)

Employed staff are paid via through a payroll scheme operated by the PCC. No employees received emoluments in excess of £60,000 (2022: None). Self employed staff are responsible for reporting to HM Revenue and Customs.

The PCC incurs the costs of maintaining and running the Vicar's apartment, which is within the clergy house. These costs are not separately identifiable and therefore cannot be disclosed. Common Fund paid to the diocese is reduced from the standard cost for parishes to reflect the fact that the PCC bears certain clergy related costs normally borne by the diocese.

### (c) Key Management Personnel

The Charity's key management personnel is considered to be the Trustees and the Director of Operations. No remuneration was paid to Trustees. The total amount paid to key management personnel (including employers national insurance and employers pension contributions) was £11,550 (2022: £17,690).

### (d) Transactions with PCC members

A small and immaterial portion of the costs incurred relating to the living and accommodation costs of the incumbent may have related to his services as chairman of the PCC. For the reasons set out above, these are not separately identifiable. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties. Aggregate donations received from members of the PCC and parties related to them was £10,373 (2022: £11,895).

Trustee Rev. P.Chester loaned the PCC £18,300 in 3 tranches during 2023. The loan was given interest free. As at 31st December 2023 the sum of £18,300 was outstanding. The loan was fully repaid in the following financial year, with the final repayment made 6th April 2024.

The only other payments made to PCC members or any persons connected with them were reimbursements for purchases of equipment, furnishings, refreshments and materials made on behalf of the Church. No material transaction took place between the charity and a PCC Member or any person connected with them (2022: None).

### (e) Related Parties

Members of the PCC
Aggregate donations received without conditions attached were £10,373 (2022: £11,895)

Rev Philip Chester Incumbent
The PCC incurs the costs of maintaining and running the Vicar's apartment, but these are not separately identifiable and therefore cannot be disclosed.

St Mary le Strand Strand Westminster WC2R 1ES
Fr Philip Chester was priest-in-charge of St Mary le Strand during the year. The PCC did not incur any expenses on behalf of St Mary le Strand that need to be recovered.

St Matthew's CE Primary School
This is a Church of England primary school situated at 18 Old Pye Street Westminster London SW1P 2DG. Fr Philip Chester is the Chair of Governors of the school and the headteacher, Rachel Jewitt (until July 2023) and Sarah Maltese (from September 2023), sits on the PCC. Expenses paid to the school by the PCC for accommodation and related expenses for pastoral assistants in 2023 was £14,276 (2022: £13,234).

St Matthew's Conference Centre Limited
This is a private limited company situated at St Matthew's House 20 Great Peter Street Westminster SW1P 2BU. PCC Trustees Fr Philip Chester and Daniel Bird are also directors of St_Matthew's Conference Centre Limited. No payments or benefits are received by them from the company. Details of transactions between the PCC and the company are set out in note 5(b).

## 14. CLERGY HOUSE

Income and expenditure associated with providing hospitality in the clergy house is included within unrestricted funds on the Statement of Financial Activities:

| | 2023 | 2022 |
|---|---|---|
| | £ | £ |
| **Income** | | |
| Tax efficient giving | 11,143 | 4,075 |
| Other giving | 24,114 | 26,473 |
| Tax recoverable through Gift Aid | 4,201 | 1,251 |
| **Expenditure** | | |
| Costs within Raising Funds | | |
| Cleaning costs | (13,189) | (8,375) |
| Hospitality costs | (1,709) | (1,912) |
| Costs within Church Activities | | |
| Insurance | (7,491) | (4,553) |
| Repairs and Maintenance | (11,203) | (3,275) |
| Utilities | (14,126) | (4,912) |
| Net income/(expenditure) from clergy house | **(8,260)** | **8,772** |

## 15. MATERIAL LEGACIES

The PCC is a beneficiary of a legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. Under the terms of the will, this is held on trust for the PCC by the Church Union. Income of £17,656 was receivable from Church Union during 2023 (2022: £24,438).

## 16. QUINQUENNIAL INSPECTION

The most recent quinquennial inspection was made by Louise Goodison in 2022. There were no recommendations requiring immediate attention that need to be addressed. The next inspection is planned to take place in 2027.

## 17. RESERVES POLICY AND RISK ASSESSMENT

Reserves are unrestricted funds which the PCC has set aside for the future. The purpose of holding reserves is so that St Matthew's is able to continue to meet its financial obligations in a situation where unforeseen shortfalls arise, until alternative plans can be put in place.

The PCC has identified the key risks and assessed the amounts prudent to set against those risks. The Reserves policy is set out in the Trustees Annual Report.

## 18. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how this has been achieved this are provided in the Trustees Annual Report. The PCC Members confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## 19. EVENTS AFTER THE END OF THE REPORTING PERIOD

There are no events that require disclosure.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on the accounts of the Parochial Church Council of The Ecclesiastical Parish of St Matthew's Westminster for the year ended 31st December 2023, which are set out on pages 13 to 28.

**Respective responsibilities of the PCC and the examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 examiner's statement**

In connection with my examination, no material matters have 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 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.

Attention is drawn to the deficit shown in general fund unrestricted free reserves on the Balance Sheet. The Trustees Report explains the reason for this and the plans the Trustees have to return the Parish reserves to the desired level.

Name: J Irvinesmith
Relevant professional qualification or body: FCIE
Address: Independent Examiners Limited, Unit 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF
Date: 17th May 2024

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMIN**

England & Wales - Charity number 1132355

# Accounts




# THE ANNUAL REPORT AND FINANCIAL STATEMENTS FOR ST MATTHEW'S WESTMINSTER FOR THE YEAR ENDED 31ST DECEMBER 2022

The Annual Report and Accounts of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704 office@stmw.org www.stmw.org Registered charity 1132355

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

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# ST MATTHEW'S WESTMINSTER

# ANNUAL REPORT 2022

The Annual Report of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster, 20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704
office@stmw.org www.stmw.org Registered charity 1132355

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# Foreword by the Parish Priest

Fr Philip Chester

May 2023

# About St Matthew's Westminster

**Aim and purposes**

The Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**Objectives and activities**

The specific objective of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

**Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The members of the PCC, who are its trustees in law, have had regard to the Charity Commission's guidance on public benefit. The PCC held seven meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect its officers. The PCC is made up of 9 ex officio members and up to 12 elected members. There is a Standing Committee of five members that prepares agendas for full PCC meetings and deals with urgent business between meetings.

A complete list of members who served on the PCC during the year is included on the next page. The number on the Electoral Roll announced at the APCM in 2022 was 146. The combined number of 'usual weekly attendees' is about 160.

Jessica Stewart became the Safeguarding Officer in 2022. Safeguarding procedures had been thoroughly reviewed in 2017 and the annual self-assessment was undertaken in 2022. Jane Kennedy took on the role of Data Protection Officer in 2018. Privacy Notices were issued when required.

**Legal and administrative information**

The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address. The PCC is a charity registered with the Charity Commission under number 1132355.

# Members of the PCC

**Ex officio members**

Incumbent Fr Philip Chester *(Chairman)

**Assistant priests**

Fr Peter Hanaway; Fr Jonathan Aitken; Fr Michael Skinner;

**Headteacher**: Rachel Jewitt

**Churchwardens**: Jess Streeting* ; Simon Lello * (Vice Chairman and Parish Giving Officer )

**Deanery Synod Representatives**

Jane Kennedy *, Secretary and weekday congregation representative; Alastair Callcutt

**Elected members**

Alex Black (until May 2022)

Jessie Chawdra,

Sam Holmes (until May 2022)

Fr Stephen Hewitt

Susan Lowson

Ray Mingay

Eithne Risner

Muriel Zagha-Shore (from May 2022)

* Daniel Bird (Treasurer) (co-opted )

**In attendance** (not members of the PCC)

Director of Music – Nigel Groome

Interim Operations Director – Fr Peter Bradley

Safeguarding Officer – Jessica Stewart

Ted Smyth, Assistant Treasurer

Pastoral Assistant: Daniel Binder

* Member of the Standing Committee

# REVIEW OF 2022

**The Parochial Church Council**

The Annual Parochial Church Meeting provided the opportunity on Sunday 22 May for the church community to come together to review the year. PCC meetings were still held in hybrid form but most people attended in person.

The Archdeacon of the Two Cities undertook his Visitation at the beginning of September which included of an inspection of the church registers, church property and a review of church governance, health and safety and safeguarding etc, following the completion of a detailed questionnaire.

**Congregational life**
2022 was the first full year since 2019 that there were no official restrictions of any kind in place as a result of Covid. It was agreed by the PCC that Communion could be received in two kinds again, but provision was made for those who preferred to receive Communion in one kind. Services continued to be streamed and new equipment was installed to enable the sound quality to be improved.

A small group from the parish attended the parish pilgrimage to Walsingham during the first weekend of May.

**Special services**

**Lent**
Lent was marked with a series of themed sermons at the Sunday Mass by each of the priests based at St Matthew's.

The Patronal Festival was an opportunity for a celebration on 21st September and St Matthew's was honoured to have the former Archbishop of Canterbury, Lord Carey of Clifton to preach an excellent sermon on the theme of St Matthew. This Patronal Mass was followed by a party.

Other significant days in the Church calendar were marked by visiting preachers. On All Saints' Sunday, the preacher was the former Bishop of Durham, the Rt Revd Michael Turnbull and Canon Jeremy Davies, former precentor of Salisbury Cathedral, preached at the Solemn Requiem Mass on All Souls' Day.

**Weekday choral Evensong**

Throughout the year, choral Evensong was held every Wednesday evening when a different visiting speaker was invited to give a short homily along the lines of the Radio 4 'Thought for the day'. Some of the speakers were from the St Matthew's community including the Treasurer, Daniel Bird and Churchwarden, Jess Streeting. In addition to some distinguished clergy such as the Dean of Westminster and the Rt Revd Sarah Mullally, Bishop of London, the, speakers also included the Rt Hon Diane Abbott MP, the Headmaster of Salisbury Cathedral School, Patrick Kidd, author and Diary Columnist of The Times and the mother of

the Archbishop of Canterbury, Lady Jane Williams, former Personal Secretary to Sir Winston Churchill.

**Community events**
Sunday summer lunches were held after Mass for the congregation in June and July, each Sunday having a menu based on a different country. For those who live in other countries, informal monthly Zoom meetings entitled 'Hands across the water' were held on Wednesday afternoons.

**Music – report from the Director of Music, Nigel Groome**
There were three sung services during the week. We continued to maintain music at our Sunday Mass with choir quartets, occasional octets and cantors. Wednesday Choral Evensong is now established to which we are welcoming a new young congregation. Tuesday Plainsong Evensong is a beautiful short reflective service sung by members of our community. I am immensely grateful to Jess Streeting and Ted Smyth for their support with this.

In September Samuel Bristow joined the music team. A fine young musician who has thrown himself into life at St Matthew's. In addition to his organ playing duties he is helping the church with social media outreach and is also working with choirs and year group singing in our school.

The Westminster Chamber Music Society series of concerts has brought in a good number of visitors. 6.00pm on a Saturday seems a popular time to attract an audience. With our new piano we are able to offer a wide range of chamber music ensembles. St Matthew's is the perfect venue for these intimate musical evenings.
2022 was a busy and rewarding year in which I hope that music has added colour and atmosphere to our liturgies and to our mission of outreach. Some churches offer 'fresh expression of worship'. I hope that all music at SMW is just that!

**Social events**
A varied programme of social events was held throughout the year which included a theatre trip, visits to museums, a guided walk around the City of London and several evening quizzes at 'The Speaker' at which the St Matthew's team excelled!

**Website**
The church website continued to attract many visitors together with the Facebook page which have enabled the live streaming of services and recordings of services to be available to members of the congregation and others across the world throughout the pandemic.

This report was approved by the PCC on 5 June 2023, and signed on its behalf by:

Fr. Philip Chester  J Kennedy

| | |
|---|---|
| Fr Philip Chester | Jane Kennedy |
| Parish Priest and PCC Chairman | PCC Secretary |

# Westminster (St Margaret) Deanery Synod
# Triennium 2020-2023

Over the last 12 months the life of our Deanery Synod has regained its momentum. Synod met on **26th April 2022 at St Matthew's Westminster**, with the focus of the meeting being a presentation from Penny Roberts of the London Diocesan Board for Schools about the Board and its role in the pursuit of the diocesan 2030 Vision.

On Friday 10th June, the Bishop of London spent a **day in the deanery**. This began with a school service at St Barnabas', Pimlico Road, and a visit to St Mary's, Bourne Street to see the beginning of its Pineapple Project to create new communal use facilities and connect the church to the adjacent clergy house.

Bishop Sarah, accompanied by the Area Dean, Sub Area Dean and Lay Chair, then walked to St James the Less, Vauxhall Bridge Road. The parish's outreach work in the community was explored, and the vicars of St Saviour's Pimlico and St Stephen's Rochester Row joined the group whereupon the positive relationships between the churches in that part of the deanery were discussed.

Lunch in the garden at St Matthew's, Westminster with staff from the school and the church and others followed before heading to Christ Church, Down Street in Mayfair to hear about their work particularly amongst students. This included tracking down one group of recently-graduated students to an area of Green Park used regularly by Christ Church for gathering.

From there the Bishop was accompanied to St James's Piccadilly to learn about developmental projects and to see some of the work, such as counselling, which is undertaken there. Following tea the party moved to St Mary le Strand where work had begun on creating the pedestrianised area reconnecting the church with its surroundings, particularly King's College.

The penultimate stop was St Clement Danes where the assembled group were shown various aspects of the church and learned about its specific chaplaincy role within the Royal Air Force.

The day ended with a garden party in the Master's Garden next to the Temple Church. The day was beautifully sunny and the Bishop was joined by various members of the clergy and laity along the way making it a memorable celebration of our deanery. Bishop Sarah is due to hold another deanery day, on 8th June 2023.

The Deanery Synod met at **St Paul's, Covent Garden, on 18th October 2022**. The Rector and his colleagues provided an exceptionally warm welcome to synod, and developments to the building and of the parish's mission were explained. The main feature of the meeting was the beginning of a

series of mini presentations (to take place at each meeting of synod) to understand, and therefore share, some of the work going on in the parishes and institutions within our deanery.

Synod met most recently on **28th February 2023 at St Matthew's, Westminster** and received some more short presentations on Parish Initiatives. An item on **Living in Love and Faith**, following the successful passing of an amended motion at General Synod earlier in the month, dominated discussion.

The final meeting of the current triennium will be at an evening garden party on 8th June 2023 at the end of the Bishop's day in the deanery. The triennium ends on 30th June and newly-elected members of the synod will begin their term on 1st July 2023.

# ST MATTHEW'S SCHOOL REPORT 2022-23

***"You are the light of the world"***
**Belonging | Believing | Achieving**

It's been another busy and exciting year at St Matthew's and I hope this report gives a flavour of the many rich curriculum and learning opportunities we provide for our children, as well as highlighting the school's involvement in our local community.

This is sadly the final report for the PCC that I will be writing, as after almost 10 years at St Matthew's, I'm moving to a new school closer to my home. It has been a great privilege to sit on the PCC during my Headship at St Matthew's and I am very proud of the strength of partnership between school and church. Thank you to all members of the PCC and St Matthew's congregation who have always made me feel so welcome as part of the St Matthew's community.

**Curriculum**
Reading always has a high profile at St Matthew's. All classes revamped their class Book Corners to ensure children develop a love of reading across all genres. A school Summer Reading programme resulted in certificates being awarded to celebrate children's reading achievements, alongside a Summer Holiday Reading challenge run by Westminster libraries.

Creating real-life maths opportunities has been a key focus for the school for many years, and some pupils have been fortunate to be able to be part of maths workshops led by the Royal Institution. Some Year 5 pupils have also been able to be part of an extra-curricular Saturday programme with Westminster School.

We are renewing our Artsmark status with the Arts Council and have been fortunate this year to be a school partner with St Paul's Cathedral to develop a choral project at St Matthew's. Every class from Year 1 to Year 6 spend a term learning a variety of choral pieces and learn more about choral singing. Year 6 are due to be learning Elgar's 'Light of the World' in the final summer term to celebrate our school's vision and to mark the end of their time as pupils at St Matthew's. Children have also had the opportunity to learn the ukulele this year and Year 6 will be involved in a music and DT project with the Indonesian Embassy at the end of this term.

Science Week, with a range of technology and engineering workshops, took place again this year as well as a whole school Spelling Bee competition and Road Safety Workshops.

Developing pupils' understanding of their own mental health and wellbeing has been always of great importance, but especially since the pandemic. We mark Children's Mental Health Week each year as well as working with a Wellbeing Practitioner supported by the charity MIND. These projects help pupils to feel that they have strategies to support their mental health and wellbeing.

For the first time since the pandemic, our annual Sports Day took place in Vincent Square and we thank Westminster School for facilitating this for us at St Matthew's – it is always a fun-filled day with many parents cheering on the children.

Throughout the year, we run many curriculum workshops for our parents so they can learn more about curriculum progression in the different subjects across the school, as well as learn about methods and techniques we teach the children in subjects like maths and phonics. These workshops are led by subject leaders during parent Coffee Mornings and are always well attended.

**Visitors**

We have welcomed a range of different visitors into school over the last year to support our curriculum or to give more opportunities for wider learning experiences.

Children's Commissioner, Rachel de Souza, visited to talk to children about what family means to them, and then to talk to parents about childcare and the impact of the pandemic on family life.

Author Michael De Souza has been a regular visitor to St Matthew's for many years and has led poetry and story telling workshops to inspire pupils and to encourage their performance poetry as part our Christmas 'Off by Heart' poetry competition.

Alumni have been welcomed back to St Matthew's to talk to pupils about the world of work, having high aspirations and memories of being a pupil at St Matthew's. Pupils find these visits very useful and find that they have a positive connection hearing the stories of pupils who once sat in the classrooms that they now occupy.

Our school Governors visit the school throughout the year and have recently met with our School Council to talk about their learning and feeling safe at school. Governors also meet subject leaders to ensure the curriculum offer enables pupils to reach their full potential whilst at St Matthew's.

**Trips**

Visits outside of the classroom support our whole school curriculum and develop pupils' 'cultural capital' development. Recent school trips have included:

- Five day residential trip to Sayers Croft
- Manoukian Music Centre
- Westminster Archives
- Tate Britain
- The Planetarium and climbing wall at Westminster School
- The Science Museum
- Western Marble Arch Synagogue
- Vitality Westminster Mile

Our School Choir have sung at many different events over the last year, including:

- A lunchtime Eucharist at St Paul's Cathedral
- The Church of England Leadership Conference
- Burberry Head Offices
- Department for Education Carol Service
- The Home Office

**Church**

The partnership between school and church continues to grow because of the enthusiasm and support of our Pastoral Assistant, Daniel. Pupils are now more and more involved in Sunday church services at St Matthew's and it is wonderful to hear about how much they enjoy serving and participating in services.

At a time when school budgets are incredibly tight, we are constantly looking for charitable funding and support for school projects and provision for pupils at our school. A recent contribution organised by Daniel, enabled a Lent Prayer Space to be created in the school lobby for pupils, as well as funding much needed resources for the exceptionally popular Guild of St Nicholas Club. Thank you to the congregation for their support with these projects.

Our annual Admission to Communion took place and we now have around twenty pupils taking communion each week at Mass. Pupils have also chosen to be baptised at special services in school or in Sunday services at church.

We were delighted that the Bishop of London could visit the school and church in September where she spoke to the children as part of our St Matthew's Day celebrations and spent time in classes talking to children about their learning.

Our Harvest Festival saw many kind donations from our families across all classes at school, which enabled a very generous donation to The Trussel Trust's Foodbank.

Our House and Vice Captains lead Collective Worship each term which is a wonderful way for the pupils to develop their own leadership skills and providing important connections for pupils in different year groups across the school. Pupils also take part in evaluating our acts of Collective Worship each term which we aim to be invitational, inclusive, inspirational.

## PTA

Our PTA is flourishing, now in their second year of operation. We really value the support of this strong parent body, led by a very enthusiastic and committed parent committee. Recent events include our Summer Fair, Smoothie Sale, Bake Sale, a party to celebrate the Queen's Platinum Jubilee and a Christmas Fair.

The PTA have raised about £5000 over the last year and these funds have provided art and music resources, reading books, equipment for playtimes, science equipment and PE equipment. The PTA also donated a proportion of takings to the recent Turkey and Syria appeal. We are very grateful for this excellent support from our parents.

## Community

We are now in our third year of our partnership with St Barnabas' School. The partnership continues to grow and we are constantly looking at ways to develop the school curriculum, develop leadership opportunities and shared ways of working to positively benefit the pupils at both schools.

Our pupils at St Matthew's often show wonderful compassion and awareness of others by raising money for charities outside of school. Recent fundraising by pupils have included supporting The Little Princess Trust, Save the Children Ukrainian Crisis and the Shop & Donate Food Charity. We are very proud of our pupils who demonstrate such kindness both in and outside of school.

The choir sang again at the Strutton Ground lighting of the Christmas tree lights by invitation of our local councillors. We always enjoy this community event and it is always well supported by parents and members of the community.

Our Christmas nativity plays and carol services brought large audiences to St Matthew's Church – now back to normal routines since the restrictions that were in place during the pandemic.

We were delighted that one of our pupils won MP Nickie Aiken's 'Two Cities Photography Competition' earlier in the year. He was able to visit the Houses of Parliament to meet our MP and was presented with a certificate and framed photograph of his winning entry.

The developers of 105 Victoria Street have been in contact with the school recently and have kindly offered to refurbish an area of the school. We are very grateful for their community support and generosity. Do check our newsletters in the summer term to see this project develop!

If you don't already, please do follow the school on Instagram or Twitter (@stmwschool), or keep up to date with school news through our regular newsletters on our website (www.stmwschool.org.uk).



*Palm Sunday April 2023*

Rachel Jewitt
April 2023

## TRUSTEES ANNUAL REPORT

### Financial review

The total deficit for the year was £153,718, compared to a small surplus of £59 in 2021. Around half of this total (£76,313) related to unrealised losses on investment assets in what was a very poor year for investment returns, while the remainder represented the underlying deficit in cash terms.

A reconciliation of underlying income and expenditure with the net income reported under FRS102 is set out below:

| | 2022 | 2021 | 2020 | 2019 |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| Underlying net (deficit) | (77,405) | (13,133) | (11,985) | (40,577) |
| Less: major capital expenditure | - | (22,120) | (7,927) | (110,369) |
| Less: exceptional grant income | - | (38,000) | 0 | 0 |
| Net surplus / (deficit) before unrealised gain and losses | (77,405) | 2,747 | (19,912) | (150,946) |
| (Losses) / gains on investment assets | (76,313) | (2,688) | 13,554 | 60,625 |
| Net surplus/(deficit) reported under FRS102 | (153,718) | 59 | (6,358) | (90,321) |

All the adjusting items are either one-off and not expected to be repeated, or are outwith the control of the PCC, and they have therefore been excluded from the underlying net deficit. In common with the previous years, the underlying net loss in 2022 was due to significant reductions in income from church activities and the conference centre. The financial viability of the church relies on the continued profitability of the conference centre, which has still not recovered from the level it was at before the pandemic.

**Income – decreased by 20%**

The church's total income in 2022 was £137,451 (2021: £169,670). This main reason for this decrease is that the 2021 total included a significant one-off grant of £38,000 from the McDonald Agape Foundation to support music at St Matthew's.

The level of congregational giving increased slightly in line with the increase in attendance at our services. The level of donations from visitors to the Clergy House increased significantly as occupancy increased following the resumption of travel after the pandemic. However, these increases were offset by the significant reduction in grant income noted above, as well as a decrease in the amount of income from legacies.

**Expenditure – increased by 29%**

The church's total expenditure in 2022 was £214,856 (2021: £166,923). A large part of this increase represented the resumption of Common Fund contributions paid to the Diocese of London after having been suspended for two years during the pandemic. The Parish contributed a total of £36,000 to the Diocese in 2022 (2021: nil). The other significant cost pressure was the significant increase in the cost of utilities, which doubled in 2022 compared to the previous year.

**Financial Management**

The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines 'Internal Financial Controls for Charities'. Financial management is the responsibility of all PCC members, but day-to-day financial matters are delegated to the Finance Committee. During 2022, the Finance Committee met on three occasions to oversee financial planning and financial management for the Parish. The Committee also reviewed financial controls and expenditure authorisation limits, as well as updating risk management practices to ensure they were consistent with best practice.

The PCC also discussed the Parish's financial position at all its meetings during 2022. This included discussion of the significant deficit position and the desire to return the Parish's unrestricted funds to a net surplus position, in line with the reserves policy. The PCC's plans to achieve this rest on three main actions: (1) supporting improvements at the Conference Centre aimed at improving the overall surplus generated by the trading entity; (2) identifying grant funding opportunities for specific areas of the Parish's work (particularly for music at St Matthew's and for the vocations programme); and (3) running a stewardship campaign aimed at increasing the amount of giving by the congregation and wider community.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**TRUSTEES ANNUAL REPORT**

**Reserves Policy**

As in previous years, the PCC considered the following factors in arriving at its reserves policy:

- The PCC is dependent on commercial income from the conference centre to maintain surpluses.
- Money should only be kept in reserve for specific purposes.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to plan to pay its full Common Fund, when circumstances allow.
- Sensible planning for unknown events is important.
- The PCC seeks to secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority.

**Policy**

The PCC's reserves policy remained unchanged in 2022. The PCC intends to keep £175,000 in general free reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs of approximately £95,000 and six months' conference centre income, approximately £80,000. In view of the state of the buildings the PCC will also endeavour to add £25,000 to designated building reserves each year until there are additional capital funds of £75,000, to make a total of £250,000.

As is evident from the accounts, the Parish's financial performance in 2022 led to a further depletion of its unrestricted reserves. At 31 December 2022, 'free reserves' (that is reserves excluding the Trevelyan Trust, endowment fund and the revaluation reserve, but including restricted funds) were in deficit by £125,210 (2021: deficit of £40,225). This is about £375,000 below the PCC's stated reserves policy. As noted above, three main actions have been proposed to return the Parish's reserves to the desired level.

**Trustees Responsibilities**

The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.
- State whether applicable accounting standards have been followed, subject to any material departures which must be disclosed and explained in the financial statements

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees and PCC Members by:

Fr. Philip Chester

.....

Fr Philip Chester
Parish Priest and Chair of the PCC

Date 5 June 2023

.....

Daniel Bird
Treasurer

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2022**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|---|---|---|---|---|---|---|---|
| **Income and endowments from:** | | | | | | | |
| Donations and Legacies | 2a | 106,562 | 12,229 | 0 | 6,105 | 124,896 | 137,314 |
| Charitable Activities | 2b | 472 | 0 | 0 | 0 | 472 | 20,429 |
| Investment Income | 2c | 8,805 | 0 | 0 | 0 | 8,805 | 8,650 |
| Other Income | 2d | 960 | 0 | 0 | 2,318 | 3,278 | 3,177 |
| Other Trading Activities | 2e | 0 | 0 | 0 | 0 | 0 | 100 |
| **TOTAL** | | **116,799** | **12,229** | **0** | **8,423** | **137,451** | **169,670** |
| **Expenditure on:** | | | | | | | |
| Charitable Activities | 3a | 172,877 | 4,553 | 0 | 24,188 | 201,618 | 163,854 |
| Raising Funds | 3b | 13,082 | 0 | 0 | 156 | 13,238 | 3,069 |
| **TOTAL** | | **185,959** | **4,553** | **0** | **24,344** | **214,856** | **166,923** |
| **NET INCOME/(EXPENDITURE) BEFORE INVESTMENTS GAINS/(LOSSES)** | | **(69,160)** | **7,676** | **0** | **(15,921)** | **(77,405)** | **2,747** |
| Gains/(losses) on investment assets | | 0 | 0 | (75,168) | (1,145) | (76,313) | (2,688) |
| **NET INCOME/(EXPENDITURE)** | | **(69,160)** | **7,676** | **(75,168)** | **(17,066)** | **(153,718)** | **59** |
| Transfer Between Funds | | (267) | 0 | 0 | 267 | 0 | 0 |
| **Net movement in funds** | | **(69,427)** | **7,676** | **(75,168)** | **(16,799)** | **(153,718)** | **59** |
| **Reconciliation of funds:** | | | | | | | |
| Total Funds Brought Forward | | (75,353) | 6,073,593 | 421,673 | 36,369 | 6,456,282 | 6,456,223 |
| **Total Funds Carried Forward** | | **(144,780)** | **6,081,269** | **346,505** | **19,570** | **6,302,564** | **6,456,282** |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 20 to 33 form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**BALANCE SHEET**
**AS AT 31ST DECEMBER 2022**

| | Notes | Unrestricted General Funds £ | Unrestricted Designated Funds £ | Endowment Funds £ | Restricted Funds £ | **31-Dec-22 Total £** | **31-Dec-21 Total £** |
|---|---|---|---|---|---|---|---|
| **Fixed Assets** | | | | | | | |
| Tangible assets | 5(a) | 15,951 | 6,000,000 | 0 | 0 | 6,015,951 | 6,000,000 |
| Investment assets | 5(b) | 15,002 | 0 | 258,580 | 8,706 | 282,288 | 358,601 |
| **Current Assets** | | | | | | | |
| Debtors | 6 | 8,712 | 0 | 0 | 0 | 8,712 | 24,397 |
| Cash at bank | 7 | (148,172) | 81,269 | 87,925 | 10,864 | 31,886 | 96,962 |
| **Total Current Assets** | | **(139,460)** | **81,269** | **87,925** | **10,864** | **40,598** | **121,359** |
| **Creditors:** amounts falling due within one year | 8 | 36,273 | 0 | 0 | 0 | 36,273 | 23,678 |
| **NET CURRENT ASSETS** | | (175,733) | 81,269 | 87,925 | 10,864 | 4,325 | 97,681 |
| **TOTAL ASSETS** less current liabilitie | | **(144,780)** | **6,081,269** | **346,505** | **19,570** | **6,302,564** | **6,456,282** |
| **NET ASSETS** | | **(144,780)** | **6,081,269** | **346,505** | **19,570** | **6,302,564** | **6,456,282** |
| **Funds of the Charity** | | | | | | | |
| General Unrestricted Funds | | (144,780) | 0 | 0 | 0 | (144,780) | (75,353) |
| Designated Funds | 9 | 0 | 6,081,269 | 0 | 0 | 6,081,269 | 6,073,593 |
| Restricted Funds | 10 | 0 | 0 | 0 | 19,570 | 19,570 | 36,369 |
| Endowment Fund | 11 | 0 | 0 | 346,505 | 0 | 346,505 | 421,673 |
| **Total Funds** | | **(144,780)** | **6,081,269** | **346,505** | **19,570** | **6,302,564** | **6,456,282** |

Signed on behalf of the Trustees and PCC Members by:

Fr. Philip Chester

.....
Fr Philip Chester
Parish Priest and Chair of the PCC

Daniel Bird

.....
Daniel Bird
Treasurer

Date 5 June 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022**

## 1. ACCOUNTING POLICIES

**Basis of preparation:**
The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011, with the exception of the valuation of freehold land and buildings, which are stated at fair value as at 1st January 2015 and investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

The Charity meets the definition of a public benefit entity.

There are no material uncertainties about the charity's ability to continue in operation.

No changes to accounting estimates have occurred in the reporting period

No material prior year errors have been identified in the reporting period.

Some income and expenditure classifications have been presented slightly differently to previous reporting periods to create greater clarity and to provide more meaningful comparative information. The overall figures have not been restated.

**Funds**
Restricted Funds represent (a) income which may be extended only on those restricted objects provided in the terms of the trust or the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

Designated Funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

The Endowment Fund is an expendable endowment that is invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent

**Income recognition**
Income is included in the Statement of Financial Activities (SOFA) when:
· the charity becomes entitled to the income;
· it is more likely than not that the trustees will receive the resources; and
· the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate are received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, are accounted for gross when received. Dividends and bank interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

**Government grants**
The church has received no government grants during the reporting period (HMRC Job Retention Scheme).

**Donated Services and Facilities**
Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

**Volunteer Help**
The value of any voluntary help received is not included in the accounts but is described in the Trustees Annual Report. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting.

**Investment gains and losses**
Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments to market value the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

**Trading subsidiary St Matthews Conference Centre**
The conference centre is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements, although a summary of income and expenditure is included in note 5(b) on page 26.

**Expenditure recognition**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan quota or parish share is accounted for when due. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2022 or 2021. All other expenditure is generally recognised when it is incurred and is accounted for gross.

The costs of generating funds consist of the costs of operating the clergy house and keeping it in a condition and state of repair suitable for guests.

Costs of church activities include grants made, governance costs and support costs.

**Pensions Policy**
During 2022, three employees of the PCC were enrolled in the defined contribution 'money purchase' scheme. Employer's pension contributions were £2,092 in 2022 (2021: Two employees £1,860).

**Tax Status**
As a charity, the PCC is exempt from paying income and corporation tax.

**1.a) Fixed assets**

Consecrated and Beneficed Property

The asset within this class is the **church building.**

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

Other land and buildings

The asset within this class is the **clergy house.**

The clergy house was revalued in April 2017 by Mann Smith & Partners to its estimated 'fair value' as at 1st January 2015. No depreciation is charged on land and buildings, as any charge would be immaterial. An impairment review is undertaken annually, resulting in no adjustment to the carrying values in 2022 or 2021.

Moveable church furnishings

All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over estimated useful life, normally 5 years.

Fixtures, fittings and office equipment

Expenditure on other fixtures, fittings and office equipment is capitalised and written off over estimated useful life, normally 5 years.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

| | |
|---|---|
| Moveable church furnishings | 20% |
| Fixtures, fittings and office equipment | 20% |

**1.b) Investment assets**

The assets within this class are **listed investments** and the **unlisted investment in St Matthews Conference Centre.**

Investments are initially recognised at their transaction value and subsequently measured at fair value at the balance sheet date using market prices. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year. The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in markets due to economic conditions, the attitude of investors to investment risk, and changes in sentiment.

**Realised gains and losses**

All gains and losses are recognised in the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

| **2. INCOME FROM:** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|---|---|---|---|---|---|---|
| **a) Donations and Legacies** | | | | | | |
| Congregational giving | | 43,111 | 0 | 3,745 | 46,856 | 38,677 |
| Donation from Trading Subsidiary | 5 (b) | 24,260 | 0 | 0 | 24,260 | 0 |
| Donations to clergy house | | 15,979 | 12,229 | 2,340 | 30,548 | 13,240 |
| Friends of St Matthew's | | 1,280 | 0 | 0 | 1,280 | 900 |
| Giving at services and church events | | 4,763 | 0 | 20 | 4,783 | 2,248 |
| Grants received | | 2,000 | 0 | 0 | 2,000 | 40,000 |
| Legacies | | 7,567 | 0 | 0 | 7,567 | 33,301 |
| Tax recoverable through Gift Aid | | 7,602 | 0 | 0 | 7,602 | 8,948 |
| | | **106,562** | **12,229** | **6,105** | **124,896** | **137,314** |
| **b) Charitable Activities** | | | | | | |
| Church Activities | | 472 | 0 | 0 | 472 | 469 |
| Job Retention Scheme Grants | | 0 | 0 | 0 | 0 | 19,960 |
| | | **472** | **0** | **0** | **472** | **20,429** |

Income from church activities includes church lettings related to the church's objectives, sundry income from refreshments after services, rechargeable costs to neighbouring churches for shared costs and net statutory fees collected.

| | | | | | | |
|---|---|---|---|---|---|---|
| **c) Trading Activities** | | | | | | |
| Booklets, prayer beads and cards | | 39 | 0 | 0 | 39 | 143 |
| Church, forecourt and hall lettings | | 8,766 | 0 | 0 | 8,766 | 8,507 |
| | | **8,805** | **0** | **0** | **8,805** | **8,650** |
| **d) Investments** | | | | | | |
| Dividends and Bank Interest | | 960 | 0 | 2,318 | 3,278 | 3,177 |
| | | **960** | **0** | **2,318** | **3,278** | **3,177** |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2022

| **2. INCOME FROM:** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|---|---|---|---|---|---|---|
| **e) Other Income** | | | | | | |
| Other Fee Income | | 0 | 0 | 0 | 0 | 100 |
| | | **0** | **0** | **0** | **0** | **100** |

**3. EXPENDITURE ON:**

| **a) Charitable Activities** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|---|---|---|---|---|---|---|
| Common Fund | | | | | | |
| Diocese | | 36,000 | 0 | 0 | 36,000 | 0 |
| Clergy Expenses | | | | | | |
| Clergy Working Expenses | | 303 | 0 | 0 | 303 | 446 |
| Service Expenses | | | | | | |
| Liturgy, services and music salaries | | 44,320 | 0 | 24,155 | 68,475 | 55,857 |
| Community Expense and Outreach | | | | | | |
| Parish Mission and Outreach | | 1,933 | 0 | 0 | 1,933 | 0 |
| Church Running Costs | | | | | | |
| Costs of trading | | 4,426 | 0 | 0 | 4,426 | 1,022 |
| Depreciation | | 1,163 | 0 | 0 | 1,163 | 0 |
| Insurance | | 6,679 | 0 | 0 | 6,679 | 6,483 |
| Property repairs and maintenance | | 1,943 | 0 | 0 | 1,943 | 16,116 |
| Sanitary and Cleaning Costs | | 725 | 0 | 0 | 725 | 231 |
| Utilities | | 9,768 | 0 | 0 | 9,768 | 4,974 |
| Vocations programme | | 20,276 | 0 | 0 | 20,276 | 20,738 |
| Clergy House Running Costs | | | | | | |
| Insurance | 14 | 0 | 4,553 | 0 | 4,553 | 2,929 |
| Property cleaning and repairs | 14 | 3,275 | 0 | 0 | 3,275 | 12,721 |
| Utilities | 14 | 4,912 | 0 | 0 | 4,912 | 4,921 |
| Support Costs | | | | | | |
| Consultancy costs | | 6,250 | 0 | 0 | 6,250 | 0 |
| Finance charges | | 613 | 0 | 0 | 613 | 171 |
| Office and support costs | | 12,561 | 0 | 33 | 12,594 | 8,051 |
| Support salaries | | 5,032 | 0 | 0 | 5,032 | 20,316 |
| Governance Costs | | | | | | |
| Accountancy and Bookkeeping Fees | | 3,525 | 0 | 0 | 3,525 | 2,413 |
| Independent Examiners Fees | | 1,710 | 0 | 0 | 1,710 | 1,665 |
| Professional Fees | | 7,463 | 0 | 0 | 7,463 | 4,800 |
| TOTAL | | 172,877 | 4,553 | 24,188 | 201,618 | 163,854 |

| **b) Raising Funds** | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2022 £ | TOTAL 2021 £ |
|---|---|---|---|---|---|---|
| Advertising | | 2,795 | 0 | 156 | 2,951 | 156 |
| Costs of raising clergy house funds | 14 | 10,287 | 0 | 0 | 10,287 | 2,913 |
| | | 13,082 | 0 | 156 | 13,238 | 3,069 |

## 4. DETAILS OF CERTAIN TYPES OF EXPENDITURE

| | 2,022 | 2,021 |
|---|---|---|
| | £ | £ |
| Independent examiner's fees | 1,710 | 1,665 |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the Independent Examiner | 0 | 0 |

## 5 (a). TANGIBLE FIXED ASSETS

| | Unrestricted (general) fund £ Office Equipment | Unrestricted (designated) fund £ Freehold land & buildings Church house | Total £ |
|---|---|---|---|
| Cost 1.1.22 | 6,884 | 6,000,000 | 6,006,884 |
| Additions | 17,114 | 0 | 17,114 |
| Transfers | 0 | 0 | 0 |
| Cost at 31.12.22 | 23,998 | 6,000,000 | 6,023,998 |
| Dep'n 1.1.22 | 6,884 | 0 | 6,884 |
| Charge | 1,163 | 0 | 1,163 |
| Dep'n 31.12.22 | 8,047 | 0 | 8,047 |
| NBV 31.12.22 | **15,951** | **6,000,000** | **6,015,951** |
| NBV 31.12.21 | 0 | 6,000,000 | 6,000,000 |

**Clergy house**
The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house, Vicar's apartment, reception rooms and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As permitted by SORP 2015 (FRS102), the clergy house was revalued to its estimated fair value as at 1st January 2015. The valuation was carried out in April 2017 by Mann Smith & Partners. The land and buildings value of £6,000,000 has been attributed between freehold land, £2,200,000 and freehold buildings, £3,800,000. No depreciation is charged on land or buildings, as any charge would be immaterial. An impairment review is undertaken annually, which has resulted in no adjustment to the carrying values.

**Church building**
The church buildings are in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library. As permitted by Charities Act 2011, the church buildings are not included within the financial statements.

**Office Equipment**
The PCC invested just over £17,000 during the year to install professional grade video and sound equipment for live online streaming of services at St Matthew's. All of our services, including Sunday Mass and midweek Choral Evensong, are now available to stream on our website and via YouTube.

**5 (b). INVESTMENT ASSETS**

| | Notes | Unrestricted (general) fund | Endowment fund | Endowment fund | Restricted fund | Total |
|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ |
| | | Unlisted securities St Matthew's Conference Centre Ltd | Listed investments Aegon Ethical Equity Fund | Listed investments Eden Tree Fund | Listed investments CCLA | |
| Cost 1.1.22 | | 15,002 | 180,380 | 153,368 | 9,851 | 358,601 |
| Revaluation | | 0 | (42,618) | (32,550) | (1,145) | (76,313) |
| Additions | | 0 | 0 | 0 | 0 | 0 |
| Disposals | | 0 | 0 | 0 | 0 | 0 |
| Cost at 31.12.22 | | 15,002 | 137,762 | 120,818 | 8,706 | 282,288 |

**Listed investments**
All listed investments are carried at their fair value and represent holdings in common investment funds. The basis of fair value is equivalent to market value. Asset sales and purchases are recognised at the date of trade at the transaction value. The main risk to the PCC from listed investments lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is deemed to be low as all assets are traded in markets with good liquidity and high trading volumes. The PCC has no investment holdings in markets subject to exchange controls or trading restrictions. The PCC manages its investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The Trust does not make use of derivatives and similar complex financial instruments.

CCLA is an investment in the COIF Charities Investment Fund regulated by the Charity Commission. It aims to provide a long-term total return comprising growth in capital and income.

Aegon Ethical Equity Fund was previously known as the Kames Ethical Equity Fund. There has been no change in underlying investments.

The EdenTree Fund is the Responsible and Sustainable Global Equity Fund B Income.

**Unlisted Investments**
Unlisted investments represent the PCC's holding of the entire share capital of St Matthew's Conference Centre (SMCC), a limited liability company, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations. During the year, SMCC declared a net donation of £25,522 to the PCC, which was adjusted accordingly for the prior year debtor balance of £1,292 (2021: £Nil donation). The PCC is not required to produce consolidated financial statements although the unaudited trading results of SMCC, which do not form part, of these financial statements, are summarised below:

| | **Year end 31-Dec-22** | **Year end 31-Dec-21** |
|---|---|---|
| | **£** | **£** |
| Gross income | 103,122 | 47,388 |
| Less: costs of sales | (12,797) | (3,795) |
| Gross profit | 90,325 | 43,593 |
| Administrative costs and expenditure | (56,689) | (43,785) |
| Major Renewal Project costs | (8,084) | 0 |
| Profit/(loss) before donations to the PCC | 25,552 | (192) |
| Donations to the PCC during the year | (25,552) | 0 |
| Adjustment for debtor balance bfwd | 1,292 | 0 |
| Net movement in funds in SMCC | 1,292 | (192) |

## 6. DEBTORS AND PREPAYMENTS

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-22 £** | **Total 31-Dec-21 £** |
|---|---|---|---|---|---|---|
| Accounts Receivable | 571 | 0 | 0 | 0 | 571 | 35 |
| Gift Aid Tax Recoverable | 2,265 | 0 | 0 | 0 | 2,265 | 3,025 |
| Prepayments and accrued income | 5,876 | 0 | 0 | 0 | 5,876 | 21,337 |
| | **8,712** | **0** | **0** | **0** | **8,712** | **24,397** |

## 7. CASH AT BANK AND IN HAND

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-22 £** | **Total 31-Dec-21 £** |
|---|---|---|---|---|---|---|
| Cash at Bank | (148,172) | 81,269 | 87,925 | 10,864 | 31,886 | 96,962 |
| | **(148,172)** | **81,269** | **87,925** | **10,864** | **31,886** | **96,962** |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-22 £** | **Total 31-Dec-21 £** |
|---|---|---|---|---|---|---|
| Accounts Payable | 31,261 | 0 | 0 | 0 | 31,261 | 14,832 |
| Accruals and Deferred Income | 4,007 | 0 | 0 | 0 | 4,007 | 1,665 |
| Amounts Owed to Subsidiary | 0 | 0 | 0 | 0 | 0 | 4,570 |
| Pensions Payable | 0 | 0 | 0 | 0 | 0 | 210 |
| Taxation and Social Security | 1,005 | 0 | 0 | 0 | 1,005 | 2,401 |
| | **36,273** | **0** | **0** | **0** | **36,273** | **23,678** |

## 9. DESIGNATED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-22 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,073,593 | 12,229 | (4,553) | 0 | 0 | 6,081,269 |
| | **6,073,593** | **12,229** | **(4,553)** | **0** | **0** | **6,081,269** |

**PREVIOUS YEAR**

| | Balance 01-Jan-21 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,085,986 | 5,050 | (17,443) | 0 | 0 | 6,073,593 |
| | **6,085,986** | **5,050** | **(17,443)** | **0** | **0** | **6,073,593** |

**The Trevelyan Trust** is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

The designated funds are wholly represented by cash reserves, current assets and liabilities and fixed assets of the charity as detailed below:

| | 31-Dec-22 £ | 31-Dec-21 £ |
|---|---|---|
| Fixed assets | 6,000,000 | 6,000,000 |
| Cash at bank and in hand | 81,269 | 73,243 |
| Current assets | 0 | 350 |
| Current liabilities | 0 | 0 |
| | **6,081,269** | **6,073,593** |

## 10. RESTRICTED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-22 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 12,753 | (1,145) | 0 | 0 | 267 | 11,875 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 1,345 | 0 | 0 | (1,170) | 0 | 175 |
| Music Fund | 13,441 | 0 | 8,398 | (23,174) | 0 | (1,335) |
| Friends of St Matthew's | 6,331 | 0 | 25 | 0 | 0 | 6,356 |
| | **36,369** | **(1,145)** | **8,423** | **(24,344)** | **267** | **19,570** |

**PREVIOUS YEAR**

| | Balance 01-Jan-21 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 11,131 | 1,241 | 253 | 0 | 128 | 12,753 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 1,145 | 0 | 206 | (6) | 0 | 1,345 |
| Music Fund | (14,850) | 0 | 45,699 | (17,408) | 0 | 13,441 |
| Friends of St Matthew's | 5,776 | 0 | 555 | 0 | 0 | 6,331 |
| | **5,701** | **1,241** | **46,713** | **(17,414)** | **128** | **36,369** |

**The Canon Atlay Memorial Fund** is for the training of men and women exploring a vocation to the priesthood or other ministry in the church.
**The Gerard Irvine Memorial Fund** represents the excess of funds received following fundraising in 2012 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.
**The Choral Scholars Fund** holds donations made to fund the costs of choral scholarships in support of the church's music ministry
**The Music/Organ Fund** was for the maintenance of the organ. During 2021 this fund received a grant from the McDonald Agape Foundation to fund the costs of a weekly physical and streaming choral service (the Choral Evensong Programme) and other activities in support of the church's music ministry
**The Friends of St Matthew's** restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. The Friends of St Matthew's also generates unrestricted income and this is included within the General Fund.

The restricted funds are wholly represented by cash reserves, current liabilities and marketable securities of the charity as detailed below:

| | 31-Dec-22 £ | 31-Dec-21 £ |
|---|---|---|
| Investments | 8,706 | 9,851 |
| Cash at bank and in hand | 10,864 | 26,698 |
| Current liabilities | 0 | (180) |
| | **19,570** | **36,369** |

## 11. ENDOWMENT FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-22 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 421,673 | (75,168) | 0 | 0 | 0 | 346,505 |
| | **421,673** | **(75,168)** | **0** | **0** | **0** | **346,505** |

**PREVIOUS YEAR**

| | Balance 01-Jan-21 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 425,602 | (3,929) | 0 | 0 | 0 | 421,673 |
| | **425,602** | **(3,929)** | **0** | **0** | **0** | **421,673** |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

The Endowment funds are wholly represented by cash reserves and marketable securities of the charity as detailed below:

| | 31-Dec-22 £ | 31-Dec-21 £ |
|---|---|---|
| Investments | 258,580 | 333,748 |
| Cash at bank and in hand | 87,925 | 87,925 |
| Current liabilities | 0 | 0 |
| | **346,505** | **421,673** |

## 12. RECONCILIATION OF FUNDS HELD AND MOVEMENT OF FUNDS

**CURRENT PERIOD**

| | Balance 01-Jan-22 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-22 £ |
|---|---|---|---|---|---|---|
| General Funds | (75,353) | 116,799 | 0 | (185,959) | (267) | (144,780) |
| Designated Funds | 6,073,593 | 12,229 | 0 | (4,553) | 0 | 6,081,269 |
| Endowment Funds | 421,673 | 0 | (75,168) | 0 | 0 | 346,505 |
| Restricted Funds | 36,369 | 8,423 | (1,145) | (24,344) | 267 | 19,570 |
| | **6,456,282** | **137,451** | **(76,313)** | **(214,856)** | **0** | **6,302,564** |

**PREVIOUS PERIOD**

| | Balance 01-Jan-21 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| General Funds | (61,066) | 117,907 | 0 | (132,066) | (128) | (75,353) |
| Designated Funds | 6,085,986 | 5,050 | 0 | (17,443) | 0 | 6,073,593 |
| Endowment Funds | 425,602 | 0 | (3,929) | 0 | 0 | 421,673 |
| Restricted Funds | 5,701 | 46,713 | 1,241 | (17,414) | 128 | 36,369 |
| | **6,456,223** | **169,670** | **(2,688)** | **(166,923)** | **0** | **6,456,282** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL

**(a) Employees paid via Payroll:**

| | **31-Dec-22 £** | **31-Dec-21 £** |
|---|---|---|
| Gross Wages and Salaries | 37,479 | 49,615 |
| Employers NI (net of annual allowance) | 528 | 3,192 |
| Employers Pension Contributions | 2,092 | 1,860 |
| | **40,099** | **54,667** |

Staff who were engaged in each of the following activities (actual numbers unchanged at start and end of year)

| | **31-Dec-22** TOTAL | **31-Dec-21** TOTAL |
|---|---|---|
| Activities in furtherance of organisation's objects | 2.8 | 2.8 |

**(b) Self Employed Staff:**

| | | **31-Dec-22 £** | **31-Dec-21 £** |
|---|---|---|---|
| Gross Payments: | Choir and Musician Fees | 11,190 | 12,063 |
| | Organist Fees | 360 | 4,393 |
| | | **11,550** | **16,456** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL (continued)

Employed staff are paid via through a payroll scheme operated by the PCC. No employees received emoluments in excess of £60,000 (2021: None). Self employed staff are responsible for reporting to HM Revenue and Customs.

The PCC incurs the costs of maintaining and running the Vicar's apartment, which is within the clergy house. These costs are not separately identifiable and therefore cannot be disclosed. Common Fund paid to the diocese is reduced from the standard cost for parishes to reflect the fact that the PCC bears certain clergy related costs normally borne by the diocese.

### (c) Key Management Personnel

The Charity's key management personnel is considered to be the Trustees and the Director of Operations. No remuneration was paid to Trustees. The total amount paid to key management personnel (including employers national insurance and employers pension contributions) was £17,690.

### (d) Transactions with PCC members

A small and immaterial portion of the costs incurred relating to the living and accommodation costs of the incumbent may have related to his services as chairman of the PCC. For the reasons set out above, these are not separately identifiable. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties. Aggregate donations received from members of the PCC and parties related to them was £11,895 (2021: £14,785).

The only other payments made to PCC members or any persons connected with them were reimbursements for purchases of equipment, furnishings, refreshments and materials made on behalf of the Church. No material transaction took place between the charity and a PCC Member or any person connected with them (2021: None).

### (e) Related Parties

Members of the PCC
Aggregate donations received without conditions attached were £11,895 (2021: £14,785)

Rev Philip Chester Incumbent
The PCC incurs the costs of maintaining and running the Vicar's apartment, but these are not separately identifiable and therefore cannot be disclosed.

St Mary le Strand Strand Westminster WC2R 1ES
Fr Philip Chester was priest-in-charge of St Mary le Strand during the year. The PCC did not incur any expenses on behalf of St Mary le Strand that need to be recovered.

St Matthew's CE Primary School
This is a Church of England primary school situated at 18 Old Pye Street Westminster London SW1P 2DG. Fr Philip Chester is the Chair of Governors of the school and the headteacher, Rachel Jewitt, sits on the PCC. Expenses paid to the school by the PCC for accommodation and related expenses for pastoral assistants in 2022 was £13,200 (2021: £13,538).

St Matthew's Conference Centre Limited
This is a private limited company situated at St Matthew's House 20 Great Peter Street Westminster SW1P 2BU. PCC Trustees Fr Philip Chester and Daniel Bird are also directors of St_Matthew's Conference Centre Limited. No payments or benefits are received by them from the company. Details of transactions between the PCC and the company are set out in note 5(b).

## 14. CLERGY HOUSE

Income and expenditure associated with providing hospitality in the clergy house is included within unrestricted funds on the Statement of Financial Activities:

| | 2022 | 2021 |
|---|---|---|
| | £ | £ |
| **Income** | | |
| Tax efficient giving | 4,075 | 3,100 |
| Other giving | 26,473 | 10,140 |
| Tax recoverable through Gift Aid | 1,251 | 688 |
| **Expenditure** | | |
| Costs within Raising Funds | (10,287) | (2,913) |
| Costs within Church Activities | (12,740) | (20,571) |
| Net income/(expenditure) from clergy house | 8,772 | (9,556) |

## 15. MATERIAL LEGACIES

The PCC is a beneficiary of a legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. Under the terms of the will, this is held on trust for the PCC by the Church Union. Income of £24,438 is receivable from Church Union during 2022 (2021: £16,430).

## 16. QUINQUENNIAL INSPECTION

The most recent quinquennial inspection was made by Louise Goodison in 2022. There were no recommendations requiring immediate attention that need to be addressed. The next inspection is planned to take place in 2027.

## 17. RESERVES POLICY AND RISK ASSESSMENT

Reserves are unrestricted funds which the PCC has set aside for the future. The purpose of holding reserves is so that St Matthew's is able to continue to meet its financial obligations in a situation where unforeseen shortfalls arise, until alternative plans can be put in place.

The PCC has identified the key risks and assessed the amounts prudent to set against those risks. The Reserves policy is set out in the Trustees Annual Report.

## 18. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how this has been achieved this are provided in the Trustees Annual Report. The PCC Members confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## 19. EVENTS AFTER THE END OF THE REPORTING PERIOD

There are no events that require disclosure.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on the accounts of the Parochial Church Council of The Ecclesiastical Parish of St Matthew's Westminster for the year ended 31st December 2022, which are set out on pages 18 to 33.

**Respective responsibilities of the PCC and the examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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.

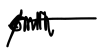
**Independent examiner's statement**

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 section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.



Name: J Irvinesmith
Relevant professional qualification or body: FCIE
Address: Independent Examiners Limited, Unit 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF
Date: 26th October 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMIN**

England & Wales - Charity number 1132355

# Accounts



St Matthew's
Westminster

# THE ANNUAL REPORT AND FINANCIAL STATEMENTS FOR ST MATTHEW'S WESTMINSTER FOR THE YEAR ENDED 31ST DECEMBER 2021

The Annual Report and Accounts of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704 office@stmw.org www.stmw.org Registered charity 1132355

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

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**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**TRUSTEES ANNUAL REPORT**

**Aim and purposes**
The Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**Objectives and activities**
The specific objective of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

**Structure, governance and management**
The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The members of the PCC, who are its trustees in law, have had regard to the Charity Commission's guidance on public benefit. The PCC held seven meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect its officers. The PCC is made up of 9 ex officio members and up to 12 elected members. There is a Standing Committee of five members that prepares agendas for full PCC meetings and deals with urgent business between meetings.

A complete list of members who served on the PCC during the year is included on the next page. The number on the Electoral Roll announced at the APCM in 2021 was 142. The combined number of 'usual weekly attendees' is about 160.

Susannah Groome became the Safeguarding Officer in 2018. Safeguarding procedures had been thoroughly reviewed in 2017 and the annual self-assessment was undertaken in 2020. Jane Kennedy took on the role of Data Protection Officer in 2018. Privacy Notices were issued when required in 2021.

**Legal and administrative information**
The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address. The PCC is a charity registered with the Charity Commission under number 1132355.

**Members of the PCC**
Ex officio members
Incumbent Fr Philip Chester *( Chairman )

**Assistant priests**
Fr Peter Hanaway; Fr Jonathan Aitken; Fr Michael Skinner; Mthr Sarah Lenton

**Headteacher**: Rachel Jewitt

**Churchwardens**: Jess Streeting* (from 23 May 2021); Simon Lello * ( Vice Chairman and Parish Giving Officer )

**Deanery Synod Representatives**
Jane Kennedy *(re-elected 27 October 2020) , Secretary and weekday congregation representative;
Alastair Callcutt (from 27 October 2020)

**Elected members**
Alex Black, Jessie Chawdra, (from 23 May 2021), Sam Holmes (from 23 May 2021) , Fr Stephen Hewitt (from 23 May 2021) Susan Lowson, Susan Maddock (from 23 May –September 2021), Ray Mingay, Eithne Risner, Margaret Stonborough (23 May - July 2021) , * Toby York ( Treasurer) (until 23 May 2021);
Jessica Streeting (co-opted 2020, until 23 May 2021)
Daniel Bird* Treasurer, co-opted 8 June 2021)

**In attendance** (not members of the PCC)
Director of Music – Nigel Groome
Operations Director – Jon Siddall (until 31 December 2021)
Safeguarding Officer – Susannah Groome
Pastoral Assistant: Daniel Binder

* Member of the Standing Committee

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**TRUSTEES ANNUAL REPORT**

## Review of 2021

### Congregational life

The third lockdown had just started at the beginning of the year and continued until the end of April. Nonetheless, St Matthew's continued to provide a Solemn Mass every Sunday, which was streamed to the majority of the congregation with just a small number of the congregation who lived locally actually attending in person when they could. Choral music was provided by the choir and luckily it was possible for the whole congregation to sing again by St Matthew's Day. St Michael's Chapel was reserved for those who did not feel comfortable with singing once it was allowed, and Communion continued to be offered in one kind throughout the year. Together with no refreshments allowed to be served after Mass on a Sunday for at least half the year as well, the experience of church was quite different from usual for the congregation.

The weekday population deserted Westminster for most of the year as a result of being told to work at home again which had a major impact on the weekday life of St Matthew's until the autumn, when the weekly Choral Evensong was launched on 8 September followed by a party! 2021 was a period of development for St Matthew's with saw the launch of some exciting new initiatives later in the year.

### The Parochial Church Council

PCC meetings were held via Zoom on all but one occasion when it was possible to meet in person for the September meeting and the November meeting was in hybrid form.

### The Annual Parochial Church Meeting

The Annual Parochial Church Meeting provided the opportunity on Sunday 23 May for the church community to come together to review the year. Toby York, PCC Treasurer, stood down after devoting himself tirelessly to St Matthew's for many years, which included developing a financial strategy to respond to the impact of the pandemic and was thanked by Fr Philip for his dedication.

Fr Philip Chester was presented with a framed print of *'Jacob and the Angel'* by Jacob Epstein by the PCC to mark the fortieth anniversary of his ordination and as a mark of gratitude for his ministry.

### Special services

- **Dedication anniversary**

A service to mark the dedication of St Matthew's in June 1851 was held on Sunday 27 June when the preacher was Fr Jeremy Davies.

- **Evensong at St Paul's Cathedral**

Fr Philip Chester was installed as the Prebendary of Wenlocksbarn by the Bishop of London at a service at St Paul's Cathedral on 2 July.

- **American service – 4th July**

To highlight the connection with our twin church in New York an American liturgy was used for Mass on Sunday 4 July, with American music. The sermon was preached by Fr Jim Rosenthal.

- **St Matthew's Day**

The Patronal Festival was an opportunity for a celebration on 21st September and St Matthew's was honoured to have the Rector of the Church of the Transfiguration, New York, Fr David John van Dooren, to preach an excellent sermon on the theme of St Matthew. This Patronal Mass was followed by a party in contrast to 2020.

**Music and Choir**

The Director of Music, Nigel Groome is proud that St Matthew's has managed to offer choral music at all Sunday Masses throughout the year including during lockdown. He is very thankful to members of the choir who have made this possible, and is grateful to them for their loyalty and commitment.

In Easter week we hosted the BBC for two Radio 3 broadcasts of Choral Evensong. The first was recorded for transmission the following week and the second was broadcast live. The music included compositions by Richard Shephard, who had died a few weeks before, and by Martin How who had just celebrated his 90th birthday.

September saw the start of our weekly Wednesday Choral Evensong with a Thought for the Evening given by a number of visiting speakers as well as by our home team. The singing has been mostly from our own choir with occasional visiting groups. Once a month is a Come And Sing Evensong. This is attracting a regular and growing group of singers. It is rewarding to see new faces attending this service, some of whom have never been to St Matthew's before.

The Tuesday evening Plainsong Evensong continues with Nigel Groome, Jess Streeting and Ted Smyth acting as cantors. The reflective quietness of this service is atmospheric and powerful.

Both Evensong services during the week are live streamed.

The launch of the Westminster Chamber Music Society has been a great success. The concerts are at 6.00pm for one hour followed by a wine reception. Talented young artists have attracted large audiences. Most have had a full church.

The Wednesday Evensong and Saturday concerts have been made possible by generous grants from the McDonald Agape Foundation. We are hugely blessed and appreciative of this great support to our ministry.

**Social events**

Social events, apart from the gatherings after special services etc as described above, were naturally limited in 2021 due to the ongoing pandemic. The congregation fielded several teams for an online quiz in January at the invitation of All Saints' Upper Clatford and this led to another online quiz challenge in aid of St Matthew's with questions set by Mthr Sarah Lenton, with several teams from All Saints, Upper Clatford. With the launch of the autumn programme, a successful 'Silver Sunday Tea' was held in October. A visit to the Wallace Collection was organised in November.

**Lent**

Members of the congregation were able to join St Stephen's, Rochester Row and St Barnabas for a series of interesting talks via Zoom, which were given by members of St Augustine's College.

**Friends of St Matthew's**

A visit to the recently opened Lambeth Palace Library was organised in October; this was the first such public visit to a purpose-built facility in the grounds of Lambeth Palace. The collections of Lambeth Palace Library and the records of the National Church Institutions are all now housed in one location.

**Website**

The church website has continued to attract many visitors together with the Facebook page which have enabled the live streaming of services and recordings of services to be available to members of the congregation and others across the world throughout the pandemic.

**Financial review**

The deficit for the year, after accounting for unrealised losses on investment assets, was £1,182, compared to a deficit of £6,358 in 2020. A reconciliation of underlying income and expenditure with the net income reported under FRS102 is set out below:

**Financial review (continued)**

| | 2021 | 2020 | 2019 |
|---|---|---|---|
| | £ | £ | £ |
| Underlying net (deficit) | (62,867) | (11,985) | (40,577) |
| Less: major capital expenditure | (22,120) | (7,927) | (110,369) |
| Less: exceptional grant income | (38,000) | 0 | 0 |
| Net surplus / (deficit) before unrealised gain and losses | 2,747 | (19,912) | (150,946) |
| (Losses) / gains on investment assets | (2,688) | 13,554 | 60,625 |
| Net surplus/(deficit) reported under FRS102 | 59 | (6,358) | (90,321) |

Capital expenditure largely relates to work undertaken in 2021 to improve the church lighting and improve the general state of repair of accommodation in the clergy house. The exceptional grant income refers to a grant from the McDonald Agape Foundation to support music at St Matthew's. The gains and losses on investment assets represent changes in market the value of equities and are unrealised. All of these items are either one-off and not expected to be repeated, or are outwith the control of the PCC, and they have therefore been excluded from the underlying net deficit.

In common with the previous year, the underlying net loss was due to significant reductions in income from church activities and the conference centre. The financial viability of the church increasingly relies on the continued profitability of the conference centre, which was not able to operate throughout most of 2021 due to restrictions imposed during the pandemic.

**Income – increased by 17%**
The church's total income in 2021 was £169,670 (2020: £145,890). This increase was due to a significant one-off grant from the McDonald Agape Foundation to support music at St Matthew's, as well as a slight increase in congregational giving. These increases were offset by a reduction in the amount donated to the church by the conference centre, which did not make any profit in 2021, and was therefore unable to make any contributions to the church. There was also a notable increase in congregational giving and associated Gift Aid income after the resumption of in-person services following restrictions imposed during the pandemic.

**Expenditure – increased by 1%**
The church's total expenditure in 2021 was £166,923 (2020: £165,802). This moderate increase in expenditure was due to careful prioritisation of expenses by the PCC as church activities resumed after the restrictions imposed by the pandemic. Expenditure on liturgy, services and music increased by 67% to £55,857 (2020: £33,543) as the church gradually reopened for in-person services, including for the Wednesday evening choral evensong which was generously funded by a grant from the McDonald Agape Foundation. Balanced against this, there were notable reductions in expenditure on parish mission and outreach because the annual pilgrimage to Walsingham was cancelled. The PCC also decided that it could not commit to making a contribution to the London Diocesan Fund in a year when there were no profits from the conference centre to support such a commitment.

**Financial Management**
The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines 'Internal Financial Controls for Charities'. During the year, a new Finance Committee was established to oversee financial planning and financial management for the church. Chaired by the newly appointed Treasurer and with membership including the Vicar, one Churchwarden and several other members of the PCC, the Committee met for the first time in February 2022. The Committee will review financial controls and expenditure authorisation limits, as well as updating risk management practices to ensure they are consistent with best practice.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**TRUSTEES ANNUAL REPORT**

**Reserves Policy**
As in previous years, the PCC considered the following factors in arriving at its reserves policy:

- The PCC is dependent on commercial income from the conference centre to maintain surpluses.
- Money should only be kept in reserve for specific purposes.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to plan to pay its full Common Fund, when circumstances allow.
- Sensible planning for unknown events is important.
- The PCC seeks to secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority.

**Policy**
The PCC's reserves policy remained unchanged in 2021. The PCC intends to keep £175,000 in general free reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs of approximately £95,000 and six months' conference centre income, approximately £80,000. In view of the state of the buildings the PCC will also endeavour to add £25,000 to designated building reserves each year until there are additional capital funds of £75,000, to make a total of £250,000.

A further year of pandemic has severely curtailed church activities and led to the almost total closure of the conference centre and clergy house. This has resulted in another year of significant depletion of reserves. At 31 December 2021, 'free reserves' (that is reserves excluding the Trevelyan Trust, endowment fund and the revaluation reserve, but including restricted funds) were in deficit by £38,294 (2020: surplus of £30,621). This is about £290,000 below the PCC's stated reserves policy.

**Trustees Responsibilities**
The trustees (Members of the PCC) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in existence.
- State whether applicable accounting standards have been followed, subject to any material departures which must be disclosed and explained in the financial statements

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and the provisions of Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees and PCC Members by:

Fr Philip Chester
Parish Priest and Chair of the PCC

Daniel Bird
Treasurer

Date 12 January 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2021**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Endowment Funds £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|---|---|---|---|---|---|---|---|
| **Income and endowments from:** | | | | | | | |
| Donations and Legacies | 2a | 87,366 | 5,050 | 0 | 44,898 | 137,314 | 117,552 |
| Charitable Activities | 2b | 20,414 | 0 | 0 | 15 | 20,429 | 17,211 |
| Investment Income | 2c | 7,103 | 0 | 0 | 1,547 | 8,650 | 6,641 |
| Other Income | 2d | 2,924 | 0 | 0 | 253 | 3,177 | 4,486 |
| Other Trading Activities | 2e | 100 | 0 | 0 | 0 | 100 | 0 |
| **TOTAL** | | **117,907** | **5,050** | **0** | **46,713** | **169,670** | **145,890** |
| **Expenditure on:** | | | | | | | |
| Charitable Activities | 3a | 130,512 | 15,928 | 0 | 17,414 | 163,854 | 160,464 |
| Raising Funds | 3b | 1,554 | 1,515 | 0 | 0 | 3,069 | 5,338 |
| **TOTAL** | | **132,066** | **17,443** | **0** | **17,414** | **166,923** | **165,802** |
| **NET INCOME/(EXPENDITURE) BEFORE INVESTMENTS GAINS/(LOSSES)** | | **(14,159)** | **(12,393)** | **0** | **29,299** | **2,747** | **(19,912)** |
| Gains/(losses) on investment assets | | 0 | 0 | (3,929) | 1,241 | (2,688) | 13,554 |
| **NET INCOME/(EXPENDITURE)** | | **(14,159)** | **(12,393)** | **(3,929)** | **30,540** | **59** | **(6,358)** |
| Transfer Between Funds | | (128) | 0 | 0 | 128 | 0 | 0 |
| **Net movement in funds** | | **(14,287)** | **(12,393)** | **(3,929)** | **30,668** | **59** | **(6,358)** |
| **Reconciliation of funds:** | | | | | | | |
| Total Funds Brought Forward | | (61,066) | 6,085,986 | 425,602 | 5,701 | 6,456,223 | 6,462,581 |
| **Total Funds Carried Forward** | | **(75,353)** | **6,073,593** | **421,673** | **36,369** | **6,456,282** | **6,456,223** |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 10 to 23 form part of these financial statements.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**BALANCE SHEET**
**AS AT 31ST DECEMBER 2021**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Endowment Funds £ | Restricted Funds £ | **31-Dec-21 Total £** | **31-Dec-20 Total £** |
|---|---|---|---|---|---|---|---|
| **Fixed Assets** | | | | | | | |
| Tangible assets | 5(a) | 0 | 6,000,000 | 0 | 0 | 6,000,000 | 6,000,000 |
| Investment assets | 5(b) | 15,002 | 0 | 333,748 | 9,851 | 358,601 | 361,289 |
| **Current Assets** | | | | | | | |
| Debtors | 6 | 24,047 | 350 | 0 | 0 | 24,397 | 24,032 |
| Cash at bank | 7 | (90,904) | 73,243 | 87,925 | 26,698 | 96,962 | 93,326 |
| **Total Current Assets** | | **(66,857)** | **73,593** | **87,925** | **26,698** | **121,359** | **117,358** |
| **Creditors:** amounts falling due within one year | 8 | 23,498 | 0 | 0 | 180 | 23,678 | 22,424 |
| **NET CURRENT ASSETS** | | (90,355) | 73,593 | 87,925 | 26,518 | 97,681 | 94,934 |
| **TOTAL ASSETS** less current liabilitie | | **(75,353)** | **6,073,593** | **421,673** | **36,369** | **6,456,282** | **6,456,223** |
| **NET ASSETS** | | **(75,353)** | **6,073,593** | **421,673** | **36,369** | **6,456,282** | **6,456,223** |
| **Funds of the Charity** | | | | | | | |
| General Unrestricted Funds | | (75,353) | 0 | 0 | 0 | (75,353) | (61,066) |
| Designated Funds | 9 | 0 | 6,073,593 | 0 | 0 | 6,073,593 | 6,085,986 |
| Restricted Funds | 10 | 0 | 0 | 0 | 36,369 | 36,369 | 5,701 |
| Endowment Fund | 11 | 0 | 0 | 421,673 | 0 | 421,673 | 425,602 |
| **Total Funds** | | **(75,353)** | **6,073,593** | **421,673** | **36,369** | **6,456,282** | **6,456,223** |

Signed on behalf of the Trustees and PCC Members by:

Philip Chester
.....
Fr Philip Chester
Parish Priest and Chair of the PCC

Dan Bird
.....
Daniel Bird
Treasurer

Date 12 January 2023

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMINSTER**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2021**

## 1. ACCOUNTING POLICIES

**Basis of preparation:**
The accounts are prepared under the historical cost convention, in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) - (Charities SORP (FRS 102)) and the Charities Act 2011, with the exception of the valuation of freehold land and buildings, which are stated at fair value as at 1st January 2015 and investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of Church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

The Charity meets the definition of a public benefit entity.

There are no material uncertainties about the charity's ability to continue in operation.

No changes to accounting estimates have occurred in the reporting period

No material prior year errors have been identified in the reporting period.

Some income and expenditure classifications have been presented slightly differently to previous reporting periods to create greater clarity and to provide more meaningful comparative information. The overall figures have not been restated.

**Funds**
Restricted Funds represent (a) income which may be extended only on those restricted objects provided in the terms of the trust or the bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted Funds are general funds which can be used for PCC ordinary purposes.

Designated Funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

The Endowment Fund is an expendable endowment that is invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent

**Income recognition**
Income is included in the Statement of Financial Activities (SOFA) when:
· the charity becomes entitled to the income;
· it is more likely than not that the trustees will receive the resources; and
· the monetary value can be measured with sufficient reliability.

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate are received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due. Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, are accounted for gross when received. Dividends and bank interest are accounted for when receivable. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

**Government grants**
The church has received government grants during the reporting period (HMRC Job Retention Scheme).

**Donated Services and Facilities**
Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

**Volunteer Help**
The value of any voluntary help received is not included in the accounts but is described in the Trustees Annual Report. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting.

**Investment gains and losses**
Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments to market value the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

**Trading subsidiary St Matthews Conference Centre**
The conference centre is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements, although a summary of income and expenditure is included in note 5(b) on page 15.

**Expenditure recognition**
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan quota or parish share is accounted for when due. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2021 or 2020. All other expenditure is generally recognised when it is incurred and is accounted for gross.

The costs of generating funds consist of the costs of operating the clergy house and keeping it in a condition and state of repair suitable for guests.

Costs of church activities include grants made, governance costs and support costs.

**Pensions Policy**
During 2021, two employees of the PCC were enrolled in the defined contribution 'money purchase' scheme. Employer's pension contributions were £1,860 in 2021 (2020: Two employees £1,168).

**Tax Status**
As a charity, the PCC is exempt from paying income and corporation tax.

**1.a) Fixed assets**

Consecrated and Beneficed Property

The asset within this class is the **church building.**

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

Other land and buildings

The asset within this class is the **clergy house.**

The clergy house was revalued in April 2017 by Mann Smith & Partners to its estimated 'fair value' as at 1st January 2015. No depreciation is charged on land and buildings, as any charge would be immaterial. An impairment review is undertaken annually, resulting in no adjustment to the carrying values in 2021 or 2020.

Moveable church furnishings

All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over estimated useful life, normally 5 years.

Fixtures, fittings and office equipment

Expenditure on other fixtures, fittings and office equipment is capitalised and written off over estimated useful life, normally 5 years.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a straight line basis over their estimated useful lives. The rates applied per annum are as follows:

| | |
|---|---|
| Moveable church furnishings | 20% |
| Fixtures, fittings and office equipment | 20% |

**1.b) Investment assets**

The assets within this class are **listed investments** and the **unlisted investment in St Matthews Conference Centre.**

Investments are initially recognised at their transaction value and subsequently measured at fair value at the balance sheet date using market prices. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year. The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in markets due to economic conditions, the attitude of investors to investment risk, and changes in sentiment.

**Realised gains and losses**

All gains and losses are recognised in the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2021

| 2. INCOME FROM: | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|---|---|---|---|---|---|---|
| **a) Donations and Legacies** | | | | | | |
| Congregational giving | | 31,800 | 0 | 6,877 | 38,677 | 31,858 |
| Donation from Trading Subsidiary | 5 (b) | 0 | 0 | 0 | | 11,458 |
| Donations to clergy house | | 8,190 | 5,050 | 0 | 13,240 | 12,814 |
| Friends of St Matthew's | | 900 | 0 | 0 | 900 | 1,420 |
| Giving at services and church events | | 2,227 | 0 | 21 | 2,248 | 2,223 |
| Grants received | | 2,000 | 0 | 38,000 | 40,000 | 11,000 |
| Legacies | | 33,301 | 0 | 0 | 33,301 | 39,371 |
| Tax recoverable through Gift Aid | | 8,948 | 0 | 0 | 8,948 | 7,408 |
| | | **87,366** | **5,050** | **44,898** | **137,314** | **117,552** |
| **b) Charitable Activities** | | | | | | |
| Church Activities | | 454 | 0 | 15 | 469 | 231 |
| Job Retention Scheme Grants | | 19,960 | 0 | 0 | 19,960 | 16,980 |
| | | **20,414** | **0** | **15** | **20,429** | **17,211** |

Income from church activities includes church lettings related to the church's objectives, sundry income from refreshments after services, rechargeable costs to neighbouring churches for shared costs and net statutory fees collected.

| | | | | | | |
|---|---|---|---|---|---|---|
| **c) Trading Activities** | | | | | | |
| Booklets, prayer beads and cards | | 143 | 0 | 0 | 143 | 81 |
| Church, forecourt and hall lettings | | 6,960 | 0 | 1,547 | 8,507 | 6,560 |
| | | **7,103** | **0** | **1,547** | **8,650** | **6,641** |
| **d) Investments** | | | | | | |
| Dividends and Bank Interest | | 2,924 | 0 | 253 | 3,177 | 4,486 |
| | | **2,924** | **0** | **253** | **3,177** | **4,486** |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2021

**2. INCOME FROM:**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|---|---|---|---|---|---|---|
| **e) Other Income** | | | | | | |
| Other Fee Income | | 100 | 0 | 0 | 100 | 0 |
| | | **100** | **0** | **0** | **100** | **0** |

**3. EXPENDITURE ON:**

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|---|---|---|---|---|---|---|
| **a) Charitable Activities** | | | | | | |
| Common Fund | | | | | | |
| Diocese | | 0 | 0 | 0 | 0 | 18,750 |
| Clergy Expenses | | | | | | |
| Clergy Working Expenses | | 446 | 0 | 0 | 446 | 4,941 |
| Service Expenses | | | | | | |
| Liturgy, services and music salaries | | 38,440 | 3 | 17,414 | 55,857 | 33,543 |
| Community Expense and Outreach | | | | | | |
| Parish Mission and Outreach | | 0 | 0 | 0 | 0 | 1,256 |
| Church Running Costs | | | | | | |
| Costs of trading | | 1,022 | 0 | 0 | 1,022 | 373 |
| Insurance | | 6,483 | 0 | 0 | 6,483 | 6,288 |
| Property repairs and maintenance | | 16,116 | 0 | 0 | 16,116 | 10,140 |
| Sanitary and Cleaning Costs | | 231 | 0 | 0 | 231 | 353 |
| Utilities | | 4,974 | 0 | 0 | 4,974 | 5,723 |
| Vocations programme | | 20,738 | 0 | 0 | 20,738 | 25,869 |
| Clergy House Running Costs | | | | | | |
| Insurance | 14 | 0 | 2,929 | 0 | 2,929 | 2,721 |
| Property cleaning and repairs | 14 | 3,446 | 9,275 | 0 | 12,721 | 8,437 |
| Utilities | 14 | 1,200 | 3,721 | 0 | 4,921 | 5,009 |
| Support Costs | | | | | | |
| Finance charges | | 171 | 0 | 0 | 171 | 1,785 |
| Office and support costs | | 8,051 | 0 | 0 | 8,051 | 8,582 |
| Support salaries | | 20,316 | 0 | 0 | 20,316 | 21,381 |
| Governance Costs | | | | | | |
| Accountancy and Bookkeeping Fees | | 2,413 | 0 | 0 | 2,413 | 2,500 |
| Independent Examiners Fees | | 1,665 | 0 | 0 | 1,665 | 0 |
| Professional Fees | | 4,800 | 0 | 0 | 4,800 | 2,813 |
| TOTAL | | 130,512 | 15,928 | 17,414 | 163,854 | 160,464 |

| | Notes | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL 2021 £ | TOTAL 2020 £ |
|---|---|---|---|---|---|---|
| **b) Raising Funds** | | | | | | |
| Advertising | | 156 | 0 | 0 | 156 | 0 |
| Costs of raising clergy house funds | 14 | 1,398 | 1,515 | 0 | 2,913 | 5,338 |
| | | 1,554 | 1,515 | 0 | 3,069 | 5,338 |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2021

### 4. DETAILS OF CERTAIN TYPES OF EXPENDITURE

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| Independent examiner's fees | 1,665 | 0 |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the Independent Examiner | 0 | 0 |

### 5 (a). TANGIBLE FIXED ASSETS

| | Unrestricted (designated) fund £ Office Equipment | Unrestricted (designated) fund £ Freehold land & buildings Church house | Total £ |
|---|---|---|---|
| Cost 1.1.21 | 6,884 | 6,000,000 | 6,006,884 |
| Additions | 0 | 0 | 0 |
| Transfers | 0 | 0 | 0 |
| Cost at 31.12.21 | 6,884 | 6,000,000 | 6,006,884 |
| Dep'n 1.1.21 | 6,884 | 0 | 6,884 |
| Charge | 0 | 0 | 0 |
| Dep'n 31.12.21 | 6,884 | 0 | 6,884 |
| NBV 31.12.21 | **0** | **6,000,000** | **6,000,000** |
| NBV 31.12.20 | 0 | 6,000,000 | 6,000,000 |

**Clergy house**

The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house, Vicar's apartment, reception rooms and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As permitted by SORP 2015 (FRS102), the clergy house was revalued to its estimated fair value as at 1st January 2015. The valuation was carried out in April 2017 by Mann Smith & Partners. The land and buildings value of £6,000,000 has been attributed between freehold land, £2,200,000 and freehold buildings, £3,800,000. No depreciation is charged on land or buildings, as any charge would be immaterial. An impairment review is undertaken annually, which has resulted in no adjustment to the carrying values.

**Church building**

The church buildings are in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library. As permitted by Charities Act 2011, the church buildings are not included within the financial statements.

**5 (b). INVESTMENT ASSETS**

| | Notes | Unrestricted (general) fund | Endowment fund | Endowment fund | Restricted fund | Total |
|---|---|---|---|---|---|---|
| | | £ | £ | £ | £ | £ |
| | | Unlisted securities St Matthew's Conference Centre Ltd | Listed investments Aegon Ethical Equity Fund | Listed investments Eden Tree Fund | Listed investments CCLA | |
| Cost 1.1.21 | | 15,002 | 156,619 | 181,058 | 8,610 | 361,289 |
| Revaluation | | 0 | 23,761 | (27,690) | 1,241 | (2,688) |
| Additions | | 0 | 0 | 0 | 0 | 0 |
| Disposals | | 0 | 0 | 0 | 0 | 0 |
| Cost at 31.12.21 | | 15,002 | 180,380 | 153,368 | 9,851 | 358,601 |

**Listed investments**
All listed investments are carried at their fair value and represent holdings in common investment funds. The basis of fair value is equivalent to market value. Asset sales and purchases are recognised at the date of trade at the transaction value. The main risk to the PCC from listed investments lies in the combination of uncertain investment markets and volatility in yield. Liquidity risk is deemed to be low as all assets are traded in markets with good liquidity and high trading volumes. The PCC has no investment holdings in markets subject to exchange controls or trading restrictions. The PCC manages its investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The Trust does not make use of derivatives and similar complex financial instruments.

CCLA is an investment in the COIF Charities Investment Fund regulated by the Charity Commission. It aims to provide a long-term total return comprising growth in capital and income.

Aegon Ethical Equity Fund was previously known as the Kames Ethical Equity Fund. There has been no change in underlying investments.

The EdenTree Fund is the Responsible and Sustainable Global Equity Fund B Income.

**Unlisted Investments**
Unlisted investments represent the PCC's holding of the entire share capital of St Matthew's Conference Centre (SMCC), a limited liability company, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations. During the year, SMCC was unable to pay any donations to the PCC (2020: £11,458 donation). The PCC is not required to produce consolidated financial statements although the unaudited trading results of SMCC, which do not form part of these financial statements, are summarised below:

| | **Year end 31-Dec-21** | **Year end 31-Dec-20** |
|---|---|---|
| | **£** | **£** |
| Gross income | 47,388 | 70,697 |
| Less: costs of sales | (3,795) | (4,023) |
| Gross profit | 43,593 | 66,674 |
| Administrative costs and expenditure | (43,785) | (55,216) |
| Profit/(loss) before donations to the PCC | (192) | 11,458 |
| Donations to the PCC during the year | 0 | 11,458 |
| Net movement in funds in SMCC | (192) | 0 |

## 6. DEBTORS AND PREPAYMENTS

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-21 £** | **Total 31-Dec-20 £** |
|---|---|---|---|---|---|---|
| Accounts Receivable | 35 | 0 | 0 | 0 | 35 | 0 |
| Gift Aid Tax Recoverable | 3,025 | 0 | 0 | 0 | 3,025 | 1,340 |
| Prepayments and accrued income | 20,987 | 350 | 0 | 0 | 21,337 | 22,692 |
| | **24,047** | **350** | **0** | **0** | **24,397** | **24,032** |

## 7. CASH AT BANK AND IN HAND

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-21 £** | **Total 31-Dec-20 £** |
|---|---|---|---|---|---|---|
| Cash at Bank | (90,554) | 72,893 | 87,925 | 26,698 | 96,962 | 93,326 |
| | **(90,554)** | **72,893** | **87,925** | **26,698** | **96,962** | **93,326** |

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | Unrestricted Fund £ | Designated Fund £ | Endowment Fund £ | Restricted Fund £ | **Total 31-Dec-21 £** | **Total 31-Dec-20 £** |
|---|---|---|---|---|---|---|
| Accounts Payable | 14,652 | 0 | 0 | 180 | 14,832 | 2,439 |
| Accruals and Deferred Income | 1,665 | 0 | 0 | 0 | 1,665 | 1,036 |
| Amounts Owed to Subsidiary | 4,570 | 0 | 0 | 0 | 4,570 | 17,593 |
| Daniel Binder | 0 | 0 | 0 | 0 | 0 | 290 |
| Jon Siddall | 0 | 0 | 0 | 0 | 0 | 45 |
| Other Creditors | 210 | 0 | 0 | 0 | 210 | 100 |
| Revd Philip Chester | 0 | 0 | 0 | 0 | 0 | 90 |
| Taxation and Social Security | 2,401 | 0 | 0 | 0 | 2,401 | 724 |
| Net Wages Payable | 0 | 0 | 0 | 0 | 0 | 107 |
| | **23,498** | **0** | **0** | **180** | **23,678** | **22,424** |

## NOTES TO THE FINANCIAL STATEMENTS (continued)
## FOR THE YEAR ENDED 31ST DECEMBER 2021

### 9. DESIGNATED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-21 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,085,986 | 5,050 | (17,443) | 0 | 0 | 6,073,593 |
| | **6,085,986** | **5,050** | **(17,443)** | **0** | **0** | **6,073,593** |

**PREVIOUS YEAR**

| | Balance 01-Jan-20 £ | Income £ | Expenditure £ | Transfer of Funds £ | Purchase of Fixed Assets £ | Balance 31-Dec-20 £ |
|---|---|---|---|---|---|---|
| Trevelyan Trust | 6,095,903 | 11,588 | (21,505) | 0 | 0 | 6,085,986 |
| | **6,095,903** | **11,588** | **(21,505)** | **0** | **0** | **6,085,986** |

**The Trevelyan Trust** is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

The designated funds are wholly represented by cash reserves, current assets and liabilities and fixed assets of the charity as detailed below:

| | 31-Dec-21 £ | 31-Dec-20 £ |
|---|---|---|
| Fixed assets | 6,000,000 | 6,000,000 |
| Cash at bank and in hand | 73,243 | 85,986 |
| Current assets | 350 | 0 |
| Current liabilities | 0 | 0 |
| | **6,073,593** | **6,085,986** |

## 10. RESTRICTED FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-21 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 11,131 | 1,241 | 253 | 0 | 128 | 12,753 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 1,145 | 0 | 206 | (6) | 0 | 1,345 |
| Music Fund | (14,850) | 0 | 45,699 | (17,408) | 0 | 13,441 |
| Friends of St Matthew's | 5,776 | 0 | 555 | 0 | 0 | 6,331 |
| | **5,701** | **1,241** | **46,713** | **(17,414)** | **128** | **36,369** |

**PREVIOUS YEAR**

| | Balance 01-Jan-20 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-20 £ |
|---|---|---|---|---|---|---|
| Canon Atlay Memorial Fund | 10,489 | 520 | 122 | 0 | 0 | 11,131 |
| Gerard Irvine Memorial Fund | 2,499 | 0 | 0 | 0 | 0 | 2,499 |
| Choral Scholars Fund | 1,145 | 0 | 0 | 0 | 0 | 1,145 |
| Music Fund | (14,446) | 0 | 6,099 | (6,503) | 0 | (14,850) |
| Friends of St Matthew's | 5,221 | 0 | 555 | 0 | 0 | 5,776 |
| | **4,908** | **520** | **6,776** | **(6,503)** | **0** | **5,701** |

**The Canon Atlay Memorial Fund** is for the training of men and women exploring a vocation to the priesthood or other ministry in the church.
**The Gerard Irvine Memorial Fund** represents the excess of funds received following fundraising in 2012 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.
**The Choral Scholars Fund** holds donations made to fund the costs of choral scholarships in support of the church's music ministry
**The Music/Organ Fund** was for the maintenance of the organ. During 2021 this fund received a grant from the McDonald Agape Foundation to fund the costs of a weekly physical and streaming choral service (the Choral Evensong Programme) and other activities in support of the church's music ministry
**The Friends of St Matthew's** restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. The Friends of St Matthew's also generates unrestricted income and this is included within the General Fund.

The restricted funds are wholly represented by cash reserves, current liabilities and marketable securities of the charity as detailed below:

| | 31-Dec-21 £ | 31-Dec-20 £ |
|---|---|---|
| Investment Fixed Assets | 9,851 | 8,610 |
| Cash at bank and in hand | 26,698 | (2,430) |
| Current liabilities | (180) | (479) |
| | **36,369** | **5,701** |

## 11. ENDOWMENT FUNDS

**CURRENT YEAR**

| | Balance 01-Jan-21 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 425,602 | (3,929) | 0 | 0 | 0 | 421,673 |
| | **425,602** | **(3,929)** | **0** | **0** | **0** | **421,673** |

**PREVIOUS YEAR**

| | Balance 01-Jan-20 £ | Gains and Losses £ | Income £ | Expenditure £ | Transfers £ | Balance 31-Dec-20 £ |
|---|---|---|---|---|---|---|
| The Greatorex Trust | 417,695 | 13,034 | 0 | (5,127) | 0 | 425,602 |
| | **417,695** | **13,034** | **0** | **(5,127)** | **0** | **425,602** |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

## 12. RECONCILIATION OF FUNDS HELD AND MOVEMENT OF FUNDS

**CURRENT PERIOD**

| | Balance 01-Jan-21 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-21 £ |
|---|---|---|---|---|---|---|
| General Funds | (61,066) | 117,907 | 0 | (132,066) | (128) | (75,353) |
| Designated Funds | 6,085,986 | 5,050 | 0 | (17,443) | 0 | 6,073,593 |
| Endowment Funds | 425,602 | 0 | (3,929) | 0 | 0 | 421,673 |
| Restricted Funds | 5,701 | 46,713 | 1,241 | (17,414) | 128 | 36,369 |
| | **6,456,223** | **169,670** | **(2,688)** | **(166,923)** | **0** | **6,456,282** |

**PREVIOUS PERIOD**

| | Balance 01-Jan-20 £ | Income £ | Gain/Loss £ | Expenditure £ | Transfers £ | Balance 31-Dec-20 £ |
|---|---|---|---|---|---|---|
| General Funds | (55,925) | 127,526 | 0 | (132,667) | 0 | (61,066) |
| Designated Funds | 6,095,903 | 11,588 | 0 | (21,505) | 0 | 6,085,986 |
| Endowment Funds | 417,695 | 0 | 13,034 | (5,127) | 0 | 425,602 |
| Restricted Funds | 4,908 | 6,776 | 520 | (6,503) | 0 | 5,701 |
| | **6,462,581** | **145,890** | **13,554** | **(165,802)** | **0** | **6,456,223** |

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL

### (a) Employees paid via Payroll:

| | 31-Dec-21 | 31-Dec-20 |
|---|---|---|
| | £ | £ |
| Gross Wages and Salaries | 49,615 | 41,060 |
| Employers NI | 3,192 | 2,757 |
| Employers Pension Contributions | 1,860 | 1,168 |
| | **54,667** | **44,985** |

Staff who were engaged in each of the following activities (actual numbers unchanged at start and end of year)

| | 31-Dec-21 | 31-Dec-20 |
|---|---|---|
| | TOTAL | TOTAL |
| Activities in furtherance of organisation's objects | 2.8 | 2.8 |

### (b) Self Employed Staff:

| | | 31-Dec-21 | 31-Dec-20 |
|---|---|---|---|
| | | £ | £ |
| Gross Payments: | Choir and Musician Fees | 12,063 | 4,943 |
| | Organist Fees | 4,393 | 1,485 |
| | | **16,455** | **6,428** |

Employed staff are paid via through a payroll scheme operated by the PCC. No employees received emoluments in excess of £60,000 (2020: None). Self employed staff are responsible for reporting to HM Revenue and Customs.

The PCC incurs the costs of maintaining and running the Vicar's apartment, which is within the clergy house. These costs are not separately identifiable and therefore cannot be disclosed. Common Fund paid to the diocese is reduced from the standard cost for parishes to reflect the fact that the PCC bears certain clergy related costs normally borne by the diocese.

### (c) Key Management Personnel

The Charity's key management personnel is considered to be the Trustees and the Director of Operations. No remuneration was paid to Trustees. The total amount paid to key management personnel (including employers national insurance and employers pension contributions) was £17,690.

### (d) Transactions with PCC members

A small and immaterial portion of the costs incurred relating to the living and accommodation costs of the incumbent may have related to his services as chairman of the PCC. For the reasons set out above, these are not separately identifiable. No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties. Aggregate donations received from members of the PCC and parties related to them was £14,785 (2020: £14,130).

The only other payments made to PCC members or any persons connected with them were reimbursements for purchases of equipment, furnishings, refreshments and materials made on behalf of the Church. No material transaction took place between the charity and a PCC Member or any person connected with them (2020: None).

## 13. STAFF COSTS, PAYMENTS TO TRUSTEES AND KEY MANAGEMENT PERSONNEL

### (e) Related Parties

Members of the PCC
Aggregate donations received £14,785 (2020: £14,130)

Rev Philip Chester Incumbent
The PCC incurs the costs of maintaining and running the Vicar's apartment, but these are not separately identifiable and therefore cannot be disclosed.

St Mary le Strand Strand Westminster WC2R 1ES
Fr Philip Chester was priest-in-charge of St Mary le Strand during the year. The PCC incurred expenses on behalf of St Mary le Strand that will be recovered. Expenses recovered by the PCC were £10,000.

St Matthew's CE Primary School
This is a Church of England primary school situated at 18 Old Pye Street Westminster London SW1P 2DG. Fr Philip Chester is the Chair of Governors of the school and the headteacher, Rachel Jewitt, sits on the PCC. Accommodation and related expenses for pastoral assistants paid to the school by the PCC in 2021 was £13,538 (2020: £13,200).

St Matthew's Conference Centre Limited
This is a private limited company situated at St Matthew's House 20 Great Peter Street Westminster SW1P 2BU. Fr Philip Chester and Toby York are directors of St_Matthew's Conference Centre Limited. No payments or benefits are received by them from the company. Details of transactions between the PCC and the company are set out in note 4(a).

## 14. CLERGY HOUSE

Income and expenditure associated with providing hospitality in the clergy house is included within unrestricted funds on the Statement of Financial Activities:

| | 2021 | 2020 |
|---|---|---|
| | £ | £ |
| **Income** | | |
| Tax efficient giving | 3,100 | 2,900 |
| Other giving | 10,140 | 9,913 |
| Tax recoverable through Gift Aid | 688 | 775 |
| **Expenditure** | | |
| Costs within Raising Funds | (2,913) | (5,338) |
| Costs within Church Activities | (20,571) | (16,168) |
| Net income/(expenditure) from clergy house | (9,556) | (7,918) |

## 15. MATERIAL LEGACIES

The PCC is a beneficiary of a legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. Under the terms of the will, this is held on trust for the PCC by the Church Union. Income of £16,430 (2020: £16,871) is receivable from Church Union during 2021.

## 16. QUINQUENNIAL INSPECTION

The most recent quinquennial inspection was made by John Barnes in 2017. All recommendations requiring immediate attention are being addressed. The next inspection is planned for 2022.

## 17. RESERVES POLICY AND RISK ASSESSMENT

Reserves are unrestricted funds which the PCC has set aside for the future. The purpose of holding reserves is so that St Matthew's is able to continue to meet its financial obligations in a situation where unforeseen shortfalls arise, until alternative plans can be put in place.

The PCC has identified the key risks and assessed the amounts prudent to set against those risks. The Reserves policy is set out in the Trustees Annual Report.

## 18. PUBLIC BENEFIT

The PCC acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how this has been achieved this are provided in the Trustees Annual Report. The PCC Members confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## 19. EVENTS AFTER THE END OF THE REPORTING PERIOD

There are no events that require disclosure.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report on the accounts of the Parochial Church Council of The Ecclesiastical Parish of St Matthew's Westminster for the year ended 31st December 2021, which are set out on pages 7 to 22.

**Respective responsibilities of the PCC and the examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition, issued from the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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 examiner's 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 section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have 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.

Name: J Irvinesmith
Relevant professional qualification or body: FCIE
Address: Independent Examiners Limited, Unit 2 Broadbridge Business Centre, Delling Lane, Bosham, PO18 8NF
Date:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S WESTMIN**

England & Wales - Charity number 1132355

# Accounts

St Matthew's
Westminster

# Annual Report 2020

The Annual Report and Accounts of the Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster
20 Great Peter Street, Westminster SW1P 2BU 020 7222 3704 office@stmw.org www.stmw.org Registered charity 1132355

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# Report of the Parish Priest

For many of this this past year has been a time of isolation, anxiety and hesitancy as we have adjusted to life with the COVID-19 pandemic. Without a familiar framework the pattern of our lives has changed, perhaps irrevocably, and this is as true for institutions as it is for us individually. For many months access to the church has been limited, and the constraints on public gatherings have had significant impact on our congregational worship.

Like many churches much of our income collapsed overnight as our Conference Centre was closed, and it will be some time before we see occupancy restored to pre-pandemic levels. The diocese have been very understanding of the financial strain on parishes, and as we adjust to the new normal we will need to reflect on how our life and ministry is funded.

Amidst the darkness of the pandemic there have been some positive outcomes. Physical attendance at church has suffered, but our online congregation continues to grow and we greatly value those who join us regularly from near and far. Services will continue to be streamed going forward.

In commending this year's Annual Report I would like to thank the many people who sustain the life of our church in so many ways. Without the support of a dedicated team we would not be able to offer the varied ministries that seek to give expression to our desire to be 'a place of prayer, hospitality and dialogue at the heart of the city'. So thank you to the many individuals who work so hard, often behind the scenes, to help make St Matthew's such a remarkable place.

Fr Trevelyan said we must always be finding fresh stones for God's building, and as we look to the future we must work hard to rebuild our community, refresh our mission and strengthen our vision. May we in our generation be found faithful to the inheritance we have received, and may we be worthy stewards of the faith entrusted to us.



**Fr Philip Chester**
Parish Priest

# About St Matthew's Westminster

## Aim and purposes

The Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

## Objectives and activities

The specific objective of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

## Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. The members of the PCC, who are its trustees in law, have had regard to the Charity Commission's guidance on public benefit.

The PCC held seven meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect its officers.

The PCC is made up of 10 ex officio members and up to 12 elected members. There is a Standing Committee of five members that prepares agendas for full PCC meetings and deals with urgent business between meetings. A complete list of members who served on the PCC during the year is included on page 3.

The number on the Electoral Roll announced at the APCM in 2020 was 131. The combined number of 'usual weekly attendees' is about 160.

Susannah Groome became the Safeguarding Officer in 2018. Safeguarding procedures had been thoroughly reviewed in 2017 and the annual self-assessment was undertaken during the year. Jane Kennedy took on the role of Data Protection Officer in 2018. Privacy Notices were issued when required during the year.

## Legal and administrative information

The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address.

The PCC is a charity registered with the Charity Commission under number 1132355.

# Members of the PCC

## Ex officio and co-opted members

| | | |
|---|---|---|
| Incumbent | Fr Philip Chester * | Chairman |
| Assistant priests | Fr Jonathan Aitken | |
| | Fr Peter Hanaway | |
| | Mthr Sarah Lenton | |
| | Fr Michael Skinner | |
| Headteacher | Rachel Jewitt | |
| Churchwardens | Mary Brown * | |
| | Simon Lello * | Vice Chairman and Parish Giving Officer |
| Deanery Synod Representatives | Jane Kennedy * | Secretary and weekday congregation representative |
| | Margaret Robinson (until 27 October 2020) | |
| | Alastair Callcutt (from 27 October 2020) | |

## Elected members

| | | Retiring members |
|---|---|---|
| Alex Black | Eithne Risner | Katie Ginger (until 27 October 2020) |
| Susan Lowson | Jessica Streeting (co-opted 16 November 2020) | Jessica Stewart (until 27 October 2020) |
| Ray Mingay | Toby York * Treasurer | Daniel Binder (until 31 August 2020) |

## In attendance (not members of the PCC)

| | |
|---|---|
| Operations Director | Jon Siddall (from 1 February 2020) |
| Director of Music | Nigel Groome |
| Safeguarding Officer | Susannah Groome |
| Pastoral Assistants | Will Morgan (until 31 August 2020) |
| | Duncan Hegan (until 31 August 2020) |
| | Daniel Binder (from 1 September 2020) |

* Member of the Standing Committee

# Report on objectives

## Congregational life

### Living with a pandemic

2020 was dominated by the Covid pandemic which began to have an impact on church life from mid-March. Apart from the regular service pattern, there had been no particularly special events until that point during the winter months. The conference centre had to close and there were no house guests. It was a challenging year.

### Keeping the Offices

Immediately following the 'Stay at Home order', the challenge was to be a community even though we were physically apart. Clergy continued to say Morning and Evening Prayer for the parish and community in their own homes and check in on potentially isolated church members via a telephone call roster.

### Easter Vigil

As Easter followed soon after the initial lockdown, the Pastoral Assistants set up an Altar of Repose for the Easter Vigil under the new rules outside their flat.

### Church services

Over the following few weeks everyone learnt to adapt quickly to the changing environment. St Matthew's has a widespread congregation and community and the clergy team and pastoral assistants rapidly developed expertise in recording services via Facebook, and then created a YouTube channel to establish a pattern of regular worship.

A Children's liturgy was held online every Sunday by Mthr Sarah Lenton who had recently joined the clergy team. This was followed by a service led by clergy with recorded contributions from members of the congregation and the Director of Music. A number of guest preachers contributed to the online services, including a priest from a parish in Paris.

Following the lifting of some restrictions, recorded services were able to take place in the once familiar environment. After the end of the first lockdown, the church was able to open for private prayer on a specific day each week. Following a risk assessment, the first service was attended by thirty people and started with the blessing of the doors outside, and a procession, all following the now usual social distancing measures. In the autumn, services started to be live streamed via Facebook from the church.

# Report on objectives (continued)

### Church services (continued)

As a result of streaming services, the 'online' congregation has become international with people as far away as Australia viewing the Sunday Mass and adding short messages in the 'chat'.

Sadly, a second lockdown was announced at the beginning of November until early December, which meant that Advent Sunday had to be marked with online services. After a brief respite to celebrate Christmas, London was placed in 'tier four' which caused the church to be closed for the last Sunday of the year.

### Patronal Festival

The Patronal Festival was celebrated with a Festal Mass on Sunday 20 September. Fr Philip Chester returned to participating in church after a period of illness and convalescence over the summer and Fr Jeremy Davies preached. Sadly, it was not possible to hold the customary party afterwards.

### Social activities

Socially, a weekly online afternoon tea was started with the congregation and American friends, whose online coffee morning coincided with afternoon tea in British Summer Time. People also joined in from several other countries, and it provided a wonderful opportunity to meet and share.

We have learnt however, that the changes we have had to make to the way services are offered has opened up new opportunities to think laterally about the way we support the community and reach out to people. We are grateful to all those who have contributed to keeping the life of St Matthew's going during this time.

### PCC meetings

PCC meetings moved online via Zoom and adjusted to Church of England guidelines in new ways of administering and recording decisions. The deadline for the APCM was extended from 31 May to 31 October and the APCM was also held via Zoom.

Jon Siddall was appointed Operations Director and started work shortly before the pandemic.

# Report on objectives (continued)

## Musical life

In addition to Sundays the choir managed to sing midweek services for Epiphany and twice on Ash Wednesday before we were locked down. In February we hosted our first 'come and sing Evensong'. This was attended by 42 singers mostly from the local working community. This will be continued again as soon as we are allowed to have people back in church.

During lockdown we managed to record soloists off site throughout Lent, Holy Week and Easter to be included in our online Masses.

In mid July organists were allowed back into the building with a soloist. Throughout the summer Rowena Ashby loyally sang as cantor each Sunday exploring a repertoire of solo Mass settings and anthems. This included the first performance of a solo Mass by David Bednall.

In September we welcomed back a vocal quartet singing behind closed doors but streaming online. We also welcomed James Gough to our team as assistant organist. James had just completed a year as Acting Assistant Organist of Wells Cathedral.

We continued to stream all sung services for the rest of the year. Viewing numbers have steadily grown during this period.

| | |
|---|---|
| Advent Evensong attracted | 1,200 |
| Britten Ceremony of Carols | 2,300 |
| Christmas Carol Service | 1,300 |

Other musical highlights included a successful online organ recital series with James Gough performing all six of the Bach trio sonatas.

Our aim is to introduce a regular Wednesday Choral Evensong. We have also been generously donated a new Steinway grand piano by an anonymous donor for use in church.

# Report on objectives (continued)



'The little church around the corner', Church of the Transfiguration in New York

## Pastoral Assistants

Will Morgan and Duncan Hegan worked as an excellent team, acting as the mainstay of the church close to the church on site during the pandemic, until they left at the end of August. It was through their technical skills that the clergy and congregation could share in the liturgy online and that the church community kept together.

It was very fortuitous that Daniel Binder, already a member of the congregation, was able to take up the post of Pastoral Assistant in September 2020.

## The school

The connection between the school and the church continued to thrive. Rachel Jewitt, the headteacher, provided updates on the school's activities at PCC meetings.

Mthr Sarah Lenton undertook leading the weekly Mass at school in place of Fr Philip. Clergy and staff were involved in supporting the school staff during its phased reopening.

## Overseas links

The church enjoyed good links with clergy from across the world, principally the United States.

Fr Philip Chester preached at our twin church in New York, the Church of the Transfiguration, in January 2020 prior to the start of the pandemic. The church is remembered in the Prayers of the People each week.

## The Friends of St Matthew's

Members are drawn from across the world including the United States, Australia, New Zealand and Sweden.

# Report on objectives (continued)

## Website and social media

The church website and Facebook were extremely valuable during the pandemic providing a means of communication with the congregation and the wider community. The weekly newsletter was revised by Daniel Binder. During Advent, daily prayers, readings, and the text of Morning and Evening Prayer were provided online. Jane Kennedy researched the details of all the casualties who were recorded on the roll of honour for World War 1 and this was included in the weekly bulletin prior to Remembrance Sunday. This will be added to St Matthew's history website in due course.

## St Matthew's House

Providing accommodation in the clergy house was curtailed during the year due to the pandemic.

The deficit in 2020 was £9,917 (2019: Surplus £18,747). The income from the clergy house meets its running costs and enables significant and much needed repairs to be made to the house. Details are set out in note 7 on page 29.

## Conference Centre

St Matthew's Conference Centre Limited manages the conference centre on behalf of the PCC. The centre has become an indispensable source of funds for the church, but was only able to contribute £11,458 (2019: £17,345).

This report was approved by the PCC on 17 May 2021 and signed on its behalf by:



**Fr Philip Chester**
Parish Priest and Chair



**Jane Kennedy**
Secretary

# Report from the school



Our Christian ethos permeates all we do at St Matthew's Primary School. The care, guidance and support we provide for our children, our high expectations and the excellent educational opportunities we provide supports our belief that every child matters and is encapsulated in our Christian Vision of "You are the Light of the World" - Belonging, Believing, Achieving.

## Spring term



2020 was dominated by the COVID-19 pandemic. A few weeks before the end of the Spring term, the school was forced to partially close as a result of the national lockdown. The majority of children worked at home and the headteacher sent a moving online message to all the children who had suddenly found themselves isolated from their friends. Teachers led acts of Collective Worship remotely to keep the school vision alive. The school did provide the opportunity for children of key workers and vulnerable children to come into school and this provision continued in the school holidays. Provision for these children was organised within the south cluster of schools. This alleviated the staffing pressures amongst local schools and created a stronger link between our pupils and staff.

## Summer term

A detailed risk assessment was undertaken by the headteacher and some of the governors; clear procedure were put in place before Reception Class, Year 1 and Year 6 returned to school on 1st June. The reopening went very smoothly. By the end of term, about fifty per cent of pupils had returned to school with all 'year group 'bubbles' at capacity.

# Report from the school (continued)

## Summer term (continued)

It was very different at the end of the summer term year with the absence of the usual end of year celebrations and events. No Sports Day, International Evening or End of Year Service in St Matthew's Church. Year 6 left without their usual celebration and had gone to a range of schools including local schools – Grey Coat Hospital, Westminster City School and Francis Holland School.

At the end of the summer term, the Governing Body announced that St Matthew's School would be in partnership with St Barnabas' School, Pimlico and that Rachel Jewitt would be the Executive Headteacher of both schools from September.

## Autumn term

A lot of planning had taken place to re-open the school for this academic year. A thorough Risk Assessment had been written following PHE and DfE government advice (this was available to view on the school website).

The risk assessment and procedures had a significant impact on school life and changed the normal routines: year group bubbles were not allowed to mix, parents were not able to come onto the school site, visitors and volunteer visits had been postponed and cleaning procedures had increased. Fortunately, the children adapted well and were happy; staff had been incredibly supportive of the new measures.

Whole school/group Collective Worship could not take place and this took place online each day. Mthr Sarah joined the CW timetable in place of Fr Philip on a Wednesday and the headteacher was very grateful for her involvement. Collective Worship continues to be a central part of school life and is recorded on a daily basis. This was vitally important to ensure pupils feel connected to the school and its vision.

The curriculum was reviewed and adapted to try to cover gaps in learning and a focus on the Recovery Curriculum (and emotional first aid https://www.evidenceforlearning.net/recoverycurriculum/) laptops, devices and routers were donated to the school.

Following a survey to determine parental need, the School continued to offer Breakfast Club and After School Provision (until 5pm) in partnership with Fit For Sport.

Apart from the impact of the pandemic on routine school activities, the school roll had been affected by the number of families moving out of London. This was a pattern noticed in other Westminster schools too.

## Visitors

Susan Acland-Hood, DfE Permanent Secretary, visited the school in the Autumn term to discuss Breakfast Club provision at school. Vicky Ford MP, Parliamentary Under-Secretary of State for Children and Families, visited the Nursery Class (remotely) in December to discuss how children had prepared for Christmas events with the restrictions of Covid-19.

# Report from the school (continued)

The school newsletters are updated regularly and are all available on the school website (stmwschool.org.uk). The school is also on Instagram and Twitter (@stmwschool).

**The past year has been an incredibly difficult time for the church and school but we believe that the strong spiritual bond between school and church has helped us through.**

**Susan Lowson**
Foundation Governor and PCC Representative on the School's Governing Body

**Rachel Jewitt**
Executive Headteacher, St Matthew's C of E Primary School & Nursery

# Financial Summary

Congregational giving and collections

**£34,081** ↓ 11%

(2019: £38,123 )

Clergy house donations

**£12,814** ↓ 75%

(2019: £51,824)

Church activities and other income

**£28,229** ↓ 38%

(2019: £45,839)

Net income from trading subsidiary

**£11,458** ↓ 34%

(2019: £17,345)

Common Fund

**£18,750** ↓ 74%

(2019: £72,000)

Underlying net deficit

**£11,985**

(2019: Deficit £40,577)

# Financial Review

## Financial overview

The deficit for the year, after accounting for unrealised gains on investment assets, was £6,358 compared to a deficit in 2019 of £90,321.

A reconciliation of underlying income and expenditure with the net income reported under FRS102 is set out below:

| | **2020 £** | 2019 £ | 2018 £ |
|---|---|---|---|
| **Underlying net (loss) income** | **(11,985)** | (40,577) | 19,020 |
| Less: major capital expenditure | **(7,927)** | (110,369) | (34,174) |
| **Net (loss) before unrealised gains and losses** | **(19,912)** | (150,946) | (15,154) |
| (Losses) gains on investment assets | **13,554** | 60,625 | (48,099) |
| **Net deficit reported under FRS102** | **(6,358)** | (90,321) | (63,253) |

The underlying net loss was due in large part to the loss of income from church activities and the conference centre which were severely disrupted due to the pandemic.

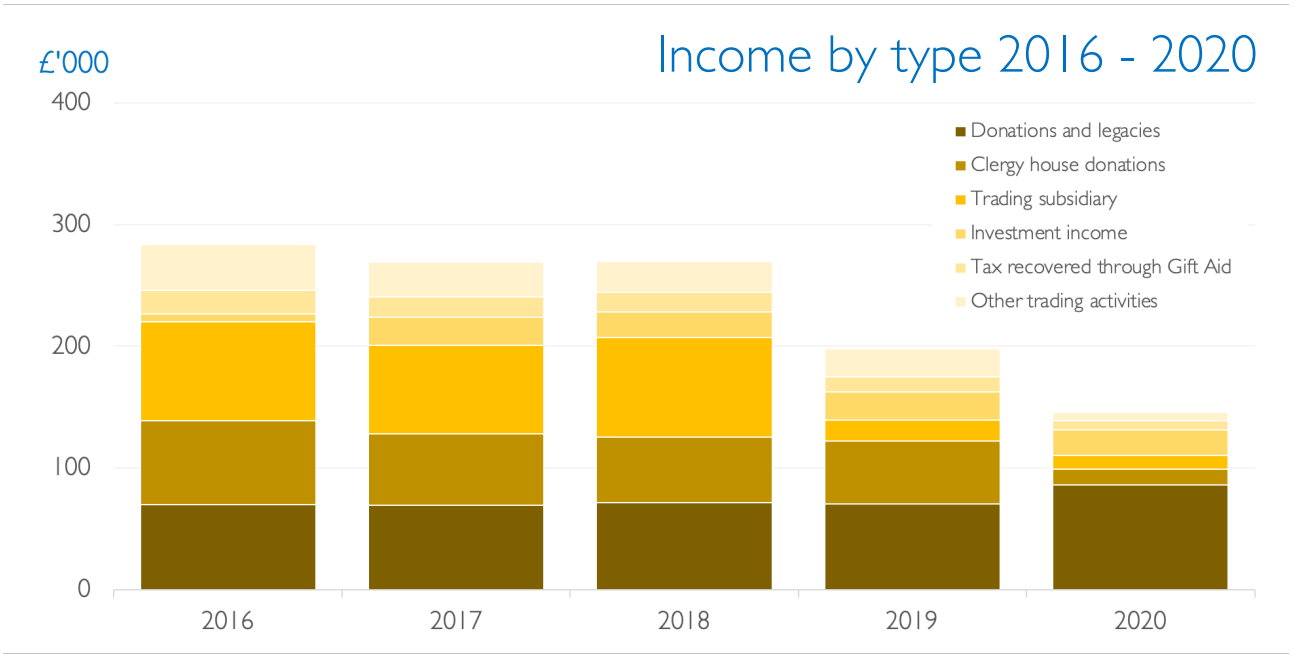
Capital expenditure largely relates to a programme of activities regenerating the church roofs, improving the lighting inside and outside, and a reconfiguration of the Trevelyan Hall and church office.

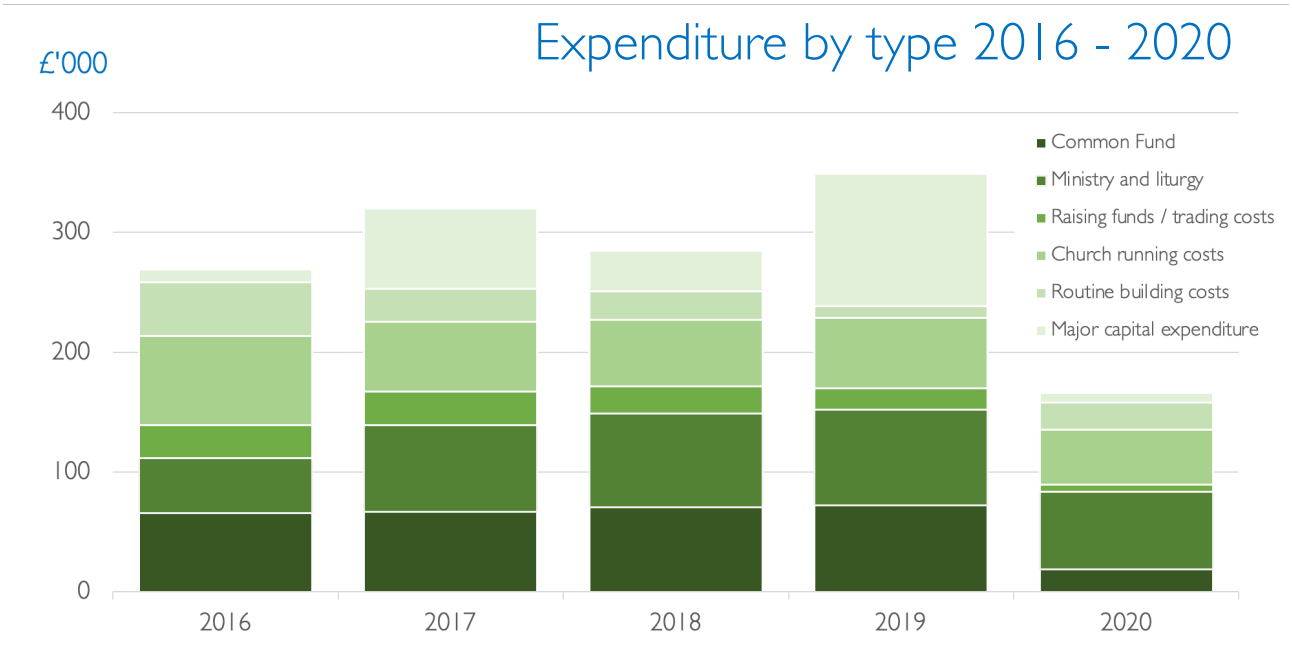
The gains and losses on investment assets represent changes in market the value of equities and are unrealised.

The financial viability of the church increasingly relies on the continued profitability of the conference centre.

Donations received from guests staying in the clergy house also continue to be an important source of voluntary income and that too has declined significantly due to the pandemic.

# Financial Review (continued)



# Financial Review (continued)

## Income – decreased 36%

Income was £145,980 (2019: £197,901). Income and expenditure from the conference centre are not consolidated within these financial statements. If the results of the conference centre were consolidated, total income would have been £205,129 (2019: £337,091), a decrease of 39%.

### Trading subsidiary – decreased 34%

Donations from the conference centre fell to £11,458 (2019: £17,345), as the centre was closed from March and for the remainder of the year.

### Congregational giving and collections – decreased 11%

Congregational giving and other giving decreased to £34,081 (2019: £38,123). Planned giving, tax efficient or otherwise, fell by 7.5% to £26,584 (2019: £28,733).

### Legacies – increased 20%

A legacy was received during the year from the Estate of Rachel Whittaker amounting to £22,500 (2019: three legacies £27,000).

### Investment income – decreased 7%

Investment income decreased to £21,357 (2019: £22,827).

### Clergy house – decreased 75%

Donations from guests decreased to £12,814 (2019: £51,824) as the house was closed from March and for the remainder of the year.

### The Friends of St Matthew's – decreased 55%

Membership income from the Friends of St Matthew's fell substantially to £1,420 (2019: £3,160). Many contributions come from house guests, and so there were fewer opportunities for people to join this year.

### Grants received – increased 1,648%

Grants increased to £27,980 (2019: £1,600). £16,980 was received from the government through the Coronavirus Job Retention Scheme and £10,000 from St Mary le Strand in support of the pastoral assistant programme.

# Financial Review (continued)

## Expenses – decreased 52%

Operating and capital expenses were £165,802 (2019: £348,848). Excluding capital expenses, there was a decrease in operating expenses of 34%.

### Capital expenditure

The PCC completed its refurbishment plan with the improvements to the lighting scheme and changes to the kitchen, Trevelyan hall and church office. Details of capital expenditure by project are set out in note 9 on page 30.

### Raising funds – decreased 60%

Expenditure on raising funds includes all the costs of keeping the clergy house open for guests, including routine repairs, energy costs and direct hospitality costs such as food and cleaning. In 2020 these costs fell to £5,337 (2019: £13,269), largely as a result of the house being closed for most of the year.

### Church activities – decreased 32%

Church activities include all the costs of running the church and church office (but not the clergy house or conference centre). In 2020 these costs were £152,538 (2019: £225,209).

### Common Fund – decreased 74%

The PCC was unable to make its contribution to the Common Fund while the conference centre and clergy house remained closed. The payment in 2020 represents the agreed contribution for three months.

### Vocations programme – increased 4%

The costs of delivering the vocations programme increased this year to £25,869 (2019: £24,773). The increase was due to maintaining two posts until September. Only one post has been occupied since then.

### Salaries, fees and contracted services – decreased 28%

Staff costs decreased to £51,413 (2019: £71,986). There was a staff restructuring during the year which created a new post of part-time Operations Director supported by an office administrator, which resulted in cost savings.

The cost of external choristers and musicians fell by 64% to £6,628 from £18,732.

### Property costs – increased 122%

Property costs relate to routine maintenance, repairs and insurance. The increase in costs to £22,460 (2019: £10,113) was due to essential repairs to the boiler and heating systems of about £10,000.

# Financial Review (continued)

## Major Risks

The PCC is responsible for identifying and responding to major risks facing the church. These are the major risks identified and considered by the PCC in 2020.

### Safeguarding

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016, in relation to having due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

The PCC discussed in detail the purposes and requirements of safeguarding procedures. The policy was considered carefully in the context of how children and vulnerable adults use the spaces at church or are otherwise on the premises. Susannah Groome was appointed safeguarding officer and a safeguarding policy was adopted and publicised.

### Fire safety

The church and buildings are covered by the Regulatory Reform (Fire Safety) Order 2005 which requires fire safety to be determined through a Fire Risk Assessment. In July 2013, the PCC commissioned a professional firm to undertake the Fire Risk Assessment which identified the risks; identified people particularly at risk; advised how to remove, reduce and protect from fire risks; advised how to record, plan, instruct, inform and train occupants; provided a list of actions and the means to review the assessment and the plans made.

### Sudden and unexpected building repairs

The church, organ and buildings are large, ageing, listed and in constant need of careful repair and restoration which is often very expensive. The organ and buildings have not benefitted from any significant spending since the major restoration in the early 1980s following the damage caused by fire. The PCC therefore considers it prudent to build reserves to meet the costs of a programme of restoration and for unexpected expenditure for building repairs.

## Financial Management

The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines 'Internal Financial Controls for Charities' and 'Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2005)'. The PCC undertook a detailed review of internal controls in November 2017 resulting in a number of recommendations which have been implemented.

# Financial Review (continued)

## Reserves Policy

The PCC discussed the following factors in arriving at its reserves policy:

- The PCC is dependent on the continued success of the conference centre and clergy house to maintain surpluses.
- Money should only be kept in reserve for specific reasons.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to continue to pay its full Common Fund.
- Sensible planning for unknown events is important.

The PCC seeks to keep secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority.

### Policy

The PCC's policy is to keep £175,000 in general free reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs of approximately £95,000 and six months' conference centre income, approximately £80,000.

In view of the state of the buildings the PCC will also endeavour to add £25,000 to designated building reserves each year until there are funds of £75,000.

The effect of the closure of church activities, the conference centre and the clergy house has resulted in a significant depletion of reserves. At 31st December 2020, 'free reserves', that is reserves excluding the endowment fund and the revaluation reserve but including restricted funds, were £30,621 (2019: £44,886). This is about £200,000 below the PCC's stated reserves policy.

This report was approved by the PCC on 17 May 2021 and signed on its behalf by:

**Fr Philip Chester**
Parish Priest and Chair of the PCC

**Toby York**
Treasurer

# Statement of Financial Activities

## For the year ended 31st December 2020

| | Note | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|---|
| **Income from:** | | | | | | |
| Donations and legacies | 2 | 99,550 | 6,653 | – | **106,203** | 134,717 |
| Trading subsidiary | 3 | 11,458 | – | – | **11,458** | 17,345 |
| Other church activities | 4 | 231 | – | – | **231** | 2,386 |
| Other trading activities | 5 | 6,641 | – | – | **6,641** | 20,626 |
| Investments | 6 | 21,234 | 123 | – | **21,357** | 22,827 |
| | | 139,114 | 6,776 | – | **145,980** | 197,901 |
| **Expenditure on:** | | | | | | |
| Raising funds | 7 | 5,337 | – | – | **5,337** | 13,269 |
| Church activities | 8 | 146,035 | 6,503 | – | **152,538** | 225,209 |
| | | 151,372 | 6,503 | – | **157,875** | 238,478 |
| **Operating (deficit) surplus** | | (12,258) | 273 | – | **(11,985)** | (40,577) |
| Major capital expenditure | 9 | (2,800) | – | (5,127) | **(7,927)** | (110,369) |
| **Net loss before unrealised gains on investments** | | (15,058) | 273 | (5,127) | **(19,912)** | (150,946) |
| Gains and (losses) on investment assets | 14 | – | 520 | 13,034 | **13,554** | 60,625 |
| **Net movement in funds** | | (15,058) | 793 | 7,907 | **(6,358)** | (90,321) |

# Net movement in funds

## For the year ended 31st December 2020

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| **Reconciliation of funds** | | | | | |
| Balances at 1st January 2020 | 6,039,978 | 4,908 | 417,695 | **6,462,581** | 6,552,902 |
| Movement of funds in year | (15,058) | 793 | 7,907 | **(6,358)** | (90,321) |
| **As at 31st December 2020** | 6,024,920 | 5,701 | 425,602 | **6,456,223** | 6,462,581 |

A more detailed analysis of funds is set out in note 21 on page 39.

# Balance sheet

## As at 31st December 2020

| | Note | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|---|
| **Fixed assets** | | | | | | |
| Tangible fixed assets | 13 | 6,000,000 | – | – | **6,000,000** | 6,000,000 |
| Investment fixed assets | 14 | 15,002 | 8,610 | 337,677 | **361,289** | 347,735 |
| | | 6,015,002 | 8,610 | 337,677 | **6,361,289** | 6,347,735 |
| **Current assets** | | | | | | |
| Debtors | 15 | 24,032 | – | – | **24,032** | 13,311 |
| Cash at bank and in hand | 16 | 2,704 | (2,430) | 93,052 | **93,326** | 122,184 |
| | | 26,736 | (2,430) | 93,052 | **117,358** | 135,495 |
| **Liabilities: amounts falling due within one year** | 17 | (16,818) | (479) | (5,127) | **(22,424)** | (20,649) |
| **Net current assets** | | 9,918 | 5,701 | 87,925 | **94,934** | 114,846 |
| **Net assets** | | 6,024,920 | 5,701 | 425,602 | **6,456,223** | 6,462,581 |
| **Funds** | | | | | | |
| Funds in surplus | 21 | 6,085,986 | 20,551 | 425,602 | **6,532,139** | 6,518,441 |
| Funds in deficit | 21 | (61,066) | (14,850) | – | **(75,916)** | (55,860) |
| | | 6,024,920 | 5,701 | 425,602 | **6,456,223** | 6,462,581 |

Approved by the PCC on 17 May 2021 and signed on its behalf by:

Rev Philip Chester, PCC chairman

Toby York ACA, PCC Treasurer

The notes on pages 22 to 41 form part of these financial statements.

# Notes to the accounts

## For the year ended 31st December 2020

## 1 Accounting policies

### Accounting convention and accounts preparation

The financial statements have been prepared under the historical cost convention except for the valuation of freehold land and buildings, which are stated at fair value as at 1st January 2015 and investment assets, which are shown at market value.

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 governing individual accounts of PCCs, together with the Financial Reporting Standard 102 (FRS 102) and the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (Charities SORP FRS 102) and the Charities Act 2011.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members. The church constitutes a public benefit entity as defined by the Charity Commission.

There are no material uncertainties affecting the church's ability to continue as a going concern.

### Funds structure

Unrestricted funds represent the general funds of the PCC that are not subject to any restrictions regarding their use and are available for spending on the general purposes of the PCC. Funds designated for a purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 21 on pages 39 – 41.

The endowment fund is an expendable endowment that is invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent.

# Notes to the accounts

## For the year ended 31st December 2020

## 1 Accounting policies (continued)

### Incoming Resources

### Income recognition

#### Recognition of incoming resources

Incoming resources are included in the Statement of Financial Activities when:

1. The PCC becomes legally entitled to the benefit of use of the resource;
2. Their ultimate receipt is virtually certain;
3. The monetary value can be measured with sufficient reliability.

#### Voluntary income and capital sources

Collections are recognised when received by, or on behalf of, the PCC.

Planned Giving under Gift Aid is recognised only when received although the related Income Tax recoverable on Gift Aid donations is recognised when the donation is received.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, are accounted for gross when received.

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

##### Donated services and facilities

The value of donated services (other than volunteer help) and facilities are included in incoming resources and at the same time in resources expended, at the estimated value to the PCC of the service or facility received.

# Notes to the accounts

## For the year ended 31st December 2020

## 1 Accounting policies (continued)

### Incoming Resources (continued)

#### Volunteer help

The church relies extensively on the contribution of unpaid volunteers in carrying out its activities although it is impractical for their contribution to be measured reliably for accounting purposes. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting. The value of any voluntary help received is not included in the accounts.

#### Rental income

Income from the letting of church premises and facilities is recognised when the rent is due.

#### Income from investments

Dividends and interest are accounted for when receivable.

#### Investment gains and losses

Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments to market value the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

#### St Matthew's Conference Centre

The conference centre is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements, although a summary of income and expenditure is included in note 14 on page 35.

### Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the PCC to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

# Notes to the accounts

## For the year ended 31st December 2020

## 1 Accounting policies (continued)

### Expenditure recognition (continued)

#### Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

#### Activities directly relating to the work of the Church

The Common Fund is accounted for when payable. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2020 or 2019.

#### Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

#### Costs of raising funds

The costs of generating funds consist of the costs of operating the clergy house and keeping it in a condition and state of repair suitable for guests.

#### Church activities

Costs of church activities include grants made, governance costs and support costs as shown in note 8 on page 30.

### Fixed Assets

#### Consecrated land and buildings and movable church furnishings

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

#### Other land and buildings

The clergy house was revalued in April 2017 by Mann Smith & Partners to its estimated 'fair value' as at 1st January 2015. No depreciation is charged on land and buildings, as any charge would be immaterial. An impairment review is undertaken annually, resulting in no adjustment to the carrying values in 2020 or 2019.

# Notes to the accounts

## For the year ended 31st December 2020

## 1 Accounting policies (continued)

### Fixed Assets (continued)

#### Other fixtures, fittings and office equipment

All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over estimated useful life, normally 5 years.

Expenditure on other fixtures, fittings and office equipment is capitalised and written off over estimated useful life, normally 5 years.

#### Fixed asset investments

Investments are initially recognised at their transaction value and subsequently measured at fair value at the balance sheet date using market prices. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year.

The PCC does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the PCC is that of volatility in markets due to economic conditions, the attitude of investors to investment risk, and changes in sentiment.

#### Realised gains and losses

All gains and losses are recognised in the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

#### Pensions

During 2020, two employees of the PCC were enrolled in the defined contribution 'money purchase' scheme. Employer's pension contributions were £1,168 in 2020 (2019: £850).

#### Contingent assets and liabilities

No contingent assets or liabilities were identified in 2020 or 2019.

# Notes to the accounts

## For the year ended 31st December 2020

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| **2 Donations and legacies** | | | | | |
| **Received in respect of:** | | | | | |
| Congregational giving | 26,719 | 5,139 | – | **31,858** | 31,419 |
| Giving at services and church events | 1,784 | 439 | – | **2,223** | 6,704 |
| **Total congregational giving** | 28,503 | 5,578 | – | **34,081** | 38,123 |
| Donations to clergy house | 12,814 | – | – | **12,814** | 51,824 |
| Friends of St Matthew's | 1,345 | 75 | – | **1,420** | 3,160 |
| Grants received | 26,980 | 1,000 | – | **27,980** | 1,600 |
| Legacies | 22,500 | – | – | **22,500** | 27,515 |
| Tax recoverable through Gift Aid | 7,408 | – | – | **7,408** | 12,495 |
| | 99,550 | 6,653 | – | **106,203** | 134,717 |
| **How donations were received:** | | | | | |
| Tax efficient planned giving | 22,224 | 530 | – | **22,574** | 24,007 |
| Other tax efficient giving | 3,100 | 869 | – | **3,969** | 18,630 |
| Other planned giving (not tax efficient) | 3,985 | 25 | – | **4,010** | 4,726 |
| Other giving (not tax efficient) | 11,569 | 3,790 | – | **15,359** | 39,041 |
| Other collections at services | 1,784 | 439 | – | **2,223** | 6,703 |
| Grants received | 26,980 | 1,000 | – | **27,980** | 1,600 |
| Legacies | 22,500 | – | – | **22,500** | 27,515 |
| Tax recoverable through Gift Aid | 7,408 | – | – | **7,408** | 12,495 |
| | 99,550 | 6,653 | – | **106,203** | 134,717 |
| **3 Trading subsidiary** | | | | | |
| Donations of operating profits | 11,458 | – | – | **11,458** | 17,345 |

Income from the trading subsidiary represents donations of profits made by St Matthew's Conference Centre Limited to the PCC. Details relating to the conference centre are set out in note 14 on page 35.

# Notes to the accounts

## For the year ended 31st December 2020

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| **4 Other church activities** | | | | | |
| Gross income from church activities | 231 | – | – | **231** | 2,386 |

Income from church activities includes church lettings related to the church's objectives, sundry income from refreshments after services, rechargeable costs to neighbouring churches for shared costs and net statutory fees collected.

| | | | | | |
|---|---|---|---|---|---|
| **5 Other trading activities** | | | | | |
| Gross income from trading activities | 6,641 | – | – | **6,641** | 20,626 |

Trading income derived from the following activities:

| | Gross income £ | Associated costs £ | **Net 2020 £** | Net 2019 £ |
|---|---|---|---|---|
| Church, forecourt and hall lettings | 6,560 | – | **6,560** | 20,490 |
| Booklets, prayer beads and cards | 81 | – | **81** | 136 |
| | 6,641 | – | **20,626** | 20,626 |

Food and drink costs are partially met by donations after Mass which are included within church activities.

# Notes to the accounts

## For the year ended 31st December 2020

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| **6 Investments** | | | | | |
| Dividends and bank interest | 21,234 | 123 | – | **21,357** | 22,827 |
| **7 Raising funds** | | | | | |
| Costs of raising clergy house funds | 5,337 | – | – | **5,337** | 13,269 |

Income and expenditure associated with providing hospitality in the clergy house is included within unrestricted funds on the Statement of Financial Activities:

| | **2020 £** | 2019 £ |
|---|---|---|
| Donations to clergy house: | | |
| Tax efficient giving | **2,900** | 17,380 |
| Other giving | **9,913** | 34,444 |
| Tax recoverable through Gift Aid | **775** | 4,685 |
| | **13,588** | 56,509 |
| Costs included within: | | |
| Raising funds | **(5,337)** | (13,269) |
| Church activities | **(16,168)** | (24,493) |
| | **(21,505)** | (37,762) |
| Net income from clergy house | **(9,917)** | 18,747 |

# Notes to the accounts

## For the year ended 31st December 2020

| | | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|---|
| **8 Church activities** | | | | | | |
| Mission costs | | 1,256 | – | – | **1,256** | – |
| Common Fund | | 18,750 | – | – | **18,750** | 72,000 |
| Costs of trading | | 373 | – | – | **373** | 4,344 |
| Vocations programme | 10 | 25,869 | – | – | **25,869** | 24,773 |
| Clergy expenses | | 4,941 | – | – | **4,941** | 2,450 |
| Property costs | | 22,460 | – | – | **22,460** | 10,113 |
| Liturgy, services and music | 11 | 27,394 | 6,503 | – | **33,897** | 52,729 |
| Support salaries | 11 | 21,381 | – | – | **21,381** | – |
| Office and support costs | 11 | 8,581 | – | – | **8,581** | 40,061 |
| Finance charges | | 1,785 | – | – | **1,785** | 3,422 |
| Depreciation charges | | – | – | – | **–** | 118 |
| Energy costs | | 10,732 | – | – | **10,732** | 13,887 |
| Governance costs | | 2,513 | – | – | **2,513** | 1,312 |
| | | 146,035 | 6,503 | – | **152,538** | 225,209 |
| **9 Capital expenditure** | | | | | | |
| Church lighting | | – | – | – | **–** | 21,823 |
| Church hall rebuilding | | – | – | 5,127 | **5,127** | 83,816 |
| Other projects | | 2,800 | – | – | **2,800** | 4,800 |
| Roofing works | | – | – | – | **–** | – |
| | | 2,800 | – | 5,127 | **7,927** | 110,369 |

# Notes to the accounts

## For the year ended 31st December 2020

### 10 Vocations programme

The following costs were incurred delivering the vocations programme for pastoral assistants:

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Subsistence allowances | 12,010 | – | – | **12,010** | 10,640 |
| Accommodation and other costs | 13,859 | – | – | **13,859** | 14,133 |
| | 25,869 | – | – | **25,869** | 24,773 |

Pastoral assistants are treated as unpaid volunteers. They are paid subsistence allowances and provided with accommodation required to perform their duties and, as such, the PCC is satisfied that the costs do not constitute payments for employment and are not subject to PAYE or social security.

### 11 Salaries, fees and contracted services

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Gross salaries | 41,060 | – | – | **41,060** | 21,667 |
| Social security costs | 2,757 | – | – | **2,757** | 1,714 |
| Pension contributions | 1,168 | – | – | **1,168** | 850 |
| | 44,985 | – | – | **44,985** | 24,231 |
| Church administration | – | – | – | **–** | 29,023 |
| Choir, musicians and organists | – | 6,428 | – | **6,628** | 18,732 |
| | 44,985 | 6,428 | – | **51,413** | 71,986 |

The average number of employees during the year was 2.8 (2019: 2.0). There were no employees who received emoluments of more than £60,000 in 2020 or 2019.

In 2019, church administration was procured as a contracted service and the costs are included within office and support costs.

# Notes to the accounts

## For the year ended 31st December 2020

### 11 Salaries, fees and contracted services (continued)

The PCC incurs the costs of maintaining and running the Vicar's apartment, which is within the clergy house. These costs are not separately identifiable and therefore cannot be disclosed. Common Fund paid to the diocese is reduced from the standard cost for parishes to reflect the fact that the PCC bears certain clergy related costs normally borne by the diocese.

No other trustees or volunteers received employee benefits from the PCC in 2020 or 2019.

Salaries, fees and contracted services are disclosed within church activities as follows:

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Liturgy, services and music | 23,604 | 6,428 | – | **30,032** | 42,963 |
| Support salaries | 21,381 | – | – | **21,381** | – |
| Office and support costs | – | – | – | **–** | 29,023 |
| | 44,985 | 6,428 | – | **51,413** | 71,986 |

### 12 Transactions with PCC members

A portion of the costs incurred relating to the living and accommodation costs of the incumbent may have related to his services as chairman of the PCC. For the reasons set out above, these are not separately identifiable.

No other payments or expenses were paid to any other PCC member, persons closely connected to them or related parties.

Aggregate donations received by members of the PCC and parties related to them was £14,130 (2019: £15,240).

# Notes to the accounts

## For the year ended 31st December 2020

### 13 Tangible fixed assets

| | Freehold land and buildings £ | Office equipment £ | **Total £** | 2019 £ |
|---|---|---|---|---|
| **Cost or valuation** | | | | |
| At 1st January 2020 | 6,000,000 | 6,884 | **6,006,884** | 6,006,884 |
| At 31st December 2020 | 6,000,000 | 6,884 | **6,006,884** | 6,006,884 |
| **Accumulated depreciation** | | | | |
| At 1st January 2020 | – | 6,884 | **6,884** | 6,766 |
| Charge for the year | – | – | **–** | 118 |
| At 31st December 2020 | – | 6,884 | **6,884** | 6,884 |
| **Net book value** | | | | |
| At 31st December 2020 | **6,000,000** | **–** | **6,000,000** | 6,000,000 |
| At 31st December 2019 | 6,000,000 | – | 6,000,000 | |

#### The clergy house

The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house, Vicar's apartment, reception rooms and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As permitted by SORP 2015 (FRS102), the clergy house was revalued to its estimated fair value as at 1st January 2015. The valuation was carried out in April 2017 by Mann Smith & Partners. The land and buildings value of £6,000,000 has been attributed between freehold land, £2,200,000 and freehold buildings, £3,800,000. No depreciation is charged on land or buildings, as any charge would be immaterial. An impairment review is undertaken annually, which has resulted in no adjustment to the carrying values.

#### The church

The church buildings are in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library. As permitted by Charities Act 2011, the church buildings are not included within the financial statements.

# Notes to the accounts

## For the year ended 31st December 2020

### 14 Investment fixed assets

The movement in investment assets held during the year:

| | Marketable securities £ | Unlisted securities £ | **2020 £** | 2019 £ |
|---|---|---|---|---|
| At 1st January 2020 | 332,733 | 15,002 | **347,735** | 287,110 |
| Revaluations | 13,554 | – | **13,554** | 60,625 |
| At 31st December 2020 | 346,287 | 15,002 | **361,289** | 347,735 |

Investments were held across the following funds:

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** |
|---|---|---|---|---|
| Listed investments | | | | |
| CCLA Income Fund | – | 8,610 | – | **8,610** |
| Aegon Ethical Equity Fund | – | – | 156,619 | **156,619** |
| EdenTree Fund | – | – | 181,058 | **181,058** |
| | – | 8,610 | 337,677 | **346,287** |
| Unlisted investments | | | | |
| St Matthew's Conference Centre Limited | 15,002 | – | – | **15,002** |
| **Investment fixed assets** | **15,002** | **8,610** | **337,677** | **361,289** |

#### Listed investments

CCLA is an investment in the COIF Charities Investment Fund regulated by the Charity Commission. It aims to provide a long-term total return comprising growth in capital and income.

Aegon Ethical Equity Fund was previously known as the Kames Ethical Equity Fund. There has been no change in underlying investments.

The EdenTree Fund is the Responsible and Sustainable Global Equity Fund B Income.

# Notes to the accounts

## For the year ended 31st December 2020

### 14 Investment fixed assets (continued)

#### Listed investments (continued)

All listed investments are carried at their fair value and represent holdings in common investment funds. The basis of fair value is equivalent to market value. Asset sales and purchases are recognised at the date of trade at the transaction value.

The main risk to the PCC from listed investments lies in the combination of uncertain investment markets and volatility in yield.

Liquidity risk is deemed to be low as all assets are traded in markets with good liquidity and high trading volumes. The PCC has no investment holdings in markets subject to exchange controls or trading restrictions.

The PCC manages its investment risks by retaining expert advisors and operating an investment policy that provides for a high degree of diversification of holdings within investment asset classes that are quoted on recognised stock exchanges. The Trust does not make use of derivatives and similar complex financial instruments.

#### Unlisted investments

Unlisted investments represent the PCC's holding of the entire share capital of St Matthew's Conference Centre (SMCC), a limited liability company, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations and during the year donations of £11,458 (2019: £17,345) were received. The PCC is not required to produce consolidated financial statements although the unaudited trading results of SMCC, which do not form part of these financial statements, are summarised below.

# Notes to the accounts

## For the year ended 31st December 2020

### 14 Investment fixed assets (continued)

| | For the years ended 31st December | |
|---|---|---|
| | **2020 £** | 2019 £ |
| Gross income | **70,697** | 156,535 |
| Less: costs of sales | **(4,023)** | (16,343) |
| Gross profit | **66,674** | 140,192 |
| Administrative costs and expenditure | **(55,216)** | (122,847) |
| Profit before donations to the PCC | **11,458** | 17,345 |
| Donations to the PCC during the year | **(11,458)** | (17,345) |
| Net movement in funds in SMCC | **–** | – |

### 15 Debtors

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Accounts receivable | – | – | – | **–** | 4,145 |
| Tax recoverable | 1,340 | – | – | **1,340** | 3,041 |
| Amounts owed by subsidiary | – | – | – | **–** | 2,526 |
| Prepayments and accrued income | 22,692 | – | – | **22,692** | 3,599 |
| | 24,032 | – | – | **24,032** | 13,311 |

# Notes to the accounts

## For the year ended 31st December 2020

### 16 Cash at bank and in hand

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Cash at bank | 7,616 | 8,268 | 77,442 | **93,326** | 122,184 |
| Inter-fund balances | (4,912) | (10,698) | 15,610 | **–** | – |
| | 2,704 | (2,430) | 93,052 | **93,326** | 122,184 |

Cash at bank shows the funds held in bank accounts in the name of specific funds.

During the year cash from the expendable endowment fund has been utilised for general and specific purposes, giving rise to balances due to the endowment from the other funds. During 2021, the PCC will eliminate these "inter-fund" balances by transferring cash to the appropriate funds, or by formally authorising legal transfers of value between funds.

### 17 Liabilities: amounts falling due within one year

| | Unrestricted Funds £ | Restricted Funds £ | Endowment Funds £ | **2020 £** | 2019 £ |
|---|---|---|---|---|---|
| Accounts payable | 2,019 | 420 | – | **2,439** | 5,200 |
| Accruals and deferred income | 976 | 60 | – | **1,036** | 3,661 |
| Revd Philip Chester | 90 | – | – | **90** | 3,090 |
| Daniel Binder | 290 | – | – | **290** | – |
| Jon Siddall | 45 | – | – | **45** | – |
| Taxation and social security | 724 | – | – | **724** | 408 |
| Other creditors | 208 | 419 | – | **207** | 8,290 |
| Amounts owed to subsidiary | 12,466 | – | 5,127 | **17,593** | – |
| | 16,818 | 479 | 5,127 | **22,424** | 20,649 |

# Notes to the accounts

## For the year ended 31st December 2020

### 18 Material legacies

The PCC is a beneficiary of a legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. Under the terms of the will, this is held on trust for the PCC by the Church Union. Income of £16,871 (2019: £16,503) is receivable from Church Union during 2020.

### 19 Quinquennial inspection

The most recent quinquennial inspection was made by John Barnes in 2017. All recommendations requiring immediate attention are being addressed.

### 20 Transactions with related parties

Related parties and transactions with them during the year are summarised below:

| Related party | Nature of relationship and transactions with the PCC |
|---|---|
| **Members of the PCC** | Aggregate donations received **£14,130** (2019: £15,240) |
| **Rev Philip Chester**<br>Incumbent | The PCC incurs the costs of maintaining and running the Vicar's apartment, but these are not separately identifiable and therefore cannot be disclosed. |
| **St Mary le Strand**<br>Strand<br>Westminster<br>WC2R 1ES | Fr Philip Chester was priest-in-charge of St Mary le Strand during the year. The PCC incurred expenses on behalf of St Mary le Strand that will be recovered.<br>Expenses recovered by the PCC **£10,000** |
| **St Matthew's CE Primary School**<br>A Church of England primary school<br>18 Old Pye Street<br>Westminster<br>London SW1P 2DG | Fr Philip Chester is the Chair of Governors of the school and the headteacher, Rachel Jewitt, sits on the PCC.<br>Accommodation and related expenses for pastoral assistants paid to the school by the PCC **£13,200** (2019: £13,200) |
| **St Matthew's Conference Centre Limited**<br>A private limited company<br>St Matthew's House<br>20 Great Peter Street<br>Westminster SW1P 2BU | Fr Philip Chester and Toby York are directors of St Matthew's Conference Centre Limited. No payments or benefits are received by them from the company.<br>Details of transactions between the PCC and the company are set out in note 14 on page 35. |

# Notes to the accounts

## For the year ended 31st December 2020

### 21 Analysis of Funds

#### As at 31st December 2020

| | As at 1st January 2020 £ | Incoming resources £ | Outgoing resources £ | Gains and losses £ | Transfers £ | As at 31st December 2020 £ |
|---|---|---|---|---|---|---|
| **Endowment fund** | | | | | | |
| The Greatorex Trust | 417,695 | – | (5,127) | 13,034 | – | 425,602 |
| **Restricted funds** | | | | | | |
| Canon Atlay Memorial Fund | 10,489 | 122 | – | 520 | – | 11,131 |
| Gerard Irvine Memorial Fund | 2,499 | – | – | – | – | 2,499 |
| Choral Scholars Fund | 1,145 | – | – | – | – | 1,145 |
| Music Fund | (14,446) | 6,099 | (6,503) | – | – | (14,850) |
| Friends of St Matthew's | 5,221 | 555 | – | – | – | 5,776 |
| | 4,908 | 6,776 | (6,503) | 520 | – | 5,701 |
| **Unrestricted funds** | | | | | | |
| General Fund | (55,925) | 127,526 | (132,667) | – | – | (61,066) |
| Trevelyan Trust | 6,095,903 | 11,588 | (21,505) | – | – | 6,085,986 |
| | 6,039,978 | 139,114 | (154,172) | – | – | 6,024,920 |
| **All funds** | 6,462,581 | 145,890 | (165,802) | 13,554 | – | 6,456,223 |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

# Notes to the accounts

## For the year ended 31st December 2020

### 21 Analysis of Funds

#### As at 31st December 2019

| | As at 1st January 2019 £ | Incoming resources £ | Outgoing resources £ | Gains and losses £ | Transfers £ | As at 31st December 2019 £ |
|---|---|---|---|---|---|---|
| **Endowment fund** | | | | | | |
| The Greatorex Trust | 466,402 | 515 | (108,619) | 59,397 | – | 417,695 |
| **Restricted funds** | | | | | | |
| Canon Atlay Memorial Fund | 8,874 | 248 | – | 1,228 | 139 | 10,489 |
| Gerard Irvine Memorial Fund | 2,499 | – | – | – | – | 2,499 |
| Choral Scholars Fund | 1,205 | – | (60) | – | – | 1,145 |
| Music Fund | (5,334) | 10,648 | (19,760) | – | – | (14,446) |
| Friends of St Matthew's | 4,691 | 530 | – | – | – | 5,221 |
| | 11,935 | 11,426 | (19,820) | 1,228 | 139 | 4,908 |
| **Unrestricted funds** | | | | | | |
| General Fund | (2,591) | 129,451 | (182,646) | – | (139) | (55,925) |
| Trevelyan Trust | 6,077,156 | 56,509 | (37,762) | – | – | 6,095,903 |
| | 6,074,565 | 185,960 | (220,408) | – | (139) | 6,039,978 |
| **All funds** | 6,552,902 | 197,901 | (348,847) | 60,625 | – | 6,462,581 |

The Endowment Fund is an expendable endowment and contains the residual legacy from the estate of Marguerite Greatorex.

# Notes to the accounts

## For the year ended 31st December 2020

### 21 Analysis of Funds (continued)

The restricted funds are all represented by cash held at bank or marketable securities.

The Canon Atlay Memorial Fund is for the training of men and women exploring a vocation to the priesthood or other ministry in the church.

The Gerard Irvine Memorial Fund represents the excess of funds received following fundraising in 2012 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.

The Organ Fund was for the maintenance of the organ.

The Friends of St Matthew's restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. The Friends of St Matthew's also generates unrestricted income and this is included within the General Fund.

The Trevelyan Trust is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

# Independent examiner's report to the Parochial Church Council of St Matthew's Church, Westminster

**This report is on the accounts for the year ended 31st December 2020 set out on pages 19 to 41.**

## Respective responsibilities of the PCC and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions issued by the Charity Commission,
- state whether particular matters have come to my attention.

## Basis of independent examiner's report

My examination was carried out in accordance with 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 the 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 examiner's 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 following requirements: have not been met:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

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



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Date: 17 May 2021