

St Luke's Church Hampstead

# Report and Accounts

year ended December 2020

**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

**LEGAL & ADMINISTRATIVE DETAILS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

ADDRESS FOR CORRESPONDENCE	St. Luke's Church Kidderpore Avenue London NW3 7SU
GOVERNING DOCUMENTS	PCC Powers Measure 1956 and the Church Representation Rules 2011
CHARITY REGISTRATION NUMBER	1144851
MEMBERS OF THE PCC	<i>Ex Officio members:</i> Rev. Alistair Tresidder (incumbent) Rev. Tom Pountain (resigned December 2020) (assistant minister) Darren Barker (resigned November 2020) (church warden) Adam Farlow (church warden) Brandon Leung (appointed November 2020) (church warden)  <i>Elected members</i> Adrian Barratt Rosie Craig Josephn Diwaker (resigned November 2020) Nia Diwaker (resigned November 2020) Monica Duncan Conor Hamilton (appointed November 2020) Brandon Leung (appointed church warden November 2020) Pietie Oliver (resigned November 2020) Andrew Parker Michael Poulard Emilia Worth
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**  
**REPORT OF THE PAROCHIAL CHURCH COUNCIL**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The PCC has pleasure in submitting the Report and Accounts for the year ended 31 December 2020.

**Objects of the charity**

The charity is responsible for co-operating with the incumbent, in promoting in the ecclesiastical parish, the whole mission of the Church be it pastoral, evangelistic, social or ecumenical. The PCC is also responsible for maintaining certain church property situated within the parish, namely the church building

The PCC (with the incumbent) seeks to further its charitable purposes in carrying out for the public benefit the following activities: holding regular public worship open to all; pastoral work, including visiting the sick and the bereaved; the teaching of Christianity through sermons, courses and small groups; the taking of religious assemblies in schools; the provision of youth clubs with a Christian ethos; the promotion of Christianity through the staging of events and meetings and the distribution of literature; promoting the whole mission of the Church through provision of activities for senior citizens, parents and toddlers and other special need groups; and supporting other charities in the UK and overseas.

**Summary of the charity's main activities and achievements**

To further the above objects and vision, the charity's main activities and achievements were as follows:

- Appointed a Vulnerable Adult's champion to ensure safeguarding of vulnerable adults, and completed a safeguarding audit
- Completed a quinquennial inspection to ensure maintenance of the Church's historic site
- COVID-proofed the Church's Sunday and Midweek offering; with the trustees, staff team and volunteers learning entirely new skills to make gatherings interactive rather than a "broadcast"
- Implemented socially-distanced morning service once in-person services were again allowed.

Most the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the PCC has applied the guidance on public benefit issued by the Charity Commission.

**Financial review**

During the year income decreased by £81,708 to £159,202, and expenditure decreased by £18,278 to £211,473. As a result the cash held by the charity decreased by £52,271 to £157,722, of which £138,098 is unrestricted and can be used for any charitable purpose. The income reported in 2019 included a large legacy of £50,000.

**Reserves policy**



Where there are short-term surpluses, the PCC's investment policy is to maximise returns using low risk products from major banks or prescribed Church of England investment schemes. Our reserves policy is to aim to keep at least six months worth of annual church running costs (currently in the region of £75,000) in liquid assets; should this minimum at any time not be met an immediate plan would be enacted to reduce costs or raise additional income. At the year end, the charity held unrestricted cash of £138,098.

### **Governance**

The charity is registered with the Charity Commission and operates under the Charities Act 2011. The governing documents for the charity are the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules 2011.

The appointment of PCC members is governed by, and set out in, the Church Representation Rules. The PCC comprises ex-officio members (which includes clergy and churchwardens), elected members and co-opted members. The PCC organises elections annually before the Annual Parochial Church Meeting (APCM) to fill vacancies. The members of the PCC are the charity's trustees for the purposes of charity law.

Responsibility for setting policy and for determining the parameters within which the charity should operate rests with the PCC which meets regularly to monitor the activities of the charity. Responsibility for the day to day operation of the charity has been delegated to a management team led by the incumbent.

The PCC has appointed a number of sub-committees:

- **Standing Committee:** This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC.
- **Finance Committee:** PCC has delegated to this committee the tasks of: financial planning; effective monitoring of income and expenses and implementation of robust money-handling controls; maximising income within Biblical principles; and ensuring that resources are used cost-effectively.
- **Premises Committee:** PCC has delegated to this committee the tasks of: supporting the PCC in its planning for ongoing and future premises work; managing ongoing premises work; and related functions relating to the care of our church buildings and the safety of those who use them.
- **Mission Committee:** PCC has delegated to this committee the tasks of: motivating the church family and helping them to learn about the health of the Church both at home and abroad; prompting a response from the church family by providing opportunities to pray and to provide practical support to further the proclamation of the gospel and the growth of the Church worldwide.

The PCC has policies and procedures in place in relation to smoke-free premises, child protection and safeguarding, hall hire and use of the main church building, risk assessment, fire risk, the handling of cash, baptisms / thanksgiving services and staff expense claims.



**Other matters**

With regard to the PCC's obligations to safeguard children and vulnerable adults, the members of the PCC confirm that they have complied with their duties under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

The last quinquennial inspection was held in July 2020. Having reviewed its findings, the members of the PCC have determined that some immediate work is required in relation to water penetration at high and low level; this is expected to cost £5,000-8,000 and the members of the PCC anticipate that the works will be completed by July 2021.

**Responsibilities of trustees**

Charity law requires the PCC to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Approval**

This report was approved by the trustees and signed on their behalf by:



Rev. Alistair Tresidder

Date:

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

I report to the trustees on my examination of the accounts of St Luke's Church Hampstead ('the charity') for the year ended 31 December 2020 on pages 6 to 10 following.

**Responsibilities and basis of report**

As the trustees of the charity, the members of the PCC are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

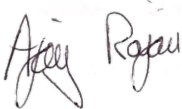
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

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



Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 14 May 2021



**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	2020 £	Restated (see note 7) 2019 £
<b>Income receipts</b>					
Voluntary receipts	2(a)	90,221	25,390	115,611	161,764
Church activities	2(b)	39,198	-	39,198	55,598
Government funding for major repairs		-	-	-	19,163
Investment income	2(c)	1,192	-	1,192	1,497
Other income	2(d)	3,201	-	3,201	2,888
<b>Total receipts</b>		<u>133,812</u>	<u>25,390</u>	<u>159,202</u>	<u>240,910</u>
<b>Payments</b>					
Church activities					
Clergy and staffing costs	3(a)	88,541	750	89,291	84,686
Church running costs	3(b)	105,650	1,809	107,459	106,662
Major repairs	3(c)	-	-	-	19,805
Mission giving and donations	3(d)	7,699	7,025	14,723	18,598
<b>Total payments</b>		<u>201,889</u>	<u>9,583</u>	<u>211,473</u>	<u>229,751</u>
<b>Net of receipts / (payments) before transfers</b>		(68,078)	15,807	(52,271)	11,159
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<u>(68,078)</u>	<u>15,807</u>	<u>(52,271)</u>	<u>11,159</u>
Cash funds as at last year end		206,176	3,817	209,993	198,835
<b>Cash funds at this year end</b>	A	<u>138,098</u>	<u>19,624</u>	<u>157,722</u>	<u>209,993</u>

The notes beginning on page 8 form part of these accounts.

**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

**STATEMENT OF ASSETS AND LIABILITIES**

**AS AT 31 DECEMBER 2020**

	Unrestricted funds £	Restricted funds £	2020 £	2019 £
<b>A Cash funds</b>				
Cash at bank with immediate access	17,032	19,624	36,655	40,870
Notice deposits	100,019	-	100,019	150,089
Manse sinking fund	21,047	-	21,047	19,034
	<u>138,098</u>	<u>19,624</u>	<u>157,722</u>	<u>209,993</u>

**B Other monetary assets**

Gift aid due to charity	13,730	6,169	19,899	17,409
Hall hire	2,175	-	2,175	2,488
Utilities and insurance recoverable from St Luke's School	7,335	-	7,335	-
	<u>23,240</u>	<u>6,169</u>	<u>29,409</u>	<u>19,897</u>

**C Liabilities**

**Falling due within one year**

Fee for Independent Examination	930	-	930	900
Other creditors	620	-	620	609
	<u>1,550</u>	<u>-</u>	<u>1,550</u>	<u>1,509</u>

**D Assets retained for charity's own use**

	Fund to which asset belongs	Current value £
Fixtures, fittings and equipment	Unrestricted	<u>5,600</u>

Fixtures, fittings and equipment have been included at their depreciated cost as an approximation for their market values at the year end.

The PCC also beneficially owns a manse. Legal title to the property rests with the Diocese (the custodian trustee) whose approval is required for any proposed sale. The manse is an unrestricted asset.

The accounts were approved by the trustees and signed on their behalf

by A. C. Tresidder date 10/05/2021  
Rev. Alistair Tresidder

The notes beginning on page 8 form part of these accounts.



**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

Unrestricted funds are funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

	Unrestricted funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>2 a) Voluntary income</b>				
Donations received - Gift Aided	72,070	4,590	76,660	79,318
Other donations	729	20,800	21,529	65,190
Gift aid recovered	17,422	-	17,422	17,256
	<u>90,221</u>	<u>25,390</u>	<u>115,611</u>	<u>161,764</u>
<b>b) Church activities</b>				
Fees for weddings and funerals	220	-	220	671
Income from Parish Events	1,387	-	1,387	6,550
Fee from St Luke's School	25,043	-	25,043	25,043
Lettings for community use	12,548	-	12,548	23,335
	<u>39,198</u>	<u>-</u>	<u>39,198</u>	<u>55,598</u>
<b>c) Government funding for major repairs</b>				
Government funding for major repairs	-	-	-	19,163
	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,163</u>
<b>d) Investment income</b>				
Interest from cash deposits	1,192	-	1,192	1,497
	<u>1,192</u>	<u>-</u>	<u>1,192</u>	<u>1,497</u>
<b>e) Other income</b>				
Sundry income	3,201	-	3,201	2,888
	<u>3,201</u>	<u>-</u>	<u>3,201</u>	<u>2,888</u>

**PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2020**

	Unrestricted funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>3 a Clergy and staff costs</b>				
Recharge of clergy stipend	39,900	-	39,900	39,100
Staff payroll	31,823	-	31,823	29,504
Cost of accommodation provided to church workers	6,833	750	7,583	3,250
Running costs for clergy accommodation	5,109	-	5,109	5,451
Expenses incurred in furtherance of duties:				
Clergy	3,747	-	3,747	5,644
Staff	1,129	-	1,129	1,737
	<u>88,541</u>	<u>750</u>	<u>89,291</u>	<u>84,686</u>
Alistair Tresidder and Tom Pountain (who are clergy members of the PCC) receive a stipend from the Diocese; the cost of these stipends is not included in the above payroll cost however it should be noted that some of the Parish share (common fund) is used to help pay the stipends. In the case of Tom Pountain, the recharge of clergy stipend is a direct contribution towards his employment costs. Alistair Tresidder and Tom Pountain were provided with accommodation (which is customary for clergy) and the cost of this accommodation is disclosed in the above note. Alisdair Tresidder and Tom Pountain incurred expenses whilst serving as clergy and these costs are also disclosed in the above note.				
<b>b Church running costs</b>				
Common fund	85,200	-	85,200	82,800
Maintenance	2,491	-	2,491	1,743
Training costs	1,775	500	2,275	2,892
Fixtures, fittings and equipment	3,720	1,309	5,029	15
Parish events	652	-	652	5,606
Printing and stationery and other office supplies	1,563	-	1,563	722
Independent examination fee	1,410	-	1,410	750
Telecommunications	469	-	469	460
Utilities, licenses & insurance	8,369	-	8,369	11,673
	<u>105,650</u>	<u>1,809</u>	<u>107,459</u>	<u>106,662</u>
<b>c Major repairs</b>				
Major repairs to church property	-	-	-	19,805
<b>d Mission giving and donations</b>				
Home and overseas mission	7,540	3,750	11,290	18,494
Other gifts	159	3,275	3,433	104
	<u>7,699</u>	<u>7,025</u>	<u>14,723</u>	<u>18,598</u>

**4 Transactions with related parties**

Staff costs (see note 3(a)) include gross pay of £9,240 (2019: £9,056) to S Tresidder (who is connected to a PCC member) for working as the church's womens' worker.

During the year the PCC also paid £1,000 to Tom Pountain to purchase furniture that he had bought for the manse during his tenure with the church.

**5 St Luke's Church of England School**

St Luke's Church of England School was established by members of the church and the PCC has the power to appoint some of its governors. During the year the School paid fees of £25,043 (2019: £25,043) to the PCC for the use of church property (see note 2(b)).



PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

6 Movement on restricted funds

	Balance at 31.12.19	Receipts	Payments	Transfers	Balance at 31.12.20
	£	£	£	£	£
Mission fund	1,294	800	1,750	-	344
Church worker fund	750	-	750	-	-
Equipment fund	1,773	-	1,309	-	464
Amazing Grace training fund	-	20,000	2,500	-	17,500
Hardship fund	-	4,590	3,275	-	1,316
	<u>3,817</u>	<u>25,390</u>	<u>9,583</u>	<u>-</u>	<u>19,624</u>

7 Reconciliation with previously reported funds

The PCC operates a separate bank account, which it uses as a sinking fund, to help cover the cost of maintaining the manse that it owns. This bank account has not previously been included in the PCC's accounts however, as the money in this account does belong to the PCC, an adjustment has been made this year to bring it into the charity's accounts. This has been done by restating the results reported previously as explained below:

Reconciliation of reserves

	2019 £	2018 £
Previously reported reserves, at 31 December	190,959	179,579
Inclusion of previously omitted bank account	<u>19,034</u>	<u>19,256</u>
Re-stated reserves, at 31 December	<u>209,993</u>	<u>198,835</u>

Reconciliation of results

	2019 £
Previously reported results	11,380
Inclusion of expenditure passing through previously omitted bank account	<u>(222)</u>
Re-stated results	<u>11,158</u>