

St Luke's Church Hampstead

Report and Accounts

Year ended 31 December 2023

Stewardship 
Active generosity

1 Lamb's Passage, London EC1Y 8AB
www.stewardship.org.uk

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

LEGAL & ADMINISTRATIVE DETAILS

FOR THE YEAR ENDED 31 DECEMBER 2023

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) Tim Fairbairn (curate) Adam Farlow (church warden) Brandon Leung (church warden) <i>Elected members</i> Adrian Barratt Rosie Craig (retired 17 March 2024) Monica Duncan Juan Garcia (appointed 17 March 2024) Mark Hackett Derralynn Hughes Lindsey Matejczyk Sneha Mathew (appointed 17 March 2024) Robert Stannard Andrew Parker Michael Poulard Alex Powell (appointed 17 March 2024) Emilia Worth (retired 17 March 2024)
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 2023

The PCC has pleasure in submitting the Report and Accounts for the year ended 31 December 2023.

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

St Luke's continues with our twin aims of "to know Christ and to make Him known". We have a robust staff, led by the Incumbent with positions of Curate, Women's Worker, Youth and Families Worker and an apprentice through 2023. 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 decreased by £18,015 to £225,384, and expenditure increased by £31,526 to £255,123. As a result the cash held by the charity decreased by £29,738 to £175,888. This cash comprised restricted cash of £27,504, cash of £80,454 set aside for the payment of the balance of the Common fund contribution due for 2023 and general fund cash of £67,930, which can be used for any of the PCC's charitable purposes.

This year's fall in income is largely due to a reduction in restricted income, which last year included some significant grants and donations received to help meet the cost of taking on a Curate. With regard to expenditure, clergy and staffing costs increased by £38,000 because of changes to the staff team and we had our Curate for a full year. This year we also spent an addition £52,000 to the repairs to the church building and an extra £4,000 on mission giving and other gifts. This was offset by a reduction of £62,000 in Church running costs, mainly because we paused our contributions to the Diocesan Common fund (see below).

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 three months worth of annual expenditure (currently in the region of £60,000) as cash held by the general fund; 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 £67,930 and the charity is complying with its policy for holding reserves.

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 2023, the PCC had undertaken all the urgent repairs identified by the inspection.

During the year the PCC paused its Common Fund contributions to the Diocese after expressing concerns about recent decisions made by the General Synod. Since the year end the PCC has reinstituted its giving through the facilities provided by the Ephesian Fund and has done so in full (including the amounts that were previously paused).

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 \(Oct 28, 2024 19:51 GMT\)](#)

.....
Rev. Alistair Tresidder

Date: Oct 28, 2024

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 2023 on pages 6 to 9 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 (Oct 29, 2024 05:03 GMT)

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

Date: Oct 29, 2024

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2023

	Notes	Unrestricted Funds		Restricted Funds	Total 2023	Total 2022
		General Funds	Designated Funds			
		£	£	£	£	£
Income receipts						
Voluntary receipts	2(a)	116,423	-	21,988	138,410	164,357
Church activities	2(b)	79,165	-	-	79,165	75,878
Investment income	2(c)	2,847	-	-	2,847	92
Other income	2(d)	4,762	-	200	4,962	3,072
Total receipts		<u>203,197</u>	<u>-</u>	<u>22,188</u>	<u>225,384</u>	<u>243,399</u>
Payments						
Church activities						
Clergy and staffing costs	3(a)	79,914	-	46,150	126,064	87,830
Church running costs	3(b)	54,045	-	3,365	57,410	119,791
Major repairs	3(c)	55,058	-	-	55,058	3,636
Mission giving and donations	3(d)	10,270	-	6,322	16,591	12,339
Total payments		<u>199,286</u>	<u>-</u>	<u>55,837</u>	<u>255,123</u>	<u>223,596</u>
Net of receipts / (payments) before transfers		3,911	-	(33,649)	(29,738)	19,803
Transfers between funds		(90,707)	80,454	10,253	-	-
Net movement in funds		<u>(86,796)</u>	<u>80,454</u>	<u>(23,396)</u>	<u>(29,738)</u>	<u>19,803</u>
Cash funds as at last year end		154,726	-	50,900	205,626	185,824
Cash funds at this year end	A	<u>67,930</u>	<u>80,454</u>	<u>27,504</u>	<u>175,888</u>	<u>205,626</u>

The notes on pages 8 to 9 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2023

	<u>Unrestricted Funds</u>				
	General Funds	Designated Funds	Restricted Funds	2023	2022
	£	£	£	£	£
A Cash funds					
Cash at bank with immediate access	58,510	80,454	27,504	166,469	194,063
Manse sinking fund	9,419	-	-	9,419	11,563
	<u>67,930</u>	<u>80,454</u>	<u>27,504</u>	<u>175,888</u>	<u>205,626</u>

During the year HMRC duplicated a repayment of gift aid in the sum of £23,501 and this hadn't been returned to HMRC by the year end. As this money belongs to HMRC (and not the charity), it has been excluded from the charity's income and from the above bank balances.

B Other monetary assets

Gift aid due to charity	20,560	-	1,726	22,287	23,346
Hall hire	6,006	-	-	6,006	10,039
Utilities and insurance recoverable from St Luke's School	9,738	-	-	9,738	6,650
	<u>36,305</u>	<u>-</u>	<u>1,726</u>	<u>38,031</u>	<u>40,036</u>

C Liabilities

Falling due within one year

Common fund contributions (see note 6)	-	80,454	-	80,454	-
Other creditors	4,148	-	1,250	5,398	4,526
	<u>4,148</u>	<u>80,454</u>	<u>1,250</u>	<u>85,852</u>	<u>4,526</u>

D Assets retained for charity's own use

The PCC owns various fixtures, fittings and equipment however their current value is not considered to be significant and so it has not been disclosed.

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 Oct 28, 2024
Alistair Tresidder (Oct 28, 2024 19:51 GMT)
 Rev. Alistair Tresidder

The notes on pages 8 to 9 form part of these accounts.

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

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.

General funds are unrestricted funds which are available for use at the discretion of the PCC in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the PCC for particular purposes. 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 2023 £	Total 2022 £
2 a) Voluntary income				
Donations received - Gift Aided	96,904	6,330	103,234	109,356
Other grants and donations	-	11,675	11,675	33,197
Gift aid recovered	19,519	3,983	23,501	21,804
	<u>116,423</u>	<u>21,988</u>	<u>138,410</u>	<u>164,357</u>
b) Church activities				
Fees for weddings and funerals	990	-	990	816
Income from Parish Events	11,347	-	11,347	7,586
Rent from St Luke's School	28,477	-	28,477	28,477
Lettings for community use	38,350	-	38,350	38,999
	<u>79,165</u>	<u>-</u>	<u>79,165</u>	<u>75,878</u>
c) Investment income				
Interest from cash deposits	2,847	-	2,847	92
	<u>2,847</u>	<u>-</u>	<u>2,847</u>	<u>92</u>
d) Other income				
Sundry income	4,762	200	4,962	3,072
	<u>4,762</u>	<u>200</u>	<u>4,962</u>	<u>3,072</u>
	Unrestricted funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3 a Clergy and staff costs				
Recharge of clergy stipend	-	40,150	40,150	19,572
Staff payroll	50,813	6,000	56,813	44,346
Running costs for ministry staff accommodation	4,763	-	4,763	7,536
Expenses incurred in furtherance of duties:	-			
Clergy	10,349	-	10,349	3,820
Staff	13,989	-	13,989	12,555
	<u>79,914</u>	<u>46,150</u>	<u>126,064</u>	<u>87,830</u>

Alistair Tresidder receives a stipend from the Diocese; the cost of this stipend is not included in the above payroll cost however it should be noted that some of the contribution to the Common fund (see below) is used to help pay the stipend. In July 2022 St Lukes appointed a curate, Tim Fairbairn, and the recharge of clergy stipend was a direct contribution towards his employment costs. The PCC incurred some expenses in respect of the accommodation provided to Alistair Tresidder and Tim Fairbairn (which is customary) and these expenses are included in the expense heading 'Running costs for ministry staff accommodation'. Alistair Tresidder and Tim Fairbairn incurred expenses whilst serving as clergy and these costs are also disclosed in the above note.

PAROCHIAL CHURCH COUNCIL OF ST LUKE'S CHURCH HAMPSTEAD

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2023

	Unrestricted funds £	Restricted Funds £	Total 2023 £	Total 2022 £
3 b Church running costs				
Common fund	7,321	-	7,321	85,200
Routine maintenance	13,408	-	13,408	5,336
Training costs	-	3,365	3,365	2,575
Parish events including church retreat	16,485	-	16,485	14,853
Community lettings expenses	-	-	-	310
Printing and stationery and other office supplies	3,651	-	3,651	3,161
Independent examination fee	1,020	-	1,020	960
Telecommunications	1,051	-	1,051	1,026
Utilities, licenses & insurance	11,109	-	11,109	6,370
	<u>54,045</u>	<u>3,365</u>	<u>57,410</u>	<u>119,791</u>
c Major repairs				
Major repairs to church property	<u>55,058</u>	<u>-</u>	<u>55,058</u>	<u>3,636</u>
d Mission giving and donations				
Home and overseas mission	10,470	100	10,570	9,400
Other gifts	(200)	6,222	6,022	2,939
	<u>10,270</u>	<u>6,322</u>	<u>16,591</u>	<u>12,339</u>

4 Transactions with related parties

Staff payroll (see note 3(a)) include employment benefits totalling £7,899 (2022: £11,311) paid in respect of S Tressider for working as the church's womens' worker. This individual is 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 (2022: £28,477) to the PCC for the use of church property (see note 2(b)).

6 Movement on designated funds and restricted funds

	Balance at 31.12.22 £	Receipts £	Payments £	Transfers £	Balance at 31.12.23 £
<u>Restricted funds</u>					
Mission Fund	544	-	-	-	544
Curate Fund	16,788	14,858	(40,150)	7,255	(1,250)
Apprentice Fund	5,701	6,455	(15,487)	2,999	(333)
Equipment Fund	464	-	-	-	464
Amazing Grace Training fund	22,500	-	-	-	22,500
General Training Fund	519	-	-	-	519
Hardship Fund	4,384	875	(200)	-	5,059
	<u>50,900</u>	<u>22,188</u>	<u>(55,837)</u>	<u>10,253</u>	<u>27,504</u>

The year end deficits on the Curate Fund and the Apprentice Fund are in respect of gift aid that hadn't been received by the year end on the year's donations.

Designated funds

Diocesan Contribution Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,454</u>	<u>80,454</u>
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During the year the PCC suspended its payments to the Diocese for the Common fund; since the year end the amount due has been paid over to the The Ephesian Fund and a monetary liability for this amount is included in the Statement of Assets and Liabilities.