

St Luke's Church Hampstead

Report and Accounts

for year ended 31 December 2022

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

LEGAL & ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2022

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
CHARITY REGISTERED NAME	The Parochial Church Council of the Ecclesiastical Parish of St Luke, West Hampstead
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 Mark Hackett Lindsey Matejczyk (appointed 11th July 2022) Robert Stannard Michael Poulard Emilia Worth Tim Fairbairn (appointed 11th July 2022)
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

INDEX

Page 1	Legal & Administrative Details
Pages 2-4	Report of the Parochial Church Council
Page 5	Independent Examiner's Report
Page 6	Receipts and Payments Account
Page 7	Statement of Assets & Liabilities
Pages 8-10	Notes to the Accounts

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

REPORT OF THE PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED 31 DECEMBER 2022

The PCC has pleasure in submitting the Report and Accounts for the year ended 31 December 2022.

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

Following the previous 2 years of Covid restriction and the congregation's cautious return to church, staff were still able to continue with our twin aims of "to know Christ and to make Him known" by adopting in-person and online options for some of the activities such as services and other meetings. As a response to difficult 2020 and 2021 financial years, this year began with the position of Curate unfilled. However, in July 2022 a new curate Tim Fairbairn was appointed. 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 to flourish with 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. Trustees meet 6 times a year and receive reports on the key activities of the 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 £37,808 to £243,399, and expenditure increased by £46,107 to £223,596. As a result the cash held by the charity increased by £19,803 to £205,626, of which £154,726 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 four 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 £154,726.

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 and, by the end of 2022, the PCC had undertaken all the urgent repairs identified by the inspection.

Responsibilities of trustees

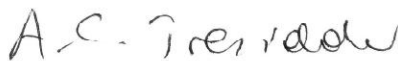
Charity law requires the PCC to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

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: 11th June 2023

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 2022 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:

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Income receipts					
Voluntary receipts	2(a)	114,489	49,868	164,357	139,162
Church activities	2(b)	75,878	-	75,878	64,115
Investment income	2(c)	92	-	92	9
Other income	2(d)	3,072	-	3,072	2,305
Total receipts		<u>193,531</u>	<u>49,868</u>	<u>243,399</u>	<u>205,591</u>
Payments					
Church activities					
Clergy and staffing costs	3(a)	62,825	25,005	87,830	46,495
Church running costs	3(b)	114,575	5,216	119,791	99,335
Major repairs	3(c)	3,636	-	3,636	14,610
Mission giving and donations	3(d)	9,400	2,939	12,339	17,049
Total payments		<u>190,436</u>	<u>33,160</u>	<u>223,596</u>	<u>177,489</u>
Net of receipts / (payments) before transfers		3,095	16,708	19,803	28,102
Transfers between funds		-	-	-	-
Net movement in funds		<u>3,095</u>	<u>16,708</u>	<u>19,803</u>	<u>28,102</u>
Cash funds as at last year end		151,632	34,192	185,824	157,722
Cash funds at this year end	A	<u>154,726</u>	<u>50,900</u>	<u>205,626</u>	<u>185,824</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 2022

	Unrestricted funds £	Restricted funds £	2022 £	2021 £
A Cash funds				
Cash at bank with immediate access	143,163	50,900	194,063	92,232
Notice deposits	-	-	-	75,000
Manse sinking fund	11,563	-	11,563	18,592
	<u>154,726</u>	<u>50,900</u>	<u>205,626</u>	<u>185,824</u>
B Other monetary assets				
Gift aid due to charity	19,364	3,983	23,346	21,804
Grants	-	-	-	8,000
Hall hire	10,039	-	10,039	4,736
Utilities and insurance recoverable from St Luke's School	6,650	-	6,650	6,528
	<u>36,054</u>	<u>3,983</u>	<u>40,036</u>	<u>41,068</u>
C Liabilities				
Falling due within one year				
Other creditors	4,526	-	4,526	9,173
	<u>4,526</u>	<u>-</u>	<u>4,526</u>	<u>9,173</u>
D Assets retained for charity's own use				
			Fund to which asset belongs	Current value £
Fixtures, fittings and equipment			Unrestricted	-

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. Trewad date 11th June 2023
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 2022

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 2022 £	Total 2021 £
2 a) Voluntary income				
Donations received - Gift Aided	92,961	16,395	109,356	100,233
Other grants and donations	3,006	30,191	33,197	19,030
Gift aid recovered	18,522	3,282	21,804	19,899
	<u>114,489</u>	<u>49,868</u>	<u>164,357</u>	<u>139,162</u>
b) Church activities				
Fees for weddings and funerals	816	-	816	1,391
Income from Parish Events	7,586	-	7,586	1,375
Rent from St Luke's School	28,477	-	28,477	25,043
Lettings for community use	38,999	-	38,999	36,306
	<u>75,878</u>	<u>-</u>	<u>75,878</u>	<u>64,115</u>
c) Investment income				
Interest from cash deposits	92	-	92	9
	<u>92</u>	<u>-</u>	<u>92</u>	<u>9</u>
d) Other income				
Sundry income	3,072	-	3,072	2,305
	<u>3,072</u>	<u>-</u>	<u>3,072</u>	<u>2,305</u>

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2022

	Unrestricted funds £	Restricted Funds £	Total 2022 £	Total 2021 £
3 a Clergy and staff costs				
Recharge of clergy stipend	-	19,572	19,572	-
Staff payroll	38,913	5,433	44,346	35,600
Running costs for ministry staff accommodation	7,536	-	7,536	3,668
Expenses incurred in furtherance of duties:				
Clergy	3,820	-	3,820	3,228
Staff	12,555	-	12,555	3,998
	<u>62,825</u>	<u>25,005</u>	<u>87,830</u>	<u>46,495</u>
b Church running costs				
Common fund	85,200	-	85,200	85,200
Maintenance	5,336	-	5,336	1,359
Training costs	-	2,575	2,575	1,720
Fixtures, fittings and equipment	-	-	-	-
Parish events including church retreat	14,853	-	14,853	1,602
Community lettings expenses	310	-	310	1,393
Printing and stationery and other office supplies	3,161	-	3,161	1,348
Independent examination fee	960	-	960	1,440
Telecommunications	1,026	-	1,026	599
Utilities, licenses & insurance	3,729	2,641	6,370	4,675
	<u>114,575</u>	<u>5,216</u>	<u>119,791</u>	<u>99,335</u>
c Major repairs				
Major repairs to church property	<u>3,636</u>	<u>-</u>	<u>3,636</u>	<u>14,610</u>
d Mission giving and donations				
Home and overseas mission	9,400	-	9,400	6,240
Other gifts	-	2,939	2,939	10,809
	<u>9,400</u>	<u>2,939</u>	<u>12,339</u>	<u>17,049</u>

4 Transactions with related parties

Staff payroll (see note 3(a)) include employment benefits totalling £11,311 (2021: £9,900) paid in respect of S Tressider for working as the church's womens' worker and paid £310 to T Tressider for help with administering lettings. These individuals are closely related to a member of the PCC.

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 £28,477 (2021: £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 2022

6 Movement on restricted funds

	Balance at 31.12.21	Receipts	Payments	Transfers	Balance at 31.12.22
	£	£	£	£	£
Mission fund	544	-	-	-	544
Curate Fund	2,760	33,600	19,572	-	16,788
Apprentice Fund	5,167	11,250	10,716	-	5,701
Equipment fund	464	-	-	-	464
Amazing Grace training fund	22,500	-	-	-	22,500
General Training Fund	391	128	-	-	519
Hardship fund	2,366	2,249	231	-	4,384
Energy Costs fund	-	2,641	2,641	-	-
	<u>34,192</u>	<u>49,868</u>	<u>33,160</u>	<u>-</u>	<u>50,900</u>