

St. Matthew's Church, Reading

Annual Report

Year Ended 31<sup>st</sup> December 2021

Registered Charity Number: 1148083



# ANNUAL REPORT

Welcome to the Annual Report of the mission and ministry of St. Matthews Church,  
Southcote Lane, Reading.

Under the Parochial Church Council (Powers) Measure 1956, the PCC is required to co-operate with the vicar in promoting in the parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. This report describes how this has been achieved during 2021. Further details of the activities of the PCC and of the various ministry areas of the church can be obtained by contacting those named in each report.

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Our Vision:

*"...a thriving, growing church at the heart of the parish,  
sharing the good news of Jesus Christ and serving the  
community."*



# Trustees' Report for the 2022 APCM

## Membership

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules, or co-opted onto the PCC. During the year, the following served as members of the PCC:-

**Vicar:** The Revd. Pads Dolphin  
**Churchwardens:** Jan Ball (also PCC Secretary)  
David Horne

## Deanery Synod Representatives:

Brian Day  
Mary Day

## Elected Members:

Nick Burn (also Treasurer)  
Gwyneth Rudman  
Steve Rudman  
Martin Booker (also Electoral Roll Officer)  
Lisa Telling  
Emma Noonan  
Erick Nwanshi

## Co-opted Members:

None

## Non-Voting Members:

None

The PCC held meetings in February, April, May, June, July, September and November in 2021.

## Standing Committee and Finance Committee

The Standing Committee is the only committee required by law and transacts the business of the PCC between its meetings, subject to any direction given by the council.

If there is an urgent need to approve expenditure which cannot wait for a scheduled meeting, a Standing Committee can be convened to approve up to £500. The Standing Committee consisted of:

- the Vicar (Pads Dolphin)
- the Churchwardens (Jan Ball and David Horne)
- Erick Nwanshi, Emma Noonan, Mary Day

Any approvals made by a Standing Committee must be reported to the next PCC meeting and will be minuted.

The Finance Committee met twice in 2021. It had the following membership: Pads Dolphin, Nick Burn, Brian Day, Alan Chandler. Most of its business was conducted via email and finance was a standing item on every PCC agenda.

### **Review of the year**

The PCC met 7 times since the last APCM.

The following items were included in the business of the PCC during 2021

- The ongoing response of the church to the Covid 19 pandemic
- The church was able to keep in-person services right through the winter lockdown, unlike in the earlier lockdowns.
- The acceptance of Isabel Burn's resignation from the position of Parish Administrator.
- The decision to employ Lynn Everett for 4 days per week from August to compensate, in part, for the loss of our administrator.
- The establishment of new outreach activities including cream teas and lunches in the church with good spacing for covid safety.
- Continuation of regular Monday evening prayer times so that people could pray remotely 'together'.
- Opening of the church to support a temporary wellbeing clinic and covid vaccination centre.
- The establishment of a new 'Torch' Southcote Help Hub in collaboration with the West Reading 'Torch' Help Hub.
- The agreement to become a 'Hong Kong' friendly church to welcome any Hong Kong immigrants who move into the area.
- The restarting of Sunday Kidz Church since the beginning of the pandemic.
- The initiation of outdoor Sunday worship to allow singing.
- The purchase of a new keyboard for the music team.
- A Fixed Wire Survey of the church site covering all permanently installed electrical systems.
- Approval of a summer outreach event for the neighbours in Farringdon and Sulham Walks
- The purchase of two new projectors to replace the failed ones in church (circa £8000).
- The PCC hugely appreciated the voluntary revamping of the Kitchen and the tidying up of the church grounds by Andy Noonan.
- Approval of 2022 budget including funding for some part time youth work.

### **Financial Review**

The PCC is responsible for the financial affairs of St. Matthew's Church. Over recent years St Matthew's has been on a journey to grow our external giving to the wider diocese and ensure our own financial sustainability. In 2021 we paid a full parish share and still managed to keep our heads above water for which we are very grateful to God and for the generosity of the congregation of St Matthew's.



	2019	2020	2021	
	Actual	Actual	Budget	Actual
Voluntary Income	£108,167	£108,167	£100,800	£101,581
Total Income	£132,322	£120,234	£123,590	£113,342
Total Resource Used	£121,572	£112,962	£136,428	£120,389
Net Income	£10,750	£7,362	(£12,838)	(£7,047)
Unrestricted General Reserve	£58,724	£68,874	£67,162	£69,129

As the table above shows, our income for the year was around £10,000 lower than budgeted, primarily due to the loss of income from hall rentals. Despite this, the majority of planned giving from members of our church family continued, proving to be a huge source of stability for us throughout the year. We were able to pay our full Parish Share.

Our expenditure was more than £16,000 less than budgeted due to reduced salary costs as we had no church administrator for much of the year, and greatly reduced activities and events due to the ongoing pandemic. We finished the year with a deficit of £7,047 compared to a budgeted deficit of £12,838.

#### **Reserve Policy**

The PCC has a policy of keeping three months running costs in reserve to cover unforeseen circumstances. We expect to be able to operate within this policy during 2022. The unrestricted general reserve at 31 December 2021 was £69,129

#### **Basis of Preparation**

The accounts have been prepared using the accrual accounting method consistent with last years' accounts.

#### **Health and Safety**

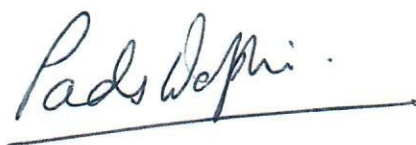
A report on health and safety is considered at each PCC meeting. Accident books and First Aid kits are located in both Church and Hall and the First Aid kits are inspected regularly and refilled if necessary.

#### **Safeguarding**

A report on safeguarding is considered at each PCC meeting. This takes account of all vulnerable or potentially vulnerable users of our facilities and participants in our activities. A safeguarding agreement is included in the documentation issued to all hall users.

The PCC would like to thank everyone who has worked so hard during the year to help support the mission and ministry of St. Matthews.

Signed on Behalf of the PCC



**Pads Dolphin, Vicar**



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## Vicar's Report to the Annual Church Meeting – April 2022

If the Covid pandemic can be likened to a 'Winter' of hibernation and dark days, then the year 2021 contained some encouraging, early signs of 'Spring'. It never quite got going as we might have hoped, but in this report I simply point to some of those early signs which gave us hope that, perhaps, one day we might be free to hug or meet and sing without masks.

The start of the year looked bleak. Although the 11.45am service ran right through, we were still only livestreaming the 10am, (we thank God for the livestream), almost all meetings were still on Zoom, the White House was being stormed, and 13 year-old Olly Stephens lost his life in a stabbing attack in North Reading.

But by the middle of March, although singing was not yet permitted and masks were mandatory, the 10am Service had reopened, school children had finally returned to the classroom, and we were looking forward to the summer which we hoped would bring more freedoms.

Easter and the death of Prince Philip, (who will ever forget his green Land Rover hearse), was indeed followed by what felt like a small resurrection when the children returned to the 10am service as Kidz Church restarted, and it began to feel as if Sunday life was beginning to flourish again.



So desperate were we to sing and praise God again, that we bravely moved outside and during a warm spell at the end of April, began our services with unmasked, unbridled worship led by Emma and Martin outdoors by the cross. Sadly, the weather didn't hold and we had to retreat back inside for most of the summer!



The pandemic forced us to be more creative in worship, and one Sunday Martha led a wonderful and energetic Family Time song in which everyone was invited to join in with pots and pans, buckets or brooms (basically, something to bash!) since we still couldn't sing!

As Summer came on, our lovely Tracy Watkins finished her theological training and was ordained at Christchurch Cathedral, Oxford. Usually, an event like this would have seen many of the church family present but Covid (as ever!) meant that only a couple of us could be with her and Paul. It also meant that we were saying goodbye to them both as Tracy moved on afterwards to her curacy at St Michael's Tilehurst.





The summer also provided plenty of opportunities for things outdoors. Inspired by Andy Noonan's extraordinary work-rate, a group of us tackled some very overgrown church grounds and managed to bring it back under control. One of the cherry trees outside the front doors got a very long overdue pruning from Andy and his trusty assistant, Ken.



Not content with the outside of the church property, Andy next turned his hand to a complete refurbishment of the church kitchen and by the Autumn it was completely transformed by new shelving, lighting, renovation and painting. A big thank you to Andy!

Meanwhile, fellowship in the form of Church family lunches returned as we had three vicarage garden barbecues through July to September, and it was such a joy to see many people in the flesh for the first time in almost eighteen months.

For the first time since the pandemic had started, the team began to turn our thoughts to outreach and over the next few months, Lynn organised a series of events which attracted many people, of all ages from the local community, including a cream tea and lunches in the church, and a (Halloween season) Light Trail around the Southcote Community which was attended by an estimated 200 adults and children. (see photos below).





**Cream Tea in church, Pads on the BBQ (again!), and even the mounted Police turned up to the Light Trail event with their horses decorated for the occasion.**

Emma and Martin continued to adapt the worship as we moved from largely recording only in the previous year, to live-streaming at the start of the year, to singing behind our masks from July, and finally back to full singing by the middle of September. What a relief that was! St Matthew's also became a host of the Burn 24/7 worship team, broadcasting live worship on at least two occasions during the year.



**Emma with the Burn 24/7 team**

During the course of the pandemic, the churches right across Reading had been at the forefront of volunteering to help those in need in our town, beginning with shopping for those isolating at the start of the pandemic, collecting prescriptions, and many other things. At the start of the year, a group of churches on the West side of Reading formalised this support in the form of a new charity called Torch, (light in the darkness), which expanded to include Southcote and Coley by the end of the year, and several St Matthew's members are now signed up volunteers for Torch, (Erick being one of the important co-ordinators), who's roles have expanded to taking people for hospital visits, simple DIY and gardening tasks, and many other forms of practical, emotional and spiritual help as volunteers often pray for Torch clients. In the Autumn St Matthew's hosted a Reading wide Torch information evening which saw 15 more volunteers sign up.



**Torch info evening at St Matthew's**



Of course, one of the most important things to me was for the spiritual life of the church to continue to flourish even though it was difficult at times to know what that looked like. So it was such a delight right at the end of the year to have an adult baptism service as Christmas approached which saw Sharon, Amy and Rose declare their faith in Jesus and go through the waters of baptism.



By the end of the year, as infections increased once more, although things were still far from pre-Covid normality, I was truly encouraged by all these signs of 'Spring' and a sense that the future, rather than being a return to the old normality, would bring new things.

The prayer life of the church was alive. Weekly prayer meetings were taking place on Monday mornings, Monday evenings, Wednesday lunchtimes, homegroups were regathering in person and a Lent central discipleship course as well as a Prayer and Vision Day was being planned. Furthermore, the Wednesday morning Communion fellowship has grown by at least 50% compared to pre-pandemic levels. Who would have expected that! To use a biblical analogy, although it might have felt as if we have been in exile for almost two years, the remnant remains strong and the future is full of Easter hope.

I want to especially thank all those who have given hugely of their time and resources to both the life of the church, and also to those in need in the community. There are many people who's lives over the last two years would have been so much more painful, so much more lonely, so much more hopeless – without the people of St Matthew's loving their brothers and sisters in Christ as well as their neighbour.

My special thanks goes to Jan Ball and David Horne, my churchwardens, to Lynn, our Family and Children's worker, to Karen, who has been such a blessing to us as our new administrator, to the members of the PCC and to everyone who serves or belongs to the church family at St Matthew's. It is a privilege to journey with you on the Way of Jesus.

As I write this, I am also hugely thankful that Kirstie's important work at St Agnes, St Barnabas and St Paul's, (now known collectively as 'Reading Gateway Church') has come to an end and that since the new year she has returned as Associate Minister at St Matthew's.

I know we have all missed her, but me more than most!

With love in Christ,

Pads

A handwritten signature in cursive script, appearing to read 'Pads', with a long horizontal flourish extending to the left.

**Revd Pads Dolphin, Vicar of St Matthew's**

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## Report on the Electoral Roll

The Electoral Roll of St Matthew's in 2022 sees us with 88 adult members and for comparison, the number reported at the 2020 APCM was 78 adult members. Five people came off the roll since the last APCM and fifteen were added.

Applications for membership of the Electoral Roll can be made at any time during the year and applications forms are available in the Welcome Area. Forms should be completed and handed to a member of the Clergy, to the church office or to me.

Pads Dolphin (on behalf of Martin Booker, Electoral Roll Officer)

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## Deanery Synod Report

Deanery Synod is a forum where parishes from across Reading can come together to discuss issues and opportunities that transcend our parish boundaries. It can be a great forum for sharing ideas, addressing common challenges and linking into the wider mission of the Diocese.

St Matthew's deanery synod representatives for 2020 were Brian and Mary Day.

### **Deanery Synod Report 2021**

There have been three meetings held during the year, all on Zoom.

The first meeting was the AGM. The Area Dean, The Revd. Graeme Fancourt outlined what it means to be a member of Synod. He believes that Synod meetings should be designed to enable people to



hear and speak into an agenda to help us become the Churches and people we believe God is calling us to be.

Discussions at the July meeting focused on the role of the Area Dean which is a half-time post and the introduction of splitting the Deanery into four areas with an Associate Area Dean and Lay Chair responsible for each. A discussion on whether the Area Dean post should be full time was asked to be discussed at each PCC

The Parish Share was on the agenda. The Diocese allocates Deanery Share to the Deaneries which can devise and decide Parish Share Schemes. This includes deciding clergy numbers and receiving and distribution of Rural and deprivation support. Reading is given £193,930 Deprivation Allowance. Parishes receive a 1% rebate in June if payment is by direct debit and Deaneries also receive rebates if paid by certain dates to the Diocese! The pandemic has had a significant impact so it was decided a time of 'regathering' was in order, therefore no increase in Parish Shares for this year. St. Matthew's is £46,171.

The November meeting discussed the future of the Area Dean role. Several PCC's had reported back and there was universal support for the half-time post with administrative support to continue. So the model of one Area Dean and three Associates working across the four areas of the Reading Deanery with a Lay Chair for each was carried. Unfortunately The Revd. Graeme Fancourt has now resigned his post of Area Dean to move onto pastures new. Graeme had certainly made meetings much more interesting and informative, he will be much missed.

Mary and Brian Day

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## Churchwardens' report



### **Churchwardens – who are we?**

Some, especially newcomers reading this, might wonder what Wardens are for. Perfectly good question!

It's a multi-faceted role and isn't easy to distil into a sentence or two, but here goes: We are directly answerable to the Diocese and carry responsibility for the Church buildings and their contents, ensuring that Sunday worship occurs come rain or shine (or Covid), and for the ongoing health of the local church by supporting the Vicar (Pads).

### **Sunday Worship**

Our main role during 2021 with regard to Sunday worship was to discuss (often at length!) with the rest of the staff team (Pads & Lynn), how to respond to the latest Covid rules and regulations around conducting services safely. The good news is, we think we have come thus far without causing any 'super-spreading' events. The greatest frustration from a worshipping community perspective throughout the pandemic was the inability to run activities for children and we are all so grateful

that in 2022 we are now free to do that and it is lovely to see so many of the families return to church and their children enjoying Family Times and Kidz Church.

### **The Church Property**

As far as the church property and its fixtures and fittings are concerned, we undertook a few key projects which needed addressing:

- The guttering around the top of the main church building near to the main entrance was leaking and needed repairing.
- The low wooden railing around the car park was rotten in places and needed to be replaced.
- The keyboard used by our music team failed and a fantastic new one was purchased at a brilliant price (thanks to Tania Nwanshi)
- A fixed wire survey of the whole electrical installation across the site was undertaken.
- Two new hi-tech laser projectors were purchased for the church to replace both the old ones which had failed.

Covid has put on hold our plans to install a second emergency exit from the church, which had been planned in order to support large numbers attending when schools visit the church for things such as Harvest and Christmas celebrations. It is unlikely that schools will come back any time soon as it involves many hundreds of school children, tightly packed.

### **Looking forwards**

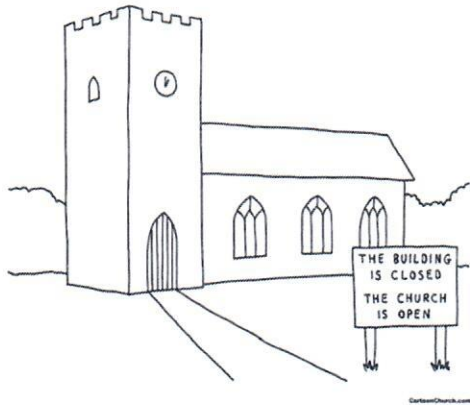
By the end of 2021 we were encouraged by more of the church families returning to church and by good numbers of visitors attending some of our Christmas outreach events, although the Christingle service itself had to be cancelled.

St Matthew's, like all churches, is completely dependent on all of our wonderful volunteers who contribute so much to church life. As more activities open up and things move to a 'new normal', we will need more people to return, not just to church, but serving in church. We currently have needs in all of the following areas:

- Welcome team
- After church coffee team
- PA/AV team (that's projection and sound desk)
- Intercessions
- Grass cutting
- Kidz Church and future Creche
- Future youth ministry

So if you think you might be able to offer to serve in any of these areas please speak to one of us or Pads, Kirstie, Lynn or Karen. And just in case you feel unqualified - remember that God is more interested in our *availability* than our *ability*.





Our wardens having fun at their 'installation'!

Jan Ball

David Horne

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## Family & Children's Report

It's been an exciting year and I thank The Lord that I love change.

Kids' church and the children's work has been very different. At present we have all the children together which brings challenges but I have to say the team have managed very well. It's been lovely having more quality time with the children enabling us time to get to know them in a deeper way.

Outreach has been difficult without Holiday Clubs but we did put on a very successful Light Trail for the community. Over 180 families attended and everyone had a great time.

My role has changed and I have taken on more pastoral work, organized getting teams up and running, and taken a lead in organizing family times in church. I have really enjoyed having different things to do which brings new challenges which I enjoy.

One of the outreaches I have enjoyed the most is organizing and hosting lunches for the elderly in our church family, the community and those using our building weekly. It has been a privilege and blessing for the whole team who love to serve this group of people.

There is so much more I can say but hopefully this gives you some idea of what I have been doing for the last year.

Lynn Everett

Children and family worker

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## Safeguarding Report

A huge thank you to Julie Bullock who has been the Parish Safeguarding Officer (PSO) for much of the last year. She has done a great job and been a real blessing to the Church Family and to Torch Southcote.

Kirstie Dolphin picked up the role in January this year only to be informed by the Diocese that she cannot be the PSO as she is married to the incumbent! They have agreed she can do this as an interim measure while we look for a new PSO.

Karen Alderson was invited to be the new DBS Administrator known as the Recruiter/Verifier. Jan Ball will continue to be a verifier too. Thank you to Karen and to Jan.

There has been one Safeguarding Referral made to the Diocese in the last year after advice was sought from the Diocesan Safeguarding Adviser. Social Services were already involved. So, no further action was needed from the Diocese perspective.

St Matthews is now making use of the Safeguarding Dashboard to ensure we comply with Diocesan Safeguarding Practices.

Kirstie Dolphin

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# Statement of Financial Activities – Year ending Dec 31st 2021

PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2021

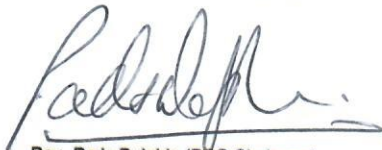
		2021			2020	
	Notes	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£	£
<b>Incoming Resources</b>						
Voluntary Income	2a	101,511	-	70	101,581	108,287
Other Ordinary Income	2b	11,451	-	-	11,451	6,994
Coronavirus Job Retention Scheme						
Material income	2c	310	-	-	310	5,043
<b>Total Incoming Resources</b>		<b>113,272</b>	<b>-</b>	<b>70</b>	<b>113,342</b>	<b>120,324</b>
<b>Cost of Charitable Activities</b>						
Clergy Expenses	3a	2,339			2,339	2,364
The Church and Services	3b	16,577			16,577	10,583
Other Parish Expenses	3c	50,870		880	51,750	51,890
Payments outside the Parish	3d	47,640	-	-	47,640	47,306
Development and maintenance	3e	619	-	1,464	2,083	820
<b>Total Resources Expended</b>		<b>118,045</b>	<b>-</b>	<b>2,344</b>	<b>120,389</b>	<b>112,962</b>
<b>Net Incoming (Outgoing) Resources</b>		<b>(4,773)</b>	<b>-</b>	<b>(2,274)</b>	<b>(7,047)</b>	<b>7,362</b>
Transfer between funds		945	-	(945)	-	-
<b>Net movements in funds</b>		<b>(3,828)</b>	<b>-</b>	<b>(3,219)</b>	<b>(7,047)</b>	<b>7,362</b>
Balances Brought Forward at 1st Jan		72,957	-	3,279	76,236	76,236
Balances Carried Forward at 31st Dec		69,129	-	60	69,189	83,598

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW  
AS AT 31 DECEMBER 2021**

Notes	2021			2020	
	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Total Funds £
<b>Fixed Assets</b>	5,240			5,240	6,287
<b>CURRENT ASSETS</b>					
Debtors & Prepayments	3,401	-	-	3,401	1,346
Bank & Cash Balances	64,789	-	60	64,849	71,930
	68,190	-	60	68,250	73,276
<b>CREDITORS: amounts falling due within 1 year</b>	4,301	-	-	4,301	3,327
<b>NET CURRENT ASSETS</b>	63,889	-	60	63,949	69,949
<b>NET ASSETS</b>	69,129	-	60	69,189	76,236
<b>PARISH FUNDS</b>					
General Reserve	69,129	-		69,129	72,957
<b>Restricted Funds:</b>					
Southcote Alive	-	-	-	-	810
Chair Fund	-	-	-	-	-
Charity Fund	-	-	-	-	-
Development & Maintenance Fund	-	-	60	60	1,524
Children & Music Ministry Fund	-	-	-	-	945
Kidz Church Fund	-	-	-	-	-
<b>Total Parish Funds</b>	69,129	-	60	69,189	76,236

The attached notes form part of these financial statements.

Approved by the PCC on 11/4/22 and signed on their behalf by

  
Rev. Pads Dolphin (PCC Chairman)

  
Mr Nick Burn (PCC Treasurer)



**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**1. Accounting Policies**

**1.1 Basis of preparation**

The Financial Statements have been prepared in accordance with the Church Accounting Regulations and in accordance with the the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The Financial Statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

The accounts have been prepared using the accrual accounting method.

There are no material uncertainties about the PCC's ability to continue, and so the going concern of accounting has been adopted.

The accounts are presented in pound sterling and rounded to the nearest pound.

**1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following policies are applied to the particular categories of income:

- Planned giving, collections and similar donations are recognised when received.
- Tax refunds are recognised when the claim to HMRC is submitted.
- Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.
- Interest as and when accrued by the payer.

All incoming resources are accounted for gross.

**1.3 Resources expended**

Expenditure is accounted for on an accrual basis. The diocesan parish share expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

**1.4 Funds accounting**

Restricted funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted funds represent funds of the PCC that are not subject to restrictions regarding their use. Such funds include income funds which are to be spent on the PCC's general purposes and that part of the Legacy Fund which is not restricted by the terms of the individual wills.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

**1.5 Fixed assets**

**Consecrated Land and Buildings and Moveable Church Furnishings**

Consecrated and beneficed property is excluded from the accounts by s10 Charities Act 2012. No value is placed on moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated beneficed buildings and moveable church furnishings, whether maintenance or improvement is written off as expenditure in the Statement of Financial Activities and separately disclosed.

**Other Fixtures Fittings and Office Equipment**

Low value equipment (less than £1,000) used within church premises is written off in the year of acquisition.

Capitalised electronic equipment used within the church premises is depreciated on a straight-line basis over a period between three and ten years.

**1.6 Current assets**

Amounts owing to the PCC at the end of each year are shown as debtors subject to provision for amounts that may prove irrecoverable. Bank balances are all short term deposits with the Building Society or at the bank.

PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

2. Incoming Resources

	2021				2020
	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	£	£	£	£	£
<b>a. Voluntary Income</b>					
Tax Recoverable on gift aids	17,773	-	-	17,773	18,737
Planned Giving	81,968	-	-	81,968	84,785
Collections at Services & Church Programmes	1,771	-	-	1,771	2,847
Donations	-	-	-	-	1,919
Southcote Alive Donations	-	-	70	70	-
Fundraising	-	-	-	-	-
	<u>1,771</u>	<u>-</u>	<u>70</u>	<u>1,841</u>	<u>4,765</u>
<b>Total Voluntary Income</b>	<b>101,511</b>	<b>-</b>	<b>70</b>	<b>101,581</b>	<b>108,287</b>
<b>b. Other Ordinary Income</b>					
Chapel/Church Income	801	-	-	801	480
Church Hall Income	5,378	-	-	5,378	4,997
Fees collected on behalf of Diocese	1,194	-	-	1,194	897
Fees for PCC	184	-	-	184	520
Bank & Deposit Funds Interest	-	-	-	-	-
Ministry	150	-	-	150	100
Parish Share Rebate and insurance claim	3,745	-	-	3,745	-
Private use of Photocopier/Printer	-	-	-	-	-
Organists Fees	-	-	-	-	-
	<u>11,451</u>	<u>-</u>	<u>-</u>	<u>11,451</u>	<u>6,994</u>
<b>c. Material Income</b>					
Others	110	-	-	110	541
Coronavirus Job Retention Grant	200	-	-	200	4,502
Charitable Donations -Fire Door	-	-	-	-	-
	<u>310</u>	<u>-</u>	<u>-</u>	<u>310</u>	<u>5,043</u>
<b>Total Incoming Resources</b>	<b>113,272</b>	<b>-</b>	<b>70</b>	<b>113,342</b>	<b>120,324</b>



**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**3 Cost of charitable activities**

	2021			2020
	Unrestricted Costs £	Designated Costs £	Restricted Costs £	Total Costs £
<b>a. Clergy Expenses</b>				
Curacy expenses	-	-	-	327
The Ministry	2,339	-	-	2,037
	<b>2,339</b>	<b>-</b>	<b>-</b>	<b>2,364</b>
<b>b. The Church &amp; Services</b>				
Church cleaning	711	-	-	368
Church Flowers	173	-	-	63
Church Yard	-	-	-	-
Electricity	10,708	-	-	7,873
Insurance	758	-	-	738
Regular Maintenance Church	2,665	-	-	581
Upkeep of Services	1,497	-	-	960
Water Rates Church	65	-	-	-
	<b>16,577</b>	<b>-</b>	<b>-</b>	<b>10,583</b>
<b>c. Other Parish Expenses</b>				
Children's Ministry	499	-	-	3,320
Music Ministry	9,356	-	-	1,928
Youth Ministry	-	-	-	78
Lay Staff				
Salaries	25,400	-	-	31,917
Staff Development	97	-	-	110
Staff IT Facility	103	-	-	598
Personal Expenses of Lay Staff	-	-	-	116
	<b>25,599</b>	<b>-</b>	<b>-</b>	<b>32,741</b>
Church Hall running costs	5,343	-	-	6,007
Mission within the Parish	3,373	-	880	2,710
Other Parish Expenditure				
Administration	543	-	-	490
Affiliations	45	-	-	-
Audit and accountancy fees	68	-	-	-
Bank Fees	66	-	-	60
CLI Licence	746	-	-	681
Fundraising Expenses	2,219	-	-	370
Gifts	168	-	-	831
Other Ordinary Parish Expenses	-	-	-	-
Photocopying & Printing Costs	206	-	-	325
Telephone & Broadband	1,787	-	-	1,629
TV Licence	850	-	-	719
	<b>6,699</b>	<b>-</b>	<b>-</b>	<b>5,106</b>
	<b>50,870</b>	<b>-</b>	<b>880</b>	<b>51,890</b>
<b>d. Payments Outside the Parish</b>				
Charitable Donations	200	-	-	-
Fees to Diocese -Payment	1,731	-	-	1,194
Parish Share	45,709	-	-	46,112
	<b>47,640</b>	<b>-</b>	<b>-</b>	<b>47,306</b>

PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

3 Cost of charitable activities (cont'd)

	2021				2020
	Unrestricted Costs £	Designated Costs £	Restricted Costs £	Total Costs £	Total Costs £
<b>e. Development and maintenance</b>					
Hall Maintenance & Redecoration	140	-	1,464	1,605	427
Replacement of church chairs project	-	-	-	-	-
Other expenditure	479	-	-	479	392
	<u>619</u>	<u>-</u>	<u>1,464</u>	<u>2,084</u>	<u>820</u>
<b>Total Development and maintenance costs</b>	<b>619</b>	<b>-</b>	<b>1,464</b>	<b>2,084</b>	<b>820</b>
<b>Total Resources Used</b>	<b>118,045</b>	<b>-</b>	<b>2,344</b>	<b>120,389</b>	<b>112,962</b>



**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**4 Staff costs**

	2021	2020
	£	£
Wages and salaries & NI	25,400	31,917
	<u>25,400</u>	<u>31,917</u>

The average number of employees during the year was 1 (2020:2).

Trustees (PCC members) received no remuneration during the year (2020: none).

During the year 3 trustees (PCC members) were reimbursed expenses amounting to £3,046 relating to general running costs and meeting expenses. This includes £2,339 paid to clergy to reimburse for ministry and curacy costs and running of the vicar's office.

	2021	2020
	£	£
<b>5 Debtors &amp; Prepayments</b>		
Trade debtors	151	600
Tax recoverable on gift aids	469	-
Prepayments	821	746
	<u>1,440</u>	<u>1,346</u>

	2021	2020
	£	£
<b>6 Creditors</b>		
Trade creditors	1,703	260
Other creditors	355	-
Accruals	2,243	3,067
	<u>4,301</u>	<u>3,327</u>

**7 Parish Funds**

The movements in funds during the year were:

	Balance Brought Forward	Incoming	Outgoing	Transfer between funds	Balance Carried Forward
	£	£	£	£	£
<b>7a General Reserve</b>	<b>72,957</b>	<b>113,272</b>	<b>(118,045)</b>	<b>945</b>	<b>69,129</b>
<b>7b Restricted:</b>					
Southcote Alive	810	70	(880)	-	-
Development & Maintenance Fund	1,524	-	(1,464)	-	60
Children & Music Ministry Fund	945	-	-	(945)	-
	<u>3,279</u>	<u>70</u>	<u>(2,344)</u>	<u>(945)</u>	<u>60</u>
	<u>76,236</u>	<u>113,342</u>	<u>(120,389)</u>	<u>-</u>	<u>69,189</u>

**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

**4 Staff costs**

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**PAROCHIAL CHURCH COUNCIL OF READING, ST.MATTHEW**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**7 Parish Funds (continued)**

Southcote Alive is an ecumenical mission activity within part of the parish, carried out in partnership with other churches and Christian organisations. The funds represents donations received specifically for this activity. The costs are included in the Mission within the Parish Costs.

The Development & Maintenance Fund is to cover development and maintenance expenses in the church.  
Children & Music Ministry Fund is to cover Time For You, a family's ministry in the church. The surplus fund was transferred to the general fund during the year

The PCC has a policy of keeping three months running costs in reserve to cover unforeseen circumstances. During 2020 this amounted to £33,884.

# Independent examiner's report to the Trustees of Parochial Church Council of Reading, St. Matthew

## **Independent examiner's report to the Trustees of Parochial Church Council of Reading, St. Matthew**

This report on the accompanying financial statements of the PCC for the year ended 31 December 2021 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

### **Respective responsibilities of the trustees and the examiner**

The trustees are responsible for the preparation of the accounts; you consider that an audit is not required for this year under section 145(1) of the Act and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under charity law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- to 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. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **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 Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act.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.

*Hooi Cheeseman*

Mrs Hooi Cheeseman ACA  
28 Bellamy Close  
Uxbridge, Middlesex  
UB10 8SJ

Date: 4 April 2022



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 **DIOCESE OF OXFORD**  
Berkshire, Buckinghamshire and Oxfordshire