

Annual Report and Financial Statements of the Parochial Church Council of Wolverhampton St Matthew

For the year ended 31st December 2022
Charity registration number: 1183263.

St Matthew's Church
— Growing in Christ —



**The Parochial Church Council of Wolverhampton St Matthew
Trustees' Annual Report for the year ended 31st December 2022**
Charity registration number: 1183263

Objectives and Activities

The Parochial Church Council of Wolverhampton St Matthew (the PCC) has the responsibility of co-operating with the incumbent, the Reverend Matt Hird, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelical, social and ecumenical. The PCC is also spiritually responsible for the maintenance of the church.

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St Matthew. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music, and sacrament. Also, through non sacramental activities of hospitality and fellowship we aim to reach non churched members of the community.

Public Benefit

The trustees of the PCC are aware of the Charity Commission's guidance on public benefit in The Advancement of Religion for the Public Benefit and have had regard to it in their administration of the Charity. The trustees believe that, by promoting the work of the Church of England in the Ecclesiastical Parish of Wolverhampton St Matthew it helps to promote the whole mission of the Church (pastoral, evangelistic, social and ecumenical) more effectively, within the Ecclesiastical Parish, and that in doing so it provides a benefit to the public by:

- Providing facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for its members and for anyone who wishes to benefit from what the Church offers; and
- Promoting Christian values and service by members of the Church in and to their communities, to the benefit of individuals and society as a whole.

Reserves Policy

St Matthews reserve policy was reviewed at the PCC meeting held on 22nd November 2021. The reserve fund was set at £13,000 based on the equivalent of 2 months general running at £8,000 with an additional £5,000 to cover emergency building maintenance. This amount is held in a separate designated fund. Other free reserves at 31 December 2022 were £21,053 (2021: £7,458).

Safeguarding

The PCC believe they have fulfilled their duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

Reporting Serious Incidents

A Serious Incident is an adverse event, whether actual or alleged, which results in or risks significant harm to the charity's beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work, loss of the charity's money or assets, damage to the charity's property or harm to the charity's work or reputation.

The trustees are not aware of any Serious Incidents in the last year.

Fundraising

The PCC takes its fundraising responsibilities seriously and is very grateful to all donors – whether regular or occasional – for their support of the church and church events. PCC supporters are never taken for granted. The PCC take full responsibility for fundraising and do not use commercial organisations or professional fundraisers. All money raised is either by donations, fundraising events, special appeals or legacies for which the PCC are most grateful.

Risk Management

The Church Wardens carry out regular Health and Safety Reviews and regularly inspect premises for potential hazards. We have safeguarding policies in place for child protection and for work with vulnerable adults, including rigorous DBS checking of staff and volunteers. Our insurances are reviewed annually to ensure adequate cover. An informal review of any new risks which may impact the work of the Church in the Parish is ongoing.

Structure, Governance and Management

The PCC is a Body Corporate established by the Church of England and is a Charity registered with the Charity Commission. The PCC is governed by the Parochial Church Council Powers Measure (1956) as amended that came into effect on 2nd January 1957, and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The method of appointment of the PCC members is set out in the Church Representation Rules. The Council comprises the Incumbent, the Churchwardens, a representative of the Readers, those elected to the Deanery Synod, and other members who are elected at the Annual Parochial Church Meeting, by those on the Electoral Roll. The PCC members receive training from courses run by the Diocese. Members of the congregation are always urged to join the Electoral Roll, and to stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance in the parish, and for all financial matters. The PCC usually meet 7 times a year. Given its responsibilities, the PCC delegates the implementation of our vision statement to the Ministry Leadership Team, who share responsibility for day-to-day leadership with the Incumbent and report back to each PCC meeting. In response to the challenges of the pandemic, PCC established a new Finance Action Team to monitor our financial health and implement measures to improve it.

Reference and Administrative details

The Church is situated in East Park Way, Wolverhampton, WV1 2DN and is part of the Deanery of Wolverhampton, in the Diocese of Lichfield. The correspondence address is the Vicarage, 14 Sydenham Road, Wolverhampton, West Midlands, WV1 2NY. Registered charity number 1183263. Our website address is: <https://www.stmatthewswolves.com/>

PCC members who have served from 1st January 2022 until the date this report was approved were:

Ex Officio Members

The Incumbent

The Reverend Matt Hird (Chairman)

Curate

Gareth Manser (from 26/06/22)

Churchwardens

Lee Blakemore

Jay Coley

Deanery Synod Reps

Rebecca Hedger

Jordan Dearn (until 17/07/22)

Jack Hedger (from 24/4/22)

Elected Members

Jack Hedger (until 24/04/22)

Lee Blakemore (until 24/04/22)

Charlotte Taft

Chioma Okafor (from 24/04/22)

Lynne Lawrence (from 24/04/22)

Ann Macmanomy (from 23/05/22)

Brian Palmer (Treasurer until 27/03/23)

Rachel Reid (Secretary)

Jo Corkery (from 24/04/22)

Names and addresses of advisers

Bank

Lloyds Bank

Queen Square, Wolverhampton, WV1 1RF

Independent Examiner

Cosy Bagot Jewitt

Lichfield DBF, St Mary's House, The Close, Lichfield, WS13 7LD

Approved by the PCC on 24th September 2023 and signed on its behalf by:



Reverend Matt Hird (Chairman)



Rachel Reid (Secretary)

**Independent Examiner's report to the trustees/members of The PCC of
Wolverhampton St Matthew**

Registered charity number: 1183263

I report on the accounts for the year ended 31st December 2022 which are set out on the following pages.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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 charity 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 the 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 material matters have come to my attention which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the with the accounting records

I 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.

Signed: Cosy Bagot Jewitt Date: 20/10/23

Cosy Bagot Jewitt

For and on behalf of Lichfield Diocesan Board of Finance
St Mary's House, The Close, Lichfield, WS13 7LD

The Parochial Church Council of Wolverhampton St Matthew Financial Statements for the Year Ended 31st December 2022

Accounting Policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.

There may be minor discrepancies in the totals as the pence are not being shown.

Fixed Assets

Consecrated and benefice property is not included in the accounts by s.10(2)(a)&(C) of the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Description of Funds

Unrestricted funds are income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or for spending on a future project and which are therefore not included in its "free reserves" as disclosed in the trustees' annual report.

Restricted funds comprise of two elements:

- a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest
- b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Endowment funds are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend capital as income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

The Parochial Church Council of Wolverhampton St Matthew

Financial Statements for the Year Ended 31st December 2022

Receipts and Payments Account

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Donations and legacies	48,572	1,065	4,233	—	53,870	43,709
Income from charitable activities	3,162	—	—	—	3,162	1,645
Other trading activities	10,828	—	—	—	10,828	6,285
Investments	17	—	—	—	17	3
Other income	1,000	—	—	—	1,000	—
Total receipts	63,578	1,065	4,233	—	68,876	51,642
Payments						
Raising funds	2,005	74	2,152	—	4,231	—
Expenditure on charitable activities	46,269	980	3,111	—	50,360	50,301
Other expenditure	36	—	—	—	36	422
Total payments	48,310	1,054	5,264	—	54,627	50,723
Excess of receipts over payments before transfer	15,268	12	(1,031)	—	14,249	919
Transfers						
Gross transfers between funds - in	—	1,673	—	—	1,673	1,500
Gross transfers between funds - out	(1,673)	—	—	—	(1,673)	(1,500)
Excess of receipts over payments before other gains / losses	13,595	1,685	(1,031)	—	14,249	919
Net movement in funds	13,595	1,685	(1,031)	—	14,249	919
All assets at 01 January 2022	7,458	19,310	1,754	—	28,522	27,603
All assets at 31 December 2022	21,053	20,994	724	—	42,771	28,522
Represented by						
Unrestricted						
General fund	21,053	—	—	—	21,053	7,458
Designated						
Appeals & Special Projects	—	872	—	—	872	872
Building & Maintenance	—	5,205	—	—	5,205	5,205
Discretionary Fund	—	1,518	—	—	1,518	—
Place Of Welcome	—	19	—	—	19	—
Pop In Group Ministry	—	93	—	—	93	100
Reserve Fund	—	13,000	—	—	13,000	13,000
Toddler Group Ministry	—	288	—	—	288	133
Restricted						
Easter Event	—	—	48	—	48	—
Family Meal	—	—	—	—	—	200
POW Restricted fund	—	—	156	—	156	225
Storeroom Renovation	—	—	520	—	520	—
Zip Boiler Buy And Install	—	—	—	—	—	1,329

The Parochial Church Council of Wolverhampton St Matthew

Financial Statements for the Year Ended 31st December 2022

Statement of assets and liabilities - 2022

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Lloyds Current Account -	7,596	4,519	(7,454)	—	4,661	7,763
Lloyds Savings Account -	13,342	16,475	10,885	—	40,703	22,632
Cash in hand -	115	—	—	—	115	115
Totals	21,053	20,994	3,432	—	45,479	30,510
Liabilities - Agency accounts						
Agency collections -	—	—	2,708	—	2,708	1,988
Totals	—	—	2,708	—	2,708	1,988
Grand total	21,053	20,994	724	—	42,771	28,522

Statement of assets and liabilities - 2021

	General	Designated	Restricted	Endowment	This year	Last year
Current assets - Cash at bank and in hand						
Lloyds Current Account -	4,962	3,785	(983)	—	7,763	8,429
Lloyds Savings Account -	2,381	15,525	4,725	—	22,631	21,933
Cash in hand -	115	—	—	—	115	115
Totals	7,458	19,310	3,742	—	30,510	30,476
Liabilities - Agency accounts						
Agency collections -	—	—	1,988	—	1,988	2,873
Totals	—	—	1,988	—	1,988	2,873
Grand total	7,458	19,310	1,754	—	28,522	27,603

Fund movement by type - 2022

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Building - Building & Maintenance						
Designated	5,205	—	—	—	—	5,205
Sub-total for Building	5,205	—	—	—	—	5,205
Discretion - Discretionary Fund						
Designated	—	—	30	1,548	—	1,518
Sub-total for Discretion	—	—	30	1,548	—	1,518
Easter Eve - Easter Event						
Restricted	—	2,000	1,952	—	—	48
Sub-total for Easter eve	—	2,000	1,952	—	—	48
Family meal - Family Meal						
Restricted	200	—	200	—	—	—
Sub-total for Family meal	200	—	200	—	—	—
NHF - Ener - National Hardship Fu						
Designated	—	950	950	—	—	—
Sub-total for NHF - Ener	—	950	950	—	—	—

POWRES - POW Restricted fund						
Restricted	225	—	69	—	—	156
Sub-total for POWRES	225	—	69	—	—	156
PoW - Place Of Welcome						
Designated	—	19	—	—	—	19
Sub-total for PoW	—	19	—	—	—	19
PopInGroup - Pop In Group Ministry						
Designated	100	66	74	—	—	93
Sub-total for PopInGroup	100	66	74	—	—	93
Projects - Appeals & Special Pr						
Designated	872	—	—	—	—	872
Sub-total for Projects	872	—	—	—	—	872
Reserve - Reserve Fund						
Designated	13,000	—	—	—	—	13,000
Sub-total for Reserve	13,000	—	—	—	—	13,000
Store room - Storeroom Renovation						
Restricted	—	2,233	1,713	—	—	520
Sub-total for Store room	—	2,233	1,713	—	—	520
Toddlers - Toddler Group Ministry						
Designated	133	30	—	125	—	288
Sub-total for Toddlers	133	30	—	125	—	288
ZIP Boiler - Zip Boiler Buy And I						
Restricted	1,329	—	1,329	—	—	—
Sub-total for ZIP Boiler	1,329	—	1,329	—	—	—
General - General fund						
Unrestricted	7,458	63,578	48,310	(1,673)	—	21,053
Sub-total for General	7,458	63,578	48,310	(1,673)	—	21,053
Grand total	28,522	68,876	54,627	—	—	42,771

Fund movement by type - 2021

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Building - Building & Maintenance						
Designated	5,205	—	—	—	—	5,205
Sub-total for Building	5,205	—	—	—	—	5,205
Family meal - Family Meal						
Restricted	—	200	—	—	—	200
Sub-total for Family meal	—	200	—	—	—	200
Gayle – Gayle's Leaving present						
Restricted	50	—	50	—	—	—
Sub-total for Gayle	50	—	50	—	—	—
POWRES - POW Restricted fund						
Restricted	250	—	25	—	—	225
Sub-total for POWRES	250	—	25	—	—	225
PopInChristmas - Pop In Group Christmas						
Restricted	—	250	250	—	—	—
Sub-total for PopInChristmas	—	250	250	—	—	—
PopInGroup - Pop In Group Ministry						
Designated	100	—	—	—	—	100
Sub-total for PopInGroup	100	—	—	—	—	100
Projects - Appeals & Special Pr						
Designated	872	—	—	—	—	872
Sub-total for Projects	872	—	—	—	—	872

Reserve - Reserve Fund						
Designated	14,500	—	—	(1,500)	—	13,000
Sub-total for Reserve	14,500	—	—	(1,500)	—	13,000
Toddlers - Toddler Group Ministry						
Designated	133	—	—	—	—	133
Sub-total for Toddlers	133	—	—	—	—	133
ZIP Boiler - Zip Boiler Buy And I						
Restricted	—	1,329	—	—	—	1,329
Sub-total for ZIP Boiler	—	1,329	—	—	—	1,329
General - General fund						
Unrestricted	6,493	49,863	50,398	1,500	—	7,458
Sub-total for General	6,493	49,863	50,398	1,500	—	7,458
Grand total	27,603	51,642	50,723	—	—	28,522

Fund Description

Designated Funds

Building Maintenance – for the maintenance and upkeep of the church building
Discretion – to help and support the wider community. It is administered by the vicar in conjunction with the Resource Team.
Places of Welcome – to support the work of Place of Welcome
Pop In Group Ministry – donations to help fund outings such as a Christmas Meal
Toddler Group Ministry – to support the work of the Toddler Group
Appeals & Special Projects – monies earmarked for specific projects during the year
Reserve Fund – part of the PCC's Reserves Policy is to keep £13,000. See the Trustees Annual Report
National Hardship Funding – donation from Lichfield Diocese to help with energy costs over the winter.

Restricted Funds

Christmas Meal Pop In – community provision of Christmas meals
Easter Event – grants received from the local council to put on an Easter Community Event
Family Meal – to encourage families to eat together
Gayle's Leaving Present – donations towards Gayle's leaving present.
Place of Welcome - received a one-off donation towards ongoing costs of Place of Welcome
Store Room – grant money given by local council to refurbish the store room
Zip Boiler – to buy and install a new boiler

Analysis of Transfer between Funds - 2022

- The Discretionary Fund was made as a way of putting money aside to help and support the wider community. It is administered by the Vicar in conjunction with the Resource Team.

Analysis of Transfer between Funds - 2021

- £1,500 was transferred from the Reserve Designated Fund to the General Fund – see Reserves Note on page 2.

Analysis of receipts and payments

	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Endowment</u>	<u>Total</u> <u>This year</u>	<u>Last year</u>
INCOME AND ENDOWMENTS						
Donations and legacies						
Gift Aid - Bank	22,186	—	—	—	22,186	22,165
Gift Aid - Envelopes	290	—	—	—	290	1,294
Other planned giving	16,252	—	—	—	16,252	15,503
Loose plate collections	2,256	—	—	—	2,256	518
Toddler Group Donations	351	30	—	—	381	230
Pop In Group Donations	752	66	—	—	818	289
Place Of Welcome Donations	166	19	—	—	184	46
Donations appeals etc	278	—	—	—	278	1,403
Tax recoverable on Gift Aid	5,380	—	—	—	5,380	5
Non-recurring one-off grants	500	950	4,233	—	5,683	1,779
Other funds generated	161	—	—	—	161	478
Total	48,572	1,065	4,233	—	53,870	43,709
Income from charitable activities						
Fees for weddings and funerals	3,162	—	—	—	3,162	1,645
Total	3,162	—	—	—	3,162	1,645
Other trading activities						
Hub for Grub	240	—	—	—	240	—
Bookstall sales - fund raising	5	—	—	—	5	—
Church hall lettings - fund raising	10,553	—	—	—	10,553	6,285
Miscellaneous sales - fund raising	30	—	—	—	30	—
Total	10,828	—	—	—	10,828	6,285
Investments						
Bank and building society interest	17	—	—	—	17	3
Total	17	—	—	—	17	3
Other income						
Contributions from other churches	1,000	—	—	—	1,000	—
Total	1,000	—	—	—	1,000	—
INCOME TOTAL	63,578	1,065	4,233	—	68,876	51,642

EXPENDITURE

Raising funds

Costs of fetes & other events	2,005	74	2,152	—	4,231	—
Total	2,005	74	2,152	—	4,231	—

Expenditure on charitable activities

Giving to missionary societies	3,096	30	—	—	3,126	5,148
Ministry parish share etc	30,514	—	—	—	30,514	33,726
Parish Share Support	—	—	—	—	—	(2,760)
Ministry Assistant - HMRC Payment	—	—	—	—	—	331
Working expenses of incumbent	67	—	—	—	67	398

Working expenses of curate	230	—	—	—	230	—
Vicarage house expenses	—	—	—	—	—	102
Vicar's telephone	128	—	—	—	128	—
Education	249	—	—	—	249	—
Church running - insurance	1,499	—	—	—	1,499	1,428
Church office - photocopier	572	—	—	—	572	760
Church - Broadband	527	—	—	—	527	572
Church maintenance	5,230	—	3,042	—	8,272	6,111
Church cleaning	73	—	—	—	73	—
Church service supplies	1,006	—	—	—	1,006	121
Toddler group supplies	17	—	—	—	17	—
Refreshment supplies	—	—	—	—	—	343
Place Of Welcome Supplies	—	—	69	—	69	9
Church equipment	—	—	—	—	—	895
Church communications	95	—	—	—	95	731
Church running - electric	1,364	—	—	—	1,364	843
Church running - gas	1,332	950	—	—	2,282	968
Church running - water	122	—	—	—	122	107
Church running - heating and lighting	—	—	—	—	—	300
Church running - waste collection	151	—	—	—	151	168
Total	46,269	980	3,111	—	50,360	50,301

Other expenditure

Other outgoing resources / payments	36	—	—	—	36	422
Total	36	—	—	—	36	422
EXPENDITURE TOTAL	48,310	1,054	5,264	—	54,627	50,723
GRAND TOTAL	15,268	12	(1,031)	—	14,249	919