



**THE PAROCHIAL CHURCH COUNCIL OF
St STEPHEN and St THOMAS
LONDON W12
Registered Charity No. 1133759**

**ANNUAL REPORT OF THE TRUSTEES
and
FINANCIAL STATEMENTS**

**for the Year Ended
31st December 2023**

This page intentionally blank

St Stephen and St Thomas Church
ANNUAL REPORT
for the Year Ended 31st December 2023

Charity Details

Name: St Stephen and St Thomas Church

Registered charity number: 1133759

Principal Address:

St Stephen's Vicarage
1 Coverdale Road
Shepherd's Bush
London W12 8JJ

Independent Examiner

Olufemi Ladeinde ACMA, CGMA
8 Gate Street
London
WC2A 3HP

Bankers

St Stephen and St Thomas

HSBC plc
21 Kings Mall
King Street
London W6 0QF

Administrative information

The **Parochial Church Council (PCC)** is constituted under the Parochial Church Councils (Powers) Measure 1956 as amended, as the body charged with running the activities of the Parish church and promoting in the parish the whole mission of the Church. The Parochial Church Council is registered as a charity with the Charity Commission. The registered number is 1133759, and the date of registration was 26 January 2010.

The Parish of St Stephen and St Thomas is one of 20 Parishes in the Deanery of Hammersmith and Fulham, which is in the Area of the London Diocese under the Bishop of Kensington. The Kensington Area contains the 5 Boroughs of the Archdeaconry of Middlesex.

The correspondence address is St Stephen's Parish Office, 1 Coverdale Road, London, W12 8JJ.

The Parochial Church Council met six times during the year. Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted. PCC members who have served from the 1st January 2022 to the date this report was approved are:

Incumbent: Rev Denis Adide

Ex Officio members of the Parochial Church Council: None

Churchwarden: Barry Clarke, Suzi Maskell

Deanery Synod Representatives: Laura Royde, Guy Walker

School Foundation Governors: Rebecca Ellis

Other Elected members (from April 2023): Damien Lardoux, Oliver Cantor, Lilia Ayzatulina, Nadine Talalla, Toby Barrow, Laura Cottam, Louise Jones, Jason James, Paul Harrison, Julia Masterton-Smith, Alberto Pellizzato, Rev. Dr. Cheryl Freeman

Deputy Churchwardens: Rebecca Faber, Natalia Cassel

Co-Treasurers: None

Safeguarding Officer: Alex Seaborne

Electoral Roll Officer: None

Bankers: HSBC, 21 Kings Mall, King Street, London W6 0QF

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 PCC Standing Committee meets as necessary between full meetings of the PCC. The Standing Committee is required by law; it has the power to transact the business of the PCC between its meetings, generally when immediate decisions or authorities are required. The Standing Committee is composed of the Incumbent, the Churchwarden and deputy wardens, the Lay Vice Chair, the School Foundation Governor and the Treasurer.

Objectives and Activities

The primary object of the PCC is to promote the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC for the Parish of St Stephen and St Thomas has the responsibility of co-operating with the Vicar in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

At St Stephen and St Thomas, the parish has responsibility for the church, the church hall, a key worker flat (Glebe Flat, 1A Coverdale Road, W12 8JJ), currently let, and a house (35 Bloemfontein Avenue, W12 7BJ), also currently let.

Review of the year, 2023

2023 was a settled year with very little variance in attendance and no unexpected events.

We continued to have two services, both of which grew in number as the pandemic conditions lifted. Our earlier service maintained a Traditional approach while the mid-morning service gave more room for ministry to young children, their families, and folks new to faith.

In the Parish

We continue to strive to be a Christ-centred, liturgically based, Eucharist-focused church, serving our local community inside and outside the church family; Compassionate, Creative and Courageous.

We have also remained committed to our weekly outreach programme each Monday: our Silver Screening Club with Lunch and a film for the elderly, and our partnership with Streetlytes, who serve a hot meal with a film for homeless people and hostel dwellers in the evening. In addition, we hosted a Toddler group in the morning on Wednesdays and a youth group which meets on Friday evenings.

Our relationship with St Stephen's School remains strong with beginning and end-of-term services and assemblies each week. We also have had services across the year to mark special occasions in the church and school calendar. Many of the school families are actively involved in the church.

The challenges for the year 2024-2025

The main challenges for the forthcoming 2 years remain the same. These are that the financial outlook for St Stephen's hinges on two main things. The first is the strength and sustainability of its income/fundraising streams, and the second is the assessment of whether that income matches the core and aspirational mission objectives.

Traditionally, St Stephen's has been able to sustain its mission, serving the community in Shepherd's Bush through prayer and acts of service. Our partnership with other organisations has also allowed for fruitful mission to happen at a lower financial cost. However, the increase in church attendance numbers over the previous decade coupled with the flourishing of the neighbouring school means that that mission has had to take a new shape: what we do as a church is now increasingly more financially demanding than in previous years. With an increase in the attendance of children and young families in the church, it has been necessary to hire new staff and increase the working hours of those already present. These costs will need to be managed and met with increased income.

2024-25 will need us to strengthen our stewarding and fundraising so that growth in the congregation can also be reflected in regular giving so that our missional aspirations can be matched. We will also be working as trustees to ensure much better long-term forecasting and budgeting.

Electoral Roll and Worship numbers

The electoral roll (2023 revision) numbers: 111

Worship Numbers : 80 (Average adult attendance)

Sunday School Attendance Numbers: 95 (Average attendance)

Financial Review

During 2020 congregational giving reached a new level as Parishioners generously took on the responsibility of increasing their giving to make up the shortfall in other Church income due to the impact of the Covid-19 pandemic. Over 2021, the cumulative increase began to plateau and we have endeavoured to encourage the growing congregants to give. Over 2022 that plateau turned into a gentle decline as the transition between the families who moved and the ones who joined the church anew continued. 2023 saw a continued drop in giving. We continue to encourage the giving as part of our acts of worship so that new and continuing congregation members are engaged in this crucial part of Church life.

The Parish continues to benefit from income received through the HMRC Gift Aid scheme, and church also claim for Gift Aid Small Donations (GASDS) payments. Amounts owed to us by HMRC in respect of pending claims for net payments received, are included within these accounts as part of "Debtors".

The income from church hall lettings continues to grow. One of the challenges we face is to maximise this over 2024. The rental income from our investment property at 35 Bloemfontein Avenue, remained strong with the property being re-let at the start of the year following the departure of the previous tenants. There are, however, necessary improvement and maintenance works that will need careful management to ensure we are financially stable.

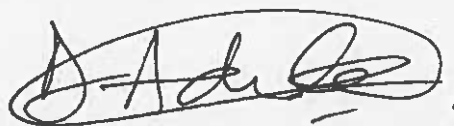
Our Common Fund payment to the Diocese of London represents our most significant item of regular expenditure. For the 2023 financial year, we agreed a Common Fund contribution of £58,200.

Reserves policy

It was PCC policy to try to maintain a balance on unrestricted funds, which equated to approximately six months unrestricted payments, to cover emergency situations that may have arisen from time to time. This was equivalent to £67,000. This amount had within it a historically designated portion for work on the property at Bloemfontein Avenue which had been apportioned with the pending gift aid claim in view. Our actual cash balance was thus much lower than the amount indicated thus limiting our access to capital funds. The P.C.C. had also voted to utilise some of the reserve to facilitate the completion of the roof funds. The numerical discrepancy was missed during the successive hand-overs between treasurers. Over 2023 the P.C.C. voted to remove the designation of the reclaimed gift aid and simultaneously reduce the reserves policy to £35,000 thus liberating funds which could be better managed to fund mission and staggered works on the Bloemfontein Avenue property. The Reserves policy will be reviewed as the 2024-25 P.C.C. review the budget for 2025.

It is PCC policy to invest funds earmarked for St Stephen's Hall, and for the church's roof restoration fund with the CBF CofE Deposit Fund through CCLA Investment Management Ltd. The funds belonging to the EW Wright Endowment are mainly invested in a bank deposit account; the funds belonging to the Mission Hall Charity are invested in the CBF CofE Investment Fund through CCLA Investment Management Ltd.

Approved by the Parochial Church Council and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'D. Adide', enclosed within a hand-drawn oval.

Rev Denis Adide, Chair

Date: July 6th, 2024

Original signed copy retained on file.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
OF THE PAROCHIAL CHURCH COUNCIL OF
St STEPHEN and St THOMAS**

1. I report on the accounts for the year ended 31st December 2023, which are set out on pages 6 to 10

2. Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

3. Basis of the independent examiner's statement

4. 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.

5. Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:


Olufemi Ladeinde (Aug 7, 2024 23:38 GMT+1)

Date:

August 7th, 2024

Olufemi Ladeinde ACMA, CGMA

8 Gate Street

London

WC2A 3HP

Chartered Institute of Management Accountants - Membership No: 1-3MZ8OL

Receipts and Payments Accounts

	Notes	Unrestricted Funds	Restricted Funds	2023 Funds	2022
Receipts					
Voluntary Receipts					
Regular giving		42,618	-	42,618	45,124
Collections at services		9,843	-	9,843	8,512
All other giving/voluntary receipts	4 (a)	2,143	4,096	6,239	3,012
		<u>54,604</u>	<u>4,096</u>	<u>58,700</u>	<u>56,648</u>
Investment income (Rent)	4 (b)	35,044	-	35,044	46,929
Church Activities (Church Hall Hire)		44,121	-	44,121	36,266
Other income	4 (c)	2,688	-	2,688	21,542
Gift Aid Recovered		44,549	1,024	45,573	-
Transfer onto Employee Expense Cards		5,198	-	5,198	5,650
Total Receipts		<u>186,205</u>	<u>5,120</u>	<u>191,325</u>	<u>167,035</u>
Payments					
Church activities					
Diocesan parish contribution	-	58,200	-	58,200	58,200
Clergy and staffing costs	5	18,796	-	18,796	13,975
Church and Hall running costs	4 (d)	62,861	4,298	67,160	96,516
Mission giving and donations	4 (e)	4,236	-	4,236	4,957
Transfer onto Employee Expense Cards	-	4,898	-	4,898	5,950
Total Payments	-	<u>148,991</u>	<u>4,298</u>	<u>153,290</u>	<u>179,597</u>
Excess of Receipts over Payments		<u>38,035</u>	<u>822</u>	<u>38,035</u>	<u>12,562</u>
Cash at bank at 01 January		35,457	-	35,457	48,018
Cash at bank at 31 December		72,671	822	73,492	35,456
Cash in transit		-	-	-	300
Net Movement in Cash		<u>38,035</u>	<u>822</u>	<u>38,035</u>	<u>12,562</u>

Statement of Assets and Liabilities

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Funds £	2022 Funds £
Cash Funds					
Bank Current Accounts		72,367	822	73,188	35,000
Fairfax Equals Account and Cards		1,027	-	1,027	756
Cash on Hand					
		<u>73,393</u>	<u>822</u>	<u>74,215</u>	<u>35,756</u>
Other Monetary Assets					
Estimated Gift aid recoverable	6	2,691			28,561
PAYE taxes recoverable		-			675
		<u>2,691</u>	<u>-</u>	<u>-</u>	<u>29,236</u>
Assets retained for church use					
35 Bloemfontein Avenue	2	850,000			850,000
Glebe flat, Church Hall and Rooms		1,458,000			1,458,000
		<u>2,308,000</u>	<u>-</u>	<u>-</u>	<u>2,308,000</u>
Liabilities					
Roof loan	7	-	6,111		-
Organist			-		-
Cleaning			-		-
Glebe House Deposit		-	950		-
2023 invoices and expenses due		-	4,635		-
		<u>-</u>	<u>11,696</u>	<u>-</u>	<u>11,424</u>

The notes on pages 8 to 10 form part of these accounts

Notes to the Financial Statements for the year ended 31st December 2022

1. Basis of financial statements

These financial statements have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis. The presentation currency of the financial statements is Pounds Sterling (£)

2. Fixed Assets

The value of the investment property at 35 Bloemfontein Avenue was obtained by valuation carried out by the PCC's contracted property manager in 2016.

The Glebe Flat and Church Hall & Rooms are contiguous assets within the curtilage of St Stephen's Church, and are church property.

3. Funds

3 (a) Unrestricted Funds are funds that are available to be spent on the trustees' general purposes in furtherance of the objectives of the charity.

3 (b) Restricted Funds comprise revenue donations or grants for a specific activity intended by the donor. Any balance within a particular restricted fund remaining at year-end is carried forward within that fund.

Sound of Worship: This fund represents donations and related gift aid received for the purpose of purchasing new audio equipment, in order to grow and support the church's worship team.

Glebe House Repairs: This fund represents funds donated for the purpose of performing repairs to the Glebe House property.

Dishwasher: This fund represents the donations received in order to purchase a new dishwasher for the church.

The movements in restricted funds during the year were:

	Bal b/fwd	Receipts	Payments	Transfer	Bal c/fwd
Sound of Worship	-	2,245	1,949	-	296
Glebe House Repairs	-	2,500	2,500	-	-
Dishwasher	-	375	349	-	26
Total	-	5,120	4,798	-	322

4. Further Analysis of Receipts and Payments Accounts

	Unrestricted Funds	Restricted Funds	2023 Funds	2022 Funds
Receipts				
a) All other giving/voluntary receipts				
Card donations during Sunday Services	672	-	672	416
Toddler group	618	-	618	452
Donation from Sing Society	343	-	343	-
Other payments onto card	511	-	511	435
Glebe House Repairs	-	2.000	2.000	-
Sound of Worship Donations	-	1.796	1.796	-
Donation for new dishwasher	-	300	300	-
Other one-off donations	-	-	-	1709
	<u>2,143</u>	<u>4,096</u>	<u>6,239</u>	<u>3,012</u>
b) Investment income				
Rent from Bloemfontein Rd	27.044	-	27.044	37429
Rent from Glebe House	8.000	-	8.000	9500
	<u>35,044</u>	<u>-</u>	<u>35,044</u>	<u>46,929</u>
c) Other income				
Funeral fees	2.117	-	2.117	-
Lodge Christmas Donation	250	-	250	-
Wedding Banns	220	-	220	-
Weekend at Home	101	-	101	-
Diocese loan for roof repairs	-	-	-	10.000
VAT Rebate for repairs to a listed building	-	-	-	8.600
Energy Grant from Diocese	-	-	-	2.641
Energy bills Rebate	-	-	-	301
	<u>2,688</u>	<u>-</u>	<u>2,688</u>	<u>21,542</u>
	Unrestricted Funds	Restricted Funds	2023 Funds	2022 Funds
Payments				
d) Church and Hall Running Costs				
Church repairs and Maintenance	- 24.794	-	- 24.794	- 53.048
Utilities	- 17.695	-	- 17.695	- 22.206
Insurance	- 7.743	-	- 7.743	- 6.995
Miscellaneous Admin Costs	- 6.943	-	- 6.943	- 3.538
Costs of Services	- 2.756	-	- 2.756	- 3.265
Cross-ministry catering supplies	- 2.232	-	- 2.232	- 2.108
Expenditure on new small assets	- 369	-	- 369	- 3.092
Printing, Stationery and Crafts	- 329	-	- 329	- 2.013
Expenditure on new kitchen equipment	-	0	-	- 249
Repairs to Glebe House	-	- 2.000	- 2.000	-
New Sound System	-	- 1.949	- 1.949	-
New Dishwasher	-	- 349	- 349	-
	<u>- 62,861</u>	<u>- 4,298</u>	<u>- 67,160</u>	<u>- 96,516</u>
e) Mission giving and donations				
Children and Youth Ministry	- 2.466	-	- 2.466	- 3.251
Alpha course supplies	- 711	-	- 711	- 61
Community events	- 552	-	- 552	- 1.147
Silver Screen	- 287	-	- 287	- 389
Books	- 220	-	- 220	- 108
	<u>- 4,236</u>	<u>-</u>	<u>- 4,236</u>	<u>- 4,956</u>

5. Employees and Staffing

The parish had two employees over the course of 2023, a Parish Administrator and a Children's Worker. Clergy and Staffing costs include personnel costs, vicar's expenses and team meals.

Apart from the above and duties performed by unpaid volunteers, services were provided to the PCC by individuals acting as self-employed contractors, as follows:

- Church and Church Hall cleaning
- Organ Playing and musical direction

6. Gift Aid Recoverable

There were gift aid claims outstanding with HMRC with relation to charitable donations in relation to 2020-2023. Estimates for the amounts receivable for these years are approximately £3,000.

7. Roof Loan

There is a loan outstanding with the Diocese in relation to the roof repairs. The original amount of the loan was £10,000. This loan will be repaid over 33 months, starting in October 2022 with monthly repayment amounts of £278.

The amount of the loan outstanding at 31 December 2023 was £6,111.