

Annual Report & Accounts

For the Year Ending 31 December 2021



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General Information

Incumbent:

Revd Donald Davis
St Luke's Church
Knights Hill
West Norwood
London SE27 0HS

Bank:

Barclays Bank plc
136 Streatham High Road
London SW16 1BN

Independent Examiner:

Simon Lewcock FCCA
Windsor Lodge
Millfield Road
Hounslow
Middlesex TW4 5PN

www.stlukeswestnorwood.org
Registered Charity No 1138272

Independent Examiner's Report

To the Parochial Church Council of St Luke's Church, West Norwood

This report on the accounts of the PCC for the year ended 31 December 2021, which are set out attached to the report, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and the Charities Act 2011 ('the Act').

Respective responsibilities of the trustees and independent Examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 144(2) of the Act and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 consideration of any unusual items or disclosures in the accounts, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

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 2011 Act; and
 - to prepare accounts which accord with the accounting records and which comply with the requirements of the 2011 Act, as also contained in the Regulations, 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.



S.A. Lewcock FCCA
Windsor Lodge
Millfield Road
Hounslow
Middlesex TW4 5PN

10 April 2022

Trustees' Annual Report for the year ending 31 December 2021

Aims & Purposes

St Luke's Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Donald Davis, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the church building on Knights Hill and a house at 12 Chestnut Road, London SE27 9LF.

Objectives & Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Luke's West Norwood. The PCC maintains an overview of worship throughout the parish and makes suggestions on how to involve more of the people living in our parish, in the life of the church. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.
- To facilitate this work it is important that we maintain the fabric of the church building.

Achievements & Performance

Worship & Prayer

The PCC is keen to offer a range of meetings during the week and over the course of the year that our community finds both beneficial and spiritually fulfilling. We run fellowship groups for Bible study and encouragement during the week. Some of these have a special focus such as evangelism or prayer; some are based at church and others are in people's homes. Our main church service is on Sunday morning at 10.30am and we also lead a service at the British Home every Sunday afternoon. In addition we hold services for St Luke's School at Easter, Summer, Harvest and Winter and Revd Donald leads worship in the school on a weekly basis.

We continue to offer the Start course and Alpha course, to introduce anyone to the Christian faith and to prepare them for services of Thanksgiving and Baptism. We usually offer at least one course of marriage preparation/enrichment for anyone marrying or having their banns read at St Luke's during the year. This year we joined with another church to offer the Alpha course online.

Our street witness activity on Wednesday afternoons is very effective at taking the gospel to the streets of our parish. There is a regular team of people who go out to witness and share the gospel every Wednesday afternoon. This group is supported by missionaries sent by the International Mission Board. The IMB is now renting the PCC's house at 12 Chestnut Road to house missionaries in training or on furlough, thereby returning the house to the original purpose of this bequest to St Luke's.

The church has been used as a distribution centre for Norwood & Brixton Foodbank Limited, which offers emergency food, advice and a community cafe at St Luke's on Tuesday and Friday mornings. This was suspended at the end of March 2020 and has not resumed although there is now hub at Emmanuel West Dulwich which is open on Thursdays for advice and signposting. Much of the food distribution is by delivery to the voucher holder's address.

St Luke's has also participated in the Robes Project for the past five years, offering the church as a homeless night shelter one night a week on a take-turns rota. This project is staffed by volunteers from St Luke's and other churches as well as many people from the local community who are not currently part of a church but want to take part in this valuable mission to those in need. Once again, in the 2021/2 season we were not able to host a dormitory-style shelter due to covid but we were offered the opportunity to take dinner to the guests in their hostel on our usual night of hosting.

All are welcome to attend our regular services. At 31 December 2021 there were 69 parishioners on the electoral roll, 34 of whom are not resident in the parish. The average weekly attendance, counted during October 2021, was 94. Services have not resumed at the British Home since lockdown and some school services have been held in the school, although these have largely resumed.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Thanksgiving we thank God for the gift of new life, through Baptism - usually a public event held in the church gardens on Pentecost Sunday - we celebrate repentance and the turning away from sin to new life in Christ. In marriage, public vows are exchanged with God's blessing, and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world. In 2021 we held six funerals in St Luke's Church, two thanksgivings and one wedding. Two people were baptised at our Service of Baptism.

Deanery Synod

Two members of the PCC sit on Lambeth South deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Building

The church building is open Monday to Wednesday for private prayer and contemplation. For seven years the church has opened its doors and churchyard to the West Norwood Feast, a street market run by local volunteers. The building also hosts the Spring and Summer shows of the Lambeth Horticultural Society each year. In 2021 we began hosting Trinity Social Club, a lunch club for local people who need support. This has proved successful and the group is growing once again thanks to having a large venue in which to meet safely.

In 2021 the PCC completed projects to provide the church with new toilet facilities and address the remedial issues relating to its electrical report. The aim of this work is to allow St Luke's Church building to better serve the needs of its community. It is hoped that the coffee bar facilities will be refurbished to complete this staged project. The PCC's buildings group has identified the need to relocate electrical supply from the crypt to the ground floor of the church due to the issues of access, health and safety and the effects of damp. The group has successfully located an electrical consultant to work with and this project is now moving forward.

Pastoral Care

Some members of the parish are unable to attend church due to sickness or age. Reverend Donald Davis has visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital.

Mission

Externally, St Luke's PCC continued to support David & Shelley Stokes in Argentina, Release International, the Bethany Children's Trust and Spinnaker in 2021. This year discretionary payments were made to Release International.

In our fellowship, St Luke's mission is as follows:

- To go and make disciples of all nations.
- To baptise them in the name of the Father, the Son and the Holy Spirit.
- To teach them to obey all that Jesus commands.
- To be a family of believers who share a faith and a mission to tell the good news of Jesus.
- To draw closer to Jesus every day through Bible reading, reflection, prayer and fellowship.
- To be Holy Spirit-filled witnesses to the good news of Jesus, and to go on being filled with the Holy Spirit.
- To pray for our family, friends and neighbours, for their lives and for them to know and love Jesus.
- To serve one another and those we meet, together, in the power of the Holy Spirit and in Jesus' name.
- To encourage everyone to repent and come to Jesus.

Ecumenical Relationships

St Luke's engages in a series of annual outreach activities with other Christian churches in the parish including Chatsworth Baptist Church, Lansdowne Evangelical Church, UP Church, Worldwide Mission Fellowship, Tulse Hill Methodist Church, St Matthews RC Church and the Salvation Army. These include a Walk of Witness on Good Friday and a family barbecue on Halloween. On Remembrance Sunday we have a joint Act of Remembrance with St Matthews Roman Catholic Church. Reverend Donald Davis also enjoys regular fellowship with the leaders of other churches in the parish.

Financial Review

St Luke's made a profit of £30,210 for the year ending 31 December 2021. Though we've made a 'profit' this is for essential repairs to the building. Increase in unrestricted funds to £91,376 together with £17,249 from church activities and £3,056 from grants have contributed towards this profitable position, cashflow will be further improved when gift aid claims have been made in respect of 2020 and 2021.

Following a review of our missionary support, the PCC and Missionary Committee agreed on a monthly contribution of £200 to support our missionaries. A contractor has been selected to carry out the roof repairs which will commence early 2022, other projects include overhaul of the electrics and various upgrades/improvements to the chambers and vestry.

Joy Olisa
Hon Treasurer
St Luke's PCC

Volunteers

We would like to thank all our volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to give thanks to the Sunday School leaders and helpers for providing exciting sessions that stimulate the children's faith.

Structure, Governance & Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Luke's the membership of the PCC consists of the incumbent (our vicar), churchwardens, the Southwark Pastoral Auxiliary and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the electoral roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding how the funds of the PCC are to be spent. The full PCC met ten times during the year with an average attendance of 73%. Given its wide responsibilities the PCC has sub-committees dealing with the church building, finance and mission support, which are responsible to the PCC and report to it regularly, with decisions and recommendations.

Administrative Information

St Luke's Church is situated at the centre of West Norwood in the London Borough of Lambeth, in South London. It is part of the Diocese of Southwark. The correspondence address is St Luke's Church, Knights Hill, West Norwood, London SE27 0HS. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity registered with the Charity Commission. The church's website is at stlukeswestnorwood.wordpress.com.

PCC members who have served at any time from 1 January 2021 until the date this report was approved are:

Ex Officio Members

Incumbent: The Reverend Donald Davis (Chairman)
Church Wardens: Budget Banya & Marcela Friedlova
Southwark Pastoral Auxiliary: Maria Layne Springer

Elected Members

Judith Morgan representative on Deanery Synod
Esther Plumptre representative on Deanery Synod
Joy Olisa Hon Treasurer
Val Rowe
Robert Rowe
Collins Akumefula
Mona Boateng
Nora Velzeboer
Maxine Simpson.

Balance Sheet as at 31 December 2021

St Luke's Church, West Norwood Balance Sheet as at 31 December 2021

	Note	2021	2020
		£	£
FIXED ASSETS			
Tangible Fixed Assets	2	16,620	17,152
Investment Assets	3	<u>707</u>	<u>707</u>
		17,327	17,859
CURRENT ASSETS			
Debtors	4	21,861	13,390
CBF Deposit		80	80
Cash at Bank and in Hand		<u>68,535</u>	<u>60,673</u>
		90,476	74,143
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	5	<u>6,836</u>	<u>21,245</u>
		6,836	21,245
NET CURRENT ASSETS		83,640	52,898
NET ASSETS		<u>100,967</u>	<u>70,757</u>
FUNDS			
Unrestricted	7	76,256	46,565
Restricted	7	24,711	24,192
		<u>100,967</u>	<u>70,757</u>

Approved by the Parochial Church Council on 9
May 2022



Rev. D. Davis
Vicar, St. Luke's Church, West Norwood

Statement of Financial Activities

For the year ending 31 December 2021

		Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2021	TOTAL FUNDS 2020
	Note	£	£	£	£
INCOME AND ENDOWMENTS					
Income from donors	9(a)	90,857	519	91,376	89,008
Income from church activities	9(b)	17,249	0	17,249	14,964
Income from investments	9(c)	18,056	0	18,056	18,074
TOTAL INCOME AND ENDOWMENTS		126,161	519	126,680	122,046
EXPENDITURE					
Missionary and charitable giving	10(a)	6,906	0	6,906	13,083
Activities directly related to the work of the church	10(b)	89,564	0	89,564	108,211
Cost of generating funds	10(c)	0	0	0	731
TOTAL EXPENDITURE		96,470	0	96,470	122,025
NET INCOME / (EXPENDITURE)		29,691	519	30,210	21
BALANCES BROUGHT FORWARD AT 31st December 2020		46,565	24,192	70,757	70,736
BALANCES CARRIED FORWARD AT 31st December 2021		76,256	24,711	100,967	70,757

Notes to the Financial Statements

1. Accounting Policies

Basis of Financial Statements

The financial statements have been prepared under the Charities Act 2011, and in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (FRS 102) and the Church Accounting Regulations 2006 together with applicable accounting standards.

The financial statements have been prepared under the historical cost convention, except for the valuation of 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 financial statements of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular 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 notes 8 and 9.

There are no Endowment funds held.

Income and endowments

Income from donors

Collections are recognised when received by and on behalf of the PCC. Planned giving under Gift Aid is recognised only when received. Income Tax recoverable on Gift Aid donations is recognised when income is recognised. Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable, and its ultimate receipt by the PCC is reasonably certain. Funds raised by events are accounted for gross.

Income from church activities

Rental income from letting of church premises is recognised when rental is due.

Income from investments

Dividends are accounted for when due and payable, and interest entitlements are accounted for as they accrue.

Gains and losses on investments

Unrealised gains and losses created by revaluation on 31 December are accounted for via the investment trust fund.

Notes to the Financial Statements

Expenditure

Mission and charitable giving

Mission and charitable giving is calculated as 10% of the total income in the previous year's accounts. This is divided into six shares. Five of these shares are divided equally between The Bethany Children's Trust, The Spinnaker Trust, Ann Moore (Church Mission Society), David & Shelley Stokes (Church Mission Society) and Release International (Imtiaz). The sixth share is allocated on a discretionary basis on the recommendation of the missionary committee.

Activities directly relating to the work of the Church

The diocesan parish share is accounted for when due.

Fixed Assets

Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by S.10(2)(a) and (c)b of the CA 2011. No value is placed on movable church furnishings held by the Priest-in-Charge and Churchwardens on special trust for the PCC and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. For inalienable property there is insufficient cost information and therefore such assets are not valued in the financial statements. All expenditure incurred in the year on consecrated or beneficed buildings and the repair of movable church furnishings is written off.

Other property

The property at 12 Chestnut Road is recorded at historical cost and no provision is made for depreciation. It is vested in the South London Church Fund and Southwark Diocesan Board of Finance as custodian trustees.

Other plant and machinery, fixtures and fittings and office equipment

The sound system and projector used within church premises is depreciated on a straight line basis over 10 years. All other purchases of equipment are written off when the asset is acquired.

Investments

Investments are valued at the bid ruling at 31 December.

Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Cash is held on short term deposit with the Central Board of Finance of the Church of England or at the bank.

Notes to the Financial Statements

2. Tangible Fixed Assets

	House £	Sound Furniture & System Equipment £	Equipment £	Total £
COST				
at 1st January 2021	16,620	9,799	9,889	36,308
Revaluation	0	0	0	0
Additions	0	0	0	0
at 31st December 2021	16,620	9,799	9,889	36,308
DEPRECIATION				
at 1st January 2021	0	9,267	9,889	19,156
Charge for the year	0	532	0	532
at 31st December 2021	0	9,799	9,889	19,688
NET BOOK VALUE				
at 31st December 2021	16,620	0	0	16,620
at 31st December 2020	16,620	532	0	17,152

3. Investments

Held in trust:

	Nominal Value		2021 Mkt Val. £	2020 Mkt Val. £
Henrietta Atkins	69	3.50% Conversion stock	52	52
Mrs. M. Parkinson	324	Charinco (Income)	620	620
			672	672
Others			35	35
			707	707

4. Debtors

	2021 £	2020 £
Income tax recoverable	19,800	9,800
Other debtors	2,061	3,590
	21,861	13,390

Notes to the Financial Statements

5. Liabilities Falling Due Within One Year

	2021	2020
	£	£
Diocesan parish share	0	12,817
Rental received in advance	1,500	1,500
Missionary and other giving	1,817	1,817
Foodbank	3,219	4,474
Payroll	0	237
Accrued expenses	300	400
	<u>6,836</u>	<u>21,245</u>

6. Staff Costs

	2021	2020
	£	£
Salaries and N.I.	17,755	17,796
Pension costs	1,444	1,442
	<u>19,199</u>	<u>19,238</u>

During the year the PCC employed a church administrator and a cleaner. Nobody earned more than £60,000 PA and no other church member received any remuneration.

For eligible salaried employees St Luke's (West Norwood) PCC participates in the Church of England Defined Contribution Scheme (DCS) within the Church Workers Pension Fund. The DCS is administered by the Church of England Pensions Board and provides benefits at retirement based on contributions made to the DCS prior to the date of retirement. The assets of the DCS are held separately from those of the employer. As at the formal valuation at December 2010, the DCS was in surplus on an ongoing funding basis. St Luke's (West Norwood) PCC is unable to identify its share of the underlying assets and liabilities as each employer is exposed to actuarial risks associated with the current and former employees of other entities participating in the DCS. Para 9(b) of the Financial Reporting Standard 17 requires St Luke's (West Norwood) PCC to account for pension costs on the basis of contributions payable to the Scheme in the year. St Luke's (West Norwood) PCC contributes 10% of basic salary and the employees are not required to contribute anything. The contributions for the year totalled £1,444.32 (2020 - £1,442.54).

St Luke's (West Norwood) PCC had one active member and three deferred members in the DCS at 31 December 2021.

Notes to the Financial Statements

7. Movement in Funds

The Unrestricted funds comprise the following:

	Balance as at 01 Jan-21	Income & Endowments	Expenditure	Surplus/ (Deficit)	Balance as at 31 Dec-21
	£	£	£	£	£
General Fund	46,565	126,161	96,470	29,691	76,256
	46,565	126,161	96,470	29,691	76,256

The Restricted funds comprise the following:

	Balance as at 01 Jan-21	Income & Endowments	Expenditure	Surplus/ (Deficit)	Balance as at 31 Dec-21
	£	£	£	£	£
Foodbank	588	0	0	0	588
Investment Trust Fund	707	0	0	0	707
Trust Fund 12 Chestnut Road	16,620	0	0	0	16,620
Other Restricted Funds	6,277	519	0	519	6,796
	24,192	519	0	519	24,711
Total movement of funds	70,757	126,680	96,470	30,210	100,967

Notes to the Financial Statements

8. Fund Details

Unrestricted Funds

General Fund

Capital Improvements Fund

Used for all general receipts and expenditure.

A reserve for future maintenance of the buildings, and for major work which needs to be carried out on the church.

Restricted Funds

12 Chestnut Road

This reflects the investment in the house at historical cost, if the property was to be put on the market Stephen James Estate Agents would recommend asking for £700,000.

Foodbank

This reflects the net of donations less expenses incurred in running 'The Norwood Foodbank'.

Investment Trust Fund

This reflects the market value of investments held in trust for the benefit of the church.

Other Restricted Funds

This is the net balance of money donated for specific projects not yet spent.

	Balance as at 01 Jan-21	Income & Expenditure Endowments	Surplus/ (Deficit)	Balance as at 31 Dec-21
	£	£	£	£
Alpha	53	0	0	53
Bibles	195	0	0	195
Children / young people	1,221	519	0	1,740
Gardens / Car Park	42	0	0	42
Gideons	25	0	0	25
Mission	122	0	0	122
Projector	3,854	0	0	3,854
Robes Project	50	0	0	50
Website	96	0	0	96
Various	619	0	0	619
	6,277	519	0	6,796

Notes to the Financial Statements

9. Income and Endowments

	Unrestricted Funds	Restricted Funds		TOTAL FUNDS 2021	TOTAL FUNDS 2020
	General	Foodbank	Other		
	£	£	£	£	£
9(a) Incoming resources from donors					
Planned giving	55,733	0	0	55,733	62,307
Income tax recovered on gift aid	10,000	0	0	10,000	9,018
Telecom aerial income	21,506	0	0	21,506	14,300
General collections	562	0	0	562	3,325
Grants	3,056	0	0	3,056	0
Other funds generated	0	0	519	519	58
	90,857	0	519	91,376	89,008
9(b) Income from church activities					
Rental income - church halls	16,159	0	0	16,159	13,453
Fees for weddings and funerals	1,090	0	0	1,090	1,511
	17,249	0	0	17,249	14,964
9(c) Income from investments					
Rental income - 12 Chestnut Road	18,000	0	0	18,000	18,000
Dividends and interest	56	0	0	56	74
	18,056	0	0	18,056	18,074
TOTAL INCOME AND ENDOWMENTS	126,161	0	519	126,680	122,046

Notes to the Financial Statements

10. Expenditure

	Unrestricted Funds General £	Restricted Foodbank £	Funds Other £	TOTAL FUNDS 2021 £	TOTAL FUNDS 2020 £
10(a) Missionary and charitable giving					
Overseas					
- CMS - David & Shelly Stokes	699	0	0	699	2,170
- CMS - Ann Moore	0	0	0	0	2,201
- The Bethany Children's Trust	2,452	0	0	2,452	1,971
- Release International (Imtiaz)	1,803	0	0	1,803	1,971
Home					
- The Spinnaker Trust	2,452	0	0	2,452	1,971
- Manna Christian Centre	0	0	0	0	0
- Foodbank	0	0	0	0	920
- Options	(500)	0	0	(500)	500
- B & J Armacost	0	0	0	0	0
- Alabare Christian	0	0	0	0	0
- Discretionary	0	0	0	0	1,379
	6,906	0	0	6,906	13,083
10(b) Activities directly related to the work of the church					
Ministry:					
diocesan parish share 2021	30,000	0	0	30,000	0
diocesan parish share 2020	(12,817)	0	0	(12,817)	44,124
clergy expenses	420	0	0	420	420
Church running expenses	20,195	0	0	20,195	20,758
Church maintenance	3,799	0	0	3,799	3,599
Wages & salaries & N.I	17,755	0	0	17,755	14,442
Pension	1,444	0	0	1,444	1,442
Administration costs	346	0	0	346	346
Independent examiner's fee	300	0	0	300	400
Ministry and worship expenses	467	0	0	467	0
Major works - Church	27,654	0	0	27,654	22,680
	89,564	0	0	89,564	108,211
10(c) Cost of generating funds					
Maintenance and management of rental property	0	0	0	0	731
	0	0	0	0	731
TOTAL EXPENDITURE	96,470	0	0	96,470	122,025

Notes to the Financial Statements

11. Capital Commitments

There were no capital commitments at the year end.

12. Independent Examiner

Simon Lewcock FCCA, was appointed independent examiner for this year's accounts.