

St Luke's Church Hampstead

Report and Accounts

for year ended 31 December 2021

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

LEGAL & ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2021

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) Adam Farlow (church warden) Brandon Leung (church warden) <i>Elected members</i> Adrian Barratt Rosie Craig Monica Duncan Conor Hamilton (resigned June 2021) Mark Hackett (appointed June 2021) 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 2021

The PCC has pleasure in submitting the Report and Accounts for the year ended 31 December 2021.

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 and manse.

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, achievements and future plans

2021 began with many of the Covid-19 restrictions still in place. However, staff were able to continue with our twin aims of "to know Christ and to make Him known" adopting new ways of working and leveraging technology such as Zoom. As a response to a difficult 2020 financial year, the year began with the positions of Apprentice and Curate unfilled following recent departures. In June 2021, Heidi Taylor joined as Apprentice and a new curate Tim Fairbairn has been appointed and will begin work in July 2022. Following easing of lockdown, more physical meetings have been possible but with continued online options available through Zoom and YouTube live streaming. Both Men's and Women's ministries have seen growth supported by events, midweek meetings, book groups and studies. Children's and Youth work also continues with rebranded groups covering ages 3-18 and a toddler group for mums and babies under 3. An "Evergreens" group meet monthly serving older people at St Luke's and friends from the community. Overseas, we continue to support families who were previously at St Luke's and are now in full time mission work overseas including Argentina, Senegal, and Russia. St Luke's has facilities available for meetings and hire and supported community projects such as a food bank. Recent repairs have enhanced those facilities. Trustees meet 6 times a year and receive reports on the key activities of organisation including, Financial, Safeguarding, Premises, Mission, Ministry, Staff and Synod.

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 increased by £46,390 to £205,591, and expenditure decreased by £33,984 to £177,489. As a result the cash held by the charity increased by £28,102 to £185,824, of which £151,632 is unrestricted and can be used for any charitable purpose.

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 unrestricted cash; 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 £151,632.

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 work was required in relation to water penetration at high and low level. This work was undertaken in 2021 at a cost of £14,610.

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:

Alistair Tresidder

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Rev. Alistair Tresidder

Date: 29th May 2022

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 2021 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

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

Date: 9th June 2022

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Income receipts					
Voluntary receipts	2(a)	108,671	30,491	139,162	115,611
Church activities	2(b)	64,115	-	64,115	39,198
Investment income	2(c)	9	-	9	1,192
Other income	2(d)	2,305		2,305	3,201
Total receipts		<u>175,101</u>	<u>30,491</u>	<u>205,591</u>	<u>159,202</u>
Payments					
Church activities					
Clergy and staffing costs	3(a)	41,661	4,833	46,495	89,291
Church running costs	3(b)	97,675	1,660	99,335	107,459
Major repairs	3(c)	14,610	-	14,610	-
Mission giving and donations	3(d)	7,620	9,429	17,049	14,723
Total payments		<u>161,567</u>	<u>15,922</u>	<u>177,489</u>	<u>211,473</u>
Net of receipts / (payments) before transfers		13,534	14,568	28,102	(52,271)
Transfers between funds		-	-	-	-
Net movement in funds		<u>13,534</u>	<u>14,568</u>	<u>28,102</u>	<u>(52,271)</u>
Cash funds as at last year end		138,098	19,624	157,722	209,993
Cash funds at this year end	A	<u>151,632</u>	<u>34,192</u>	<u>185,824</u>	<u>157,722</u>

The notes on pages 8-10 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2021

	Unrestricted funds £	Restricted funds £	2021 £	2020 £
A Cash funds				
Cash at bank with immediate access	58,040	34,192	92,232	36,655
Notice deposits	75,000	-	75,000	100,019
Manse sinking fund	18,592	-	18,592	21,047
	151,632	34,192	185,824	157,722
B Other monetary assets				
Gift aid due to charity	18,522	3,282	21,804	19,899
Grants	-	8,000	8,000	-
Hall hire	4,736	-	4,736	2,175
Utilities and insurance recoverable from St Luke's School	6,528	-	6,528	7,335
	29,786	11,282	41,068	29,409
C Liabilities				
Falling due within one year				
Other creditors	9,173	-	9,173	1,550
	9,173	-	9,173	1,550

D Assets retained for charity's own use

	Fund to which asset belongs	Current value £
Fixtures, fittings and equipment	Unrestricted	1,394

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 Alistair Tresidder date 29th May 2022

 Rev. Alistair Tresidder

The notes on pages 8-10 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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 2021 £	Total 2020 £
2 a) Voluntary income				
Donations received - Gift Aided	86,911	13,322	100,233	76,660
Other donations	8,030	11,000	19,030	21,529
Gift aid recovered	13,730	6,169	19,899	17,422
	<u>108,671</u>	<u>30,491</u>	<u>139,162</u>	<u>115,611</u>
b) Church activities				
Fees for weddings and funerals	1,391	-	1,391	220
Income from Parish Events	1,375	-	1,375	1,387
Rent from St Luke's School	25,043	-	25,043	25,043
Lettings for community use	36,306	-	36,306	12,548
	<u>64,115</u>	<u>-</u>	<u>64,115</u>	<u>39,198</u>
c) Investment income				
Interest from cash deposits	9	-	9	1,192
	<u>9</u>	<u>-</u>	<u>9</u>	<u>1,192</u>
d) Other income				
Sundry income	2,305	-	2,305	3,201
	<u>2,305</u>	<u>-</u>	<u>2,305</u>	<u>3,201</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted funds £	Restricted Funds £	Total 2021 £	Total 2020 £
3 a Clergy and staff costs				
Recharge of clergy stipend	-	-	-	39,900
Staff payroll	30,767	4,833	35,600	31,823
Cost of accommodation provided to church workers	-	-	-	7,583
Running costs for clergy accommodation	3,668	-	3,668	5,109
Expenses incurred in furtherance of duties:				
Clergy	3,228	-	3,228	3,747
Staff	3,998	-	3,998	1,129
	<u>41,661</u>	<u>4,833</u>	<u>46,495</u>	<u>89,291</u>
b Church running costs				
Common fund	85,200	-	85,200	85,200
Maintenance	1,359	-	1,359	2,491
Training costs	60	1,660	1,720	2,275
Fixtures, fittings and equipment	-	-	-	5,029
Parish events	1,602	-	1,602	652
Community lettings expenses	1,393	-	1,393	-
Printing and stationery and other office supplies	1,348	-	1,348	1,563
Independent examination fee	1,440	-	1,440	1,410
Telecommunications	599	-	599	469
Utilities, licenses & insurance	4,675	-	4,675	8,369
	<u>97,675</u>	<u>1,660</u>	<u>99,335</u>	<u>107,459</u>
c Major repairs				
Major repairs to church property	<u>14,610</u>	<u>-</u>	<u>14,610</u>	<u>-</u>
d Mission giving and donations				
Home and overseas mission	6,240	-	6,240	11,290
Other gifts	<u>1,380</u>	<u>9,429</u>	<u>10,809</u>	<u>3,433</u>
	<u>7,620</u>	<u>9,429</u>	<u>17,049</u>	<u>14,723</u>

4 Transactions with related parties

Staff costs (see note 3(a)) include gross pay and expenses of £9,900 (2020: £9,240) to S Tressider (who is connected to a PCC member) for working as the church's womens' worker.

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 rent of £25,043 (2020: £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 2021

6 Movement on restricted funds

	Balance at 31.12.20	Receipts	Payments	Transfers	Balance at 31.12.21
	£	£	£	£	£
Mission fund	344	200	-	-	544
Curate Fund	-	2,760	-	-	2,760
Apprentice Fund	-	10,000	4,833	-	5,167
Equipment fund	464	-	-	-	464
Amazing Grace training fund	17,500	5,000	-	-	22,500
General Training Fund	-	2,051	1,660	-	391
Hardship fund	1,316	10,480	9,429	-	2,366
	<u>19,624</u>	<u>30,491</u>	<u>15,922</u>	<u>-</u>	<u>34,192</u>

During the year the PCC agreed to appoint a curate in 2022. Initially, this post will be funded by donations given to a new a restricted fund established for this purpose (a significant amount has already been pledged). It is anticipated that the income in this fund at the year end will be used in 2022 once a curate has been appointed.