

# St Matthew's Church Carver Street



**The Annual Report of The Parochial Church Council of  
the Ecclesiastical Parish of Sheffield St Matthew  
Charity number: 1197801**

# REPORT OF THE CHURCH COUNCIL FOR 2024

**Objectives of the Charity:** The primary objective of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Matthew Carver Street is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

St Matthew's PCC. has the responsibility of co-operating with the incumbent of the parish, in promoting the ecclesiastical parish, and the whole mission of the Church – pastoral, evangelistic, social and ecumenical.

The PCC is the Sole Member of St Matthew's House Ltd, a charity and company limited by guarantee, which trades as The Art House.

The PCC is responsible for the maintenance of the fabric of the church building; St Matthew's, Carver Street, Sheffield is a Grade II listed building recognised as being of particular architectural and historic significance.

**Summary of Purposes of the Charity:** The Purposes of the charity are set out in The Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

**Summary of the main activities:** The Trustees lead the charity in promoting in the ecclesiastical parish the whole mission of the Church. The trustees have had regard to the guidance of issued by the Charity Commission on Public Benefit.

## **Main Address of the Charity:**

The Parish Office  
8 Backfields Sheffield  
S1 4HJ

## **Clergy:**

Incumbent: The Reverend Grant Lambert Naylor B.A. (Lampeter), M.Th (Oxon),  
SSC

Hon Assitant Curate: The Rev'd Alan Watson CMP, SSC

Assistant Priest: The Rev'd Richard Parker SSC

Rt'd Assisting Priest: The Rev'd Alun Price

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## Membership

Members of the P.C.C. are either ex- officio members or are elected by the Annual Parochial Church Meeting in accordance with the Church Representation Rules. During the year, the following served as members of the P.C.C. Since the AGM 2016 regular members are elected annually. The AGM in 2016 passed a resolution that Wardens could serve for longer than six successive terms if so desired and duly elected.

### Ex-officio members

*Incumbent:*

The Rev'd Grant Lambert Naylor SSC

*Hon Curate:*

The Rev'd Alan Watson CMP, SSC

*Churchwardens:*

Dr Stuart Barfield & Mr Stephen Linskill

*General Synod Representative:*

Mrs Michaela Suckling

*Deanery Synod Representatives:*

Mr Ian Burgess & Mrs Holly Featherstone

### Elected PCC Members:

Mrs Carol Taylor

Mrs Minerva Faddoul

Dr Richard Dawidek

Mrs Caroline Fisher

### *Key Personnel*

Chair: The Rev'd Grant Lambert Naylor SSC

Secretary: Mrs Holly Featherstone

Treasurer: Dr Richard Dawidek

Safeguarding Lead: Carol Taylor

## Constitution

The constitution is that of the Constitution of the Church of England, which can be found in "A Handbook for Churchwardens and Parochial Church Councillors" Mowbray ISBN 0-264-67411-1

## Electoral Roll

94 members were on the electoral roll at the last APCM. This year a brand new electoral roll was drawn up as per the rules of the Church of England. The number of parishioners on the new electoral roll stands at 97

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Dr Hey-Long Ching  
Electoral Roll Officer

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## END OF YEAR REPORTS

### Review of the Work of the P.C.C. for the year 2024

The PCC consists of four elected members and seven ex-officio members and has received additional support from Patrick Linskill in recent months.

Six PCC meetings took place over the course of the year with an average attendance of seven members.

The Regenerate Project continues to be the matter of much discussion, but other key matters include expansion and changes to the Parish Nursing project, Student Work and the Scriptorium, The Arthouse, the new Children's and Families worker, mission and evangelism, safeguarding, finances, fundraising, Alpha, and growing disciples to support the ever expanding work of the church both within the parish and beyond.

Our PCC is a registered charity with the charities commission which also requires additional work and administration.

I have now held the role of PCC secretary for two years and am grateful to my colleagues on the PCC for all their hard work and support.

Holly Featherstone  
PCC Secretary

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### The Vicar's Review

2024 has been a good year of consolidation and growth in the life of the parish. It has been a joy to see new people of all ages baptised and confirmed and to see people assuming and growing into new roles in the parish. It has also been a year

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where we have commenced new projects. The numbers at Mass have continued to grow by a further 3% this year (145% since 2015).

In the springtime we launched the Sheffield Scriptorium (see the update from Godwin below) that has proven popular with students and home workers alike. In Lent we saw a great response from people to the call of God with bumper numbers of confessions, increased numbers of communions, and we had a higher number of baptisms at Easter and throughout the year.

Our Alpha course proved popular, and our other teaching events and courses continued to draw people further along the road of discipleship. Many people adopted a rule of life for the first time under our "LIGHTS FOR CHRIST" initiative. We instituted quiet days in Lent and Advent at Whirlow Grange, which were well attended.

Antonio Joseph was on placement with us from the College of the Resurrection, Mirfield over August and were blessed by him - an outstanding candidate for the priesthood. I am ever grateful to Fr Watson, Fr Price and Fr Parker for their continued support and ministry. Various people have grown into new lay ministries, taking on or continuing in new roles in the parish, without you we simply wouldn't be able to do what we do. I'd like to pay a particular tribute to Dr Richard Dawidek who has taken on the role of treasurer, Godwin Omuyu who is leading the Scriptorium, Louise Smith who is now Lead parish Nurse, and Minerva Faddoul who is the Children and Families lead.

We had a superb pilgrimage to Walsingham in May, always a highlight of the year. Travelling together enables us to grow together and many new friendships are being formed across the parish. People of different cultures and traditions meeting, becoming friends finding unity in Christ's body.

Regenerate, our project to renew St Matthew's, has raised £490,000 we are now well over half way there. In raising money we have sought to have fun and be missional. The beer festival was a great success and our "Pave the Nave" mini campaign has enabled lots of people to support our cause across the country. Chris Warburton and Minerva Faddoul both "ran for regenerate" and many people supported them generously. Peter Cain delighted us with his classical guitar playing to raise funds. We will start some of the work this year!

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Our Parish Nursing project has continued to provide a much needed service and mission to the city. Fr Richard Parker joined the team and Louise was appointed the new lead in succession to Michaela who retired in December. We have a great leader in Louise and we were able to give thanks to Michaela for her hard work, determination and vision. Fr Parker established a new Mass on Wednesdays at 6pm which also offers the healing ministries. Fr Price has devoted a lot of time to the confessional and enabled us to increase the number of confessions heard on a weekly basis (this is in my mind the sure sign of a serious catholic parish).

On St Matthew's festival we had the Bishop of Oswestry deliver the Catholic Evangelism Lecture in the presence of The Rt Rev'd Pete Wilcox, Bishop of Sheffield. The following day we had the usual jamboree and celebration with the great, wonderful and joyous procession of witness through the streets.

Our work amongst children has grown significantly. A few years ago we had no children at Mass, being a city centre parish it isn't really our demographics, but we prayed and the Lord did provide. I really do salute our parents who are doing such an amazing job at bringing their children up in The Faith. The saying goes that: 'it takes a village to bring up a child', well in our context that means that: 'it takes us all as a congregation to nurture our kids in The Faith.' Minerva has made an excellent start since her appointment as our lead for Children and Families.

Bishop Stephen visited in October and confirmed ten candidates. He has been a real encouragement to us and we thank him for his dedicated and sacrificial ministry across the northern province.

I am blessed to lead a team of highly committed and faithful people. A particular thanks to the clergy, my churchwardens Stephen and Stuart, Louise and Parish Nursing team, Ian our development worker, Ben the strategic lead at the Art House, Godwin as our Scriptorium/ Student lead, Fiona our Director of Music and the core team who meet with me regularly, the sacristy team, the PCC and everyone who makes St Matthew's tick.

2025 has started well. It is a jubilee year when we will focus on the Nicene Creed. It is a year to remind ourselves of the importance of the faith once delivered unto the saints. We are members of the body of Christ, we have the most profound

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privilege of knowing Jesus. Let us be proud to profess the true faith of the church, let us take great delight in sharing Jesus with the world around us. Thank you for your faithfulness, let's make 2025 a really special jubilee year recalling the goodness of God and his mercy towards us!

My prayers for you all daily,

Fr Naylor  
Vicar

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### The Report of the Fabric and Ornaments of the Church

Over the last year: the statue of St Joseph is now in place.

Numerous plasterers have been contacted to quote to repair the broken plaster around the lady chapel window, to replace the old gypsum repair with lime, but seemingly there is little enthusiasm for this work. We have contacted further tradesmen recently and await replies.

Rats have been once again observed inside the church and Art House. Extensive excavation by them has been seen under the pavement on Backfields around the sacristy, especially where the planter was removed last year. We knew it contained a rats nest, but unfortunately they seem to have re-homed underground resulting in some subsidence to the pavement. We have contacted the council regarding this and the issue of commercial bins left out on Backfields which also encourage vermin. A meeting has taken place this week to try and address these issues, and they have also contacted Pest control. We await a response.

The drain beneath the sacristy is still blocked. Amey Streets Ahead have visited and reported the drain is below the road surface and therefore the responsibility of Yorkshire Water. We have contacted Yorkshire Water to request a survey of the main drain and repair and await a response.

The Diocesan Advisory Committee (DAC) have recommended we undertake the repair work to the bell as suggested during the inspection last year. They have suggested we consider replacing the bell at the same time. We are subsequently

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in the period of petition (notice in porch) before approval is given by the Chancellor. We hope work will be completed this summer.

The DAC have also provisionally given permission for phase one of Regenerate (repair of the chancel flooring and restoration of the choir pews). This too is currently in the period of petition and after permission is obtained from the Chancellor we also hope to complete these works this year.

The Churchwardens would like to thank Mr Patrick Linskill for his work as deputy churchwarden particularly during Stephen's medical treatment and Stuart's travelling.

Dr Stuart Barfield / Mr Stephen Linskill  
Churchwardens

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### Director of Music's Report

The Church's music department has continued to grow in strength and support the weekly masses plus other events.

The choir numbers have remained fairly steady with members keen to support and be as dedicated as possible.

During last year, I have launched occasional after Mass' rehearsals for anything extra we have coming up as the time before the Mass is usually not long enough to learn new repertoire. I feel we need to attract more experienced voices so as to confidently support the singing and also be able to learn quicker.

Personally I have taken on a challenge at home this year and joined a local choir to improve my voice as I lead my church choir. As I have good sight singing skills I learn new music quickly and have rapidly become one of the stronger singers because of this (higher notes still dodgy). I see how the singers who don't read music struggle and still struggle after weeks of rehearsals.

For the Patronal, we launched a brand new Mass setting by a Lincolnshire composer. This went down well and extra choir and violinists bought in were



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excited to learn this.

Some of my community orchestra from home also supported the Patronal and played their instruments in the procession. Again this went down well and they were honoured to help.

We still have a few musicians in church who play at the Christmas Eve vigil and Palm Sunday.

Also, a group of outside string players keen to play again. They played at the Patronal and carol service and would like to make it a fairly regular thing.

I hope all these can be built on during 2025 during this exciting time as St Matthews continues to grow.

Fiona Law  
Director of Music

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### St Matthews Children's Ministry

As of September 2024, St Matthew's has a new Children and Families' Worker, mainly available on Wednesdays and Fridays.

The number of children and families in the congregation has continued to increase. We have 27 children (ages 0 to 11) and 17 families registered and regularly attending St Matthew's.

A Families' Lunch was held on 17th November, 2024 for first-time introductions among the families and to prepare for the Christmas season ahead, with Christmas resources provided to take home. This year's Christingle-making and Christmas Eve Mass on 24th December, 2024 welcomed over 15 children and 60 members in the congregation.

The Play and Pray area in the church has been developed as an open invitation for children and babies with their parents and carers as they too are a part of our Church family. Books, small toys, activity sheets and crafts linked to Sunday 11

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AM mass are available and open all days of the week for visitors. Baby changing facilities are available.

Little Prints baby and toddler group was launched on 10th January, 2025 and takes place on Fridays, 10:30 AM to 12 PM, term time only.

The group links to 12 PM Rosary and 12:30 PM Mass with an open invitation to the children and their parents and carers. So far, 4 children (ages 0 and 2) and their parents have attended the group. Fiona, our director of music, leads music and worship songs, and members of our PCC and our Parish Nursing Project assist as group helpers.

The See of Beverley Children and Youth Ministry Development Day was held at St Matthew's on 8th February, 2025 and showcased the children's Play and Pray area with an opportunity to introduce early stages of children and families' work at St Matthew's.

This is an exciting time at St Matthew's and I look forward to welcoming more families and collaborating to grow our team of volunteers as we continue to be of Christian service within our community.

Minerva Faddoul  
Children and Families' Worker

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### Report from the Mission Partnership Development Worker

2024 was another fruitful year in the Lord for St Matthew's Church. In serving this joyful purpose the Development Worker did the following:

- Help manage the launch and leadership transition of the Sheffield Scriptorium
- Onboarded and assisted the Children & Families Worker
  - Tech and systems support
  - Helped write grants
- Provided support for the Parish Pilgrimage, National Pilgrimage to Walsingham, and Adoremus Young Adult's Pilgrimage
- Programming and Promotion of Fundraising events
  - In particular the Beer Festival

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- Produced timely and effective devotional and promotional materials for Church Seasons and Festivals
  - Including paid advertising campaigns
- Procured new high-speed Fibre-Optic internet
- Procured and implemented ChurchSuite
- Worked with the incoming Treasurer to access relevant systems
- Produced fundraising updates for Regenerate
  - Keeping key funders up-to-date with our progress and liaising with them about their funding offers
- Branded and launched the *Pave the Nave* campaign which has seen over £20,000 of donations so far
- Supported the Vicar and other leaders in various initiatives and projects as needed
- Kept up compliance including making a Risk Assessment of the Church and publishing Safeguarding Policies
- Produced and sold new merchandise to raise funds and advance the brand of St Matthew's and Regenerate

In 2025, the Lord helping us, we will receive the permissions we need to begin the work of Regenerate and share the news of our progress, gaining further support towards the full cost of the plan.

Unless the Lord builds the house,  
those who build it labour in vain.

*Psalm 127:1*

Ian Burgess  
Development Worker

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### Parish Nursing Project

The Parish Nursing project has been serving the people of Sheffield for five years and has continued to grow and evolve continuously. We could not have achieved this milestone without your unceasing prayers and support and for which we are ever grateful.

During 2024 we welcomed to our team, Father Parker, as project chaplain, and volunteer nurse and midwife Major Catherine Dodd of the Salvation Army.

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After 5 years of tireless dedication Michaela made the decision to step down as lead nurse to focus on her family. She will be greatly missed by all of us, but she plans to continue her support in a reduced role. Our love and prayers will be with her.

Louise Smith has stepped up to take on the role of lead nurse, and the whole team is excited about where the future may take us.

Due to a reduction in volunteer availability for outreach on the streets, we re-evaluated our outreach service. At the project's inception there was minimal outreach available for those on the streets, but over the years this has been developed and now takes the form of weekly multi-agency outreach with numerous organisations teaming up to offer joined-up support.

For these reasons we are taking a step back from this part of our ministry, but will continue to work closely with the multi-agency team as well as continuing our drop in tea-time after mass each day. We will also continue to work with some existing clients who have now found housing but still require support.

The stall has relocated within the Moor Market and is nearer to the "welcome space" and other healthcare stalls allowing for greater cooperation with them. Stall interactions have increased significantly as we have extended our opening hours due to increased staff numbers. The new location is also more private, and has greater footfall.

We have been able to hold more health promotion events in conjunction with colleagues from; Wicker pharmacy and the local authority, plus volunteers, with Chris and Josie from Diabetes UK, through the Town Hall health fair and even providing blood pressure checks at a Sheffield Steelers game. Due to increased activity around special events and at our stall, health promotion now makes up the highest proportion of our interactions numbering approximately 896 interventions in the year.

We continue to support the Anderson Green project and wellbeing cafe. This initiative provides a free hot, homemade meal and an Art or Pottery Class for anyone on a Recovery Journey. The project currently has an exhibition of clients' artwork in the Arthouse.

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In 2024, we provided 700 Mental health interventions, to put that in perspective, last year the previous number was 299 mental health interventions.

We also enabled 218 spiritual interventions because whole person wellness, taking account of the health of mind, body and spirit, is the very core of what we offer. We were even able to take a client with us on pilgrimage to Walsingham, which was greatly enjoyed.

We saw 589 brand new clients during the year and of all our clients 925 are not regular worshipers at any church.

We continue to receive financial support from both local and national funders, as well as through the continued generosity of our loyal, individual donors.

This year we have received:

- From our wonderful personal donors a total of £3561.50 we even had a personal donation to fund new blood pressure equipment.
- Safer Sheffield Group have generously donated to us £3437 which helped to fund the stall rental, mobile phones for volunteers and resources for our vulnerable clients group.
- The Diocese have gifted us £5000 towards Louise's post.
- The Church Burgesses have kindly given £6000 also to fund Louise's role.
- Wesleyan have provided £7493.62 towards salaries and volunteer costs.
- Sheffield Town Trust have awarded us a grant for £3000 to cover the work of volunteer nurse, Catherine.
- We continue to receive support from The Fellowship of St John the Evangelist

We will continue to apply for funding in the year ahead to secure our services into the future.

In November we were re-accredited by our overseeing national body, Parish Nursing Ministries UK to whom we are always grateful for their kind support and encouragement.

The team have undertaken various training opportunities this year including:

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- Mental Health First Aid First Aid at Work Louise and Michaela completed Trauma Informed Training
- Louise undertook Modern Slavery and Domestic Abuse training.
- Cancer Awareness Day
- Michaela and Louise took Alcohol Change Training
- Michaela supported Guild of All Souls Childhood Grief Conference
- Louise took part in training on Cuckooing
- All three nurses attended the Parish Nursing UK Symposium Safeguarding training
- Basic Life Support Instructor course
- The City's Dementia Strategy Launch
- Blood pressure training through the NHS

We have so much to look forward to in the future, and so many possible paths and opportunities are consistently opened to us by God for which we try always to give thanks.

Provision of Basic Life Support Training to partners and volunteers provides a real opportunity to form a fresh revenue stream to support our work.

We will continue to build on the links we have established with our partners and to support multi-agency outreach where we can, there are also plans to develop the Wellbeing Cafe further, and Catherine is working on establishing a "Mindful Music" Dementia group within church, to run once a month on Wednesday afternoons. We are also working with children and families worker, Minerva, to provide health input to weekly the toddler and carer's group, Little Prints.

Louise Smith  
Lead Parish Nurse

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### Safeguarding Report

At St Matthew's Church, Safeguarding is taken extremely seriously. I have continued to be Parish Safeguarding Officer, but safeguarding is seen as the responsibility of us all. We have Safeguarding Policies in place for Children and Vulnerable Adults, as well as for issues relating to Domestic Abuse. These can be viewed in the church porch, and are updated and ratified by the PCC on at least an

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annual basis. Relevant local contact numbers are also on display. Diocesan updates and newsletters are shared with Father Naylor and the PCC and are also displayed in the porch.

All current PCC members have a Disclosure and Barring Service (DBS) check in place at the appropriate level, and this also applies to any church employees or volunteers who are working with children and/or vulnerable adults. This includes those involved with the Parish Nursing Service, and the more recently formed Children and Families group. These checks are undertaken every 3 years and are all up to date or currently in process at St Matthew's. There is a training requirement for all members noted above to complete Basic and Foundation level training courses about safeguarding in the life of the church. Those in positions of additional responsibility, including Father Naylor, other officiating priests, church wardens, Parish Nurses, relevant volunteers, those involved in recruitment, home visitors, children's group leaders, choir leader/organist, and myself, have to complete further safeguarding training in the appropriate areas. All training is to be repeated every three years and we have a personal responsibility to keep up with this if our position is to be maintained.

A Safeguarding Team, currently made up of Father Naylor, Ian Burgess (Development Worker), Stuart Barfield (Church Warden), Louise Smith (Lead Parish Nurse), Minerva Fadoul (Children and Families worker), Holly Featherstone (Administrative Support) and myself as Safeguarding Officer meet regularly to ensure that all matters have been considered and everything is up to date. We have taken on board the Parish Safeguarding Digital Dashboard which will allow further accountability and awareness of required actions needing completion, along with a digital Parish Safeguarding Action Plan. This is again ratified by the PCC, and Safeguarding is a standing item at all PCC meetings.

Safeguarding issues have, rightly, had a high national profile, and we would want to offer reassurance that we are both aware of and contributing to, consultations relating to future developments which will aim to make church life at all levels, a safer place for all.

If anyone has safeguarding concerns, they can speak with Father Naylor or myself, the Parish Nurses or any PCC member. Any urgent issues should be referred to the emergency services as appropriate, or the relevant local agencies -

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local 24 hour council numbers for Sheffield and Rotherham are displayed in the porch. Urgent, out of hours safeguarding advice can also be obtained from 'thirtyone;eight' on 0303 003 11 11. The Diocesan Safeguarding Administrator, based at Church House in Rotherham is Debs Corker-Vaughan, and the local Safeguarding Advisor is Sian Checkley. Contact details are also on display in the latest newsletter, and they are happy to advise on any relevant matters. There is a clear safeguarding link on the church website.

Thirtyone;eight is an independent Christian Safeguarding Charity, which supports us with the administration of DBS checks and more general advice. Their website has a wealth of advice and resources, available to all. The name refers to Proverbs 31:8, which implores us to speak up for those people who cannot speak for themselves. We all share the common aim of "Creating safer places. Together".

Carol Taylor  
Safeguarding Officer

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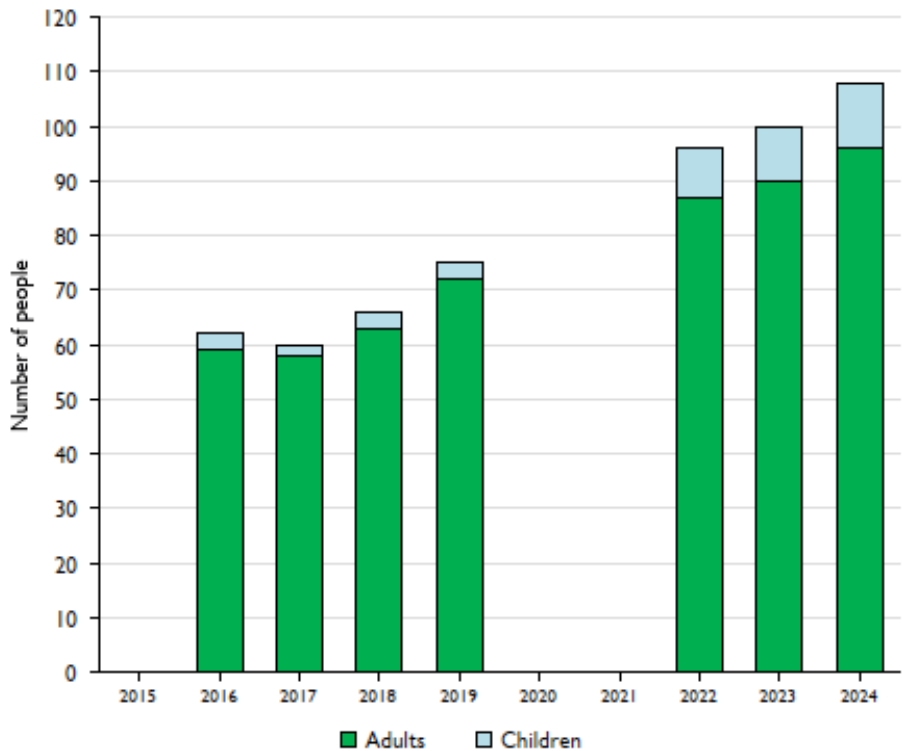
### Parish statistics for 2024

Congregation size increased slightly this year, with 108 across the two Sunday Masses being the average in the year. You can see the growth of the congregation not just in the number of people around you each weekend but also in the returns to the Diocese from the past 8 years. The ministry towards children that Minerva has been leading has clearly brought returns as you can see in the increase in number of children in the graph below. We are blessed with our location to have a rich pool of Christians and those interested in the faith to join us and the welcoming atmosphere everyone contributes to has been vital for this success. Thank you to our team of welcomers, readers and those on the coffee and tea as well as those who organise all volunteers and run our outreach activities for the time you have contributed to achieve this success and increase the Kingdom of God in our city.

Dr Richard Dawidek & Joyce Linskill



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Moor Market Chapel

In 2024 we were again given the use of a stall for use as an outreach chapel during Lent and Advent. Every season we modify the decoration to make the area attractive and slightly different, with a display of accessible Christian information, 2 chairs for people to sit and rest and a facility for leaving prayers which are collected regularly and offered at a daily mass in church.

Shane and Chelsea helped Patrick and me to set up the stall for Advent, which was a great help. They are also willing to help with setting up the chapel for Lent this year if we are allocated a stall and the time is right. As in the previous 2 years

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the stall was facing the café area. This location has less footfall than the central area, so fewer prayers were left and we presume that the chapel was less well used, but some people have told us how much they appreciate the chapel being there, so it is definitely serving a purpose.

The Good Friday service was very well attended, as was the Christmas carol service.

I can't stress enough how fortunate we are to have this facility in a secular environment at no cost and with the goodwill of the staff. The ever - helpful market staff always support us; they are unfailingly pleasant and helpful and make us feel welcome. We are thankful for their co-operation and support. St Matthew's is really blessed in this enterprise but I think that many of our congregation don't know about it and I (we) need to promote it and support both our outreach there and the market traders in these difficult times. There is a real need for our presence in the market and hopefully we can rise to the challenge!

Joyce Linskill

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### Student Report and Scriptorium

#### Overview

The Scriptorium project has experienced remarkable growth over the past year, evolving into a vibrant community that bridges university students and young adults with the broader church family. This growth reflects both deepening spiritual engagement and strengthening community bonds.

#### Community Development

Starting with an initial group of 6 members, weekly attendance has now grown to consistently over 15 participants. This growth necessitated practical adaptations, including the addition of extra seating to accommodate our expanding community. The project's success stems largely from its welcoming atmosphere, fostered through shared meals, camaraderie and fellowship.

#### Leadership & Service

A dedicated team has emerged to support the Scriptorium's operations:

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- Some students – namely: Tomas, Brett, Meredith, and Jayden have taken on key responsibilities including lighting candles, ringing the bell, catering, and leading prayers.
- Several members have extended their service into broader church life, with Brett joining as an altar server and Meredith contributing to the choir.
- The establishment of the Sheffield Anglican Society at the University of Sheffield represents a significant student-led initiative, creating new pathways for faith exploration and service.

### Spiritual Growth & Fellowship

The community's spiritual journey has been marked by several significant developments:

- A pilgrimage to Walsingham provided some participants with their first experience of this traditional spiritual practice.
- Regular social activities, including group hikes and coffee meetups, have strengthened bonds between members.
- Members actively support one another's endeavours, exemplified by attendance at various personal events and performances.

### Future Vision

Looking ahead, our goals include:

- Growing participation 2x, with plans to utilize more of the lower gallery space in The Art House.
- Encourage participation on pilgrimages and spiritual journeys to deepen faith experiences.
- Continuing to nurture the welcoming, supportive environment that has been crucial to our success.

Godwin Omuya

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### Deanery Synod Report

This year in Deanery Synod we have heard discussions on many topics including Clergy Wellbeing, Energy efficiency and Net Zero, and getting to meet the new Diocesan Synod members.

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There is an enthusiasm for evangelism amongst the members and a collegiality amongst members. The Deanery was also consulted for the current round of Triennium funding.

It is a joy to be able to share with the Deanery joyful news of growth from St Matthew's and share our unique perspective in our diverse family of churches.

Ian has now completed his two years on Deanery Synod and Holly has completed five years. Elections for Deanery Synod members will take place next year.

### **News from around the Diocese...**

- Vicky Vidler of St Chad's Woodseats will be Deanery Lay Chair.
- Angie Lauener at Holy Trinity Millhouses retired in June.
- Ben Shires was licensed at St James and St Peter's on 24th June.
- Prayers have been requested for St Oswald's, still in interregnum

Ian Burgess and Holly Featherstone  
Deanery Synod Reps

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### **St Matthew's House Ltd (The Art House at St Matthew's)**

The focus for 2024 was on 'growth', having established a working cash-flow and a dedicated and enthusiastic team the charity created new courses and workshops within a more manageable timetable. The objective was to make (for the first time) an operational profit, this was achieved, with depreciation we will lodge a small loss.

Our aim to put in the steps required to be financially independent with public funding only to support our charitable projects and the preservation of the building is ongoing, but we can safely say we have achieved this with operational income and outgoings being positive.

We continued our Monday Morning Pottery Wellbeing Class with a new lead tutor, as no grants had been awarded, we supported the programme ourselves for a second year. It has returned to full capacity this year and have worked with participants' families to fund one to one supervision where needed.

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The Anderson Green Project on a Friday evening gained new funding from Sheffield City Council which enables it to run until March 2025. There were changes in the management of the project and closer ties developed with The Carver Street Parish Nurse Project.

Part of developing growth was considering the space within the building and how it can be used more effectively, this will be an ongoing schedule due to costs. The first stage was reconfiguring the Pottery Studios to provide more space, better flow and ability to house more equipment in the future.

The Cafe area was promoted as a space to book for events and meeting, this resulted in regular

bookings from The Yard Gallery for their dining experiences, a national government scheme to teach young people to cook and several meetings for the council, along with our regular use by Sheffield Young Carers as well as bookings from St Matthew's church.

A reception area in the main entrance was installed and Carver Street established as the main entrance. The Lower Gallery has been in conjunction with Open Up Sheffield as part of our sponsorship deal, this has resulted in engagement with new audiences and a varied and interesting exhibition programme.

The Brand has continued to be developed with its colour pallet used with the building as well as on the website and social media platforms.

The steps put in place this year will enable the charity to build on its external networks and relationships and ensure better efficiencies in its back-office processes and operational delivery.

Another very busy year which was supported by an excellent team has resulted in The Art House achieving its objective of making a solid base to develop further in 2025.

Ben Clowes

Strategic Director, The Art House / St Matthew's House Ltd.

# REPORT OF THE CHURCH COUNCIL FOR 2024

## Treasurer's Report for the year ending 31st December 2023

The accounts for the second year have been prepared on an accrual basis. This year, new accounting software (ExpensePlus) was implemented to aid with management of the church accounts and to assist staff in logging expenses and invoices directly. You'll notice a difference in the format of the annual report as a result, as well as some new information that seems useful and is automatically collated. Please let me know what you think and if there's anything you think isn't represented here that you would like to see. Reading directly between last year's accounts and this years might be difficult as a result, but will be straightforward for the 2025 accounts onwards.

### **Financial Report**

It has been a good year for St Matthews in terms of overall financial health, but total income from all activities is reduced year-on-year again, particularly relating to grant income. This reflects a priority shift in 2024 from external funding sources (i.e. large grants) to internal campaigns such as Pave the Nave, which has been a great success. Looking to 2025, as the chancel work begins and we can ask for the release of pledged income, we should see a much stronger grant funding figure next year. The Parish Nursing project ends the year at a relatively low level but this reflects now that the project is up and running that operational expenditure is closely tied to incoming grant funding levels. We will look to some of the larger funding sources that assist with oncosts (i.e. salaries) to assist the financial position of the project towards the end of 2025.

Total receipts were £ 229,201 against a total expenditure of £ 204,002 broken down across funds as follows.

### **Unrestricted Funds**

This is represented by the church General fund which took in £ 101,599 against expenditure of £ 103,083 leaving an operational deficit for the year of £ (1,483). This is minor and compares to £ 115,642 in unrestricted reserves with £ 30,003 in the General fund. Total donations to the church (all categories) increased to £ 67,797 and we have £ 20,103 of gift aid income (including some from December 2023 still to claim). This comprises £ 56,567 of regular donations with 66 named donors at year end. This compares to £ 49,200 with 56 standing orders last year

## REPORT OF THE CHURCH COUNCIL FOR 2024

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Large expenditures include insurance for the church (£5,541), altar and church supplies to keep us outfitted to the highest standard (£5,896), utilities (£4,108), works to PCC buildings (£8,677), printing (£3,613). The Art House team and Ian have worked to install higher speed and cheaper broadband as well as negotiate favourable rates for printing going forwards. The supplier of electricity and gas was also changed to reduce our energy costs. Our biggest expenditures are the Common Fund payment to the Diocese at £25,395 and the Mission Development worker salary at £10,788. The latter increased in 2024 as the funding arrangement for the role changed to St Matthews PCC fully supporting the role 5 days a week. Ian is currently seconded to the Bishop of Beverley for 2 days a week which offsets some of the cost of these going into 2025.

For 2025, a budget has been set using Q4 2024 as business-as-usual in terms of donation income versus operational expenditure. Large outlays that have been built into this include a Mission Development worker at 0.6FTE (with +Beverley contributions assumed) and a restoration of the church bell. Otherwise, a roughly 4% uplift in some of the identified expenditures above along with a 10% uplift in planned giving are generally used in balancing the books.

### Designated Funds

These include the **Regenerate** fund, which did not take in any grant income for the first time, but is having great success with the Pave the Nave campaign - £ 23,442 in donations (not including up to 25% additional from those eligible for Gift Aid). There was £ 33,010 in generous donations over the year and £ 6,720 in Gift Aid claimed in the year. Regenerate events across the year also took in over £ 4,000. This is a great effort to continue ticking along, demonstrating to grant funding organisations that we are not solely reliant on them as we move towards the first stage of works in 2025.

In July the PCC resolved to explore moving away from the Lloyds 95 day notice account (holding the bulk of Regenerate funds) due to adverse changes in the interest rate far below competitors, and also to reduce the risk of having over £ 250,000 of funds designated for the restoration in a single account. Notice was given in October with the account maturing in 2025, where higher interest rate

## REPORT OF THE CHURCH COUNCIL FOR 2024

notice accounts will be opened and up to £ 85,000 (the financial services compensation scheme limit) invested in each. For a modest outlay in administrative effort this should increase the amount of money Regenerate gets by >£ 1,000 compared to leaving the money with Lloyds. Around £ 6,720 of interest was earned by the notice account in 2024.

The designated **Mission** fund has been drawn down for the first time in a while to support outgoings that fell under a 'mission and evangelism' heading in day-to-day spending, with £ 1,952 spent this year. This covers a wide range of activities - books for new congregants, food for Alpha courses, mince pies at the carols service among others. Broadly, anything that helps the church put on a welcoming atmosphere for new people and visitors, and allows them to go deeper into the faith fits the remit.

The **Scriptorium** and **Children's Worker** funds were opened this year as designated funds. These started off with grant funding - Scriptorium received funding from the Diocese (£ 5,518) and Hollowford Trust (£ 500) towards activities aimed at young people. The CW is funded by money from the Church Burgesses Educational Foundation (£ 5,000) and the Diocese's Centenary Project (£ 6,000 paid in January 2025) These have had great success in 2024 and will form a core component of mission and evangelism in 2025. Funding will allow these to continue into at least Q2 2025 at which point we will have to look for other grant funding initiatives or other funding strategies to maintain their operation.

**Specific Donations** operated mostly on a money in - money out basis, taking kind donations for the new lectionary set and for a new Gold vestment. There is a balance of £ 948.15 awaiting expenditure on a new rose coloured frontal.

### **Restricted Funds**

These are funds that the PCC has an obligation to spend for their given purposes and include Parish Nursing, Pilgrimage, Student Ministry, Agency Collections, the Richard Buckley fund and the Building Capacity grant (see 'Other Financial Reports'), Flowers.

**Student Ministry** did not see as much activity this year as the Scriptorium project (and fund) became the focus of student mission and evangelism. However we



## REPORT OF THE CHURCH COUNCIL FOR 2024

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**Pilgrimage** ends the year in a slight deficit, which as I read it is owing either to the difficulty in forecasting places vs. the Holy House's Byzantine system for taking deposits (thus losing some cash) or as I have not transacted some of the assistance we offer for parishioners to make the Pilgrimage to Walsingham. As this fits with the specifications of the **Richard Buckley** fund, I will ask PCC if we will make a fund transfer from this in 2025 to clear the deficit.

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## REPORT OF THE CHURCH COUNCIL FOR 2024

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### **Other Financial Reports**

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## REPORT OF THE CHURCH COUNCIL FOR 2024

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Richard Dawidek  
*Treasurer*  
*February 2025*

# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SHEFFIELD ST MATTHEW

## Reports & Accounts

Financial Year Ending 31/12/2024

### Contents

Legal & Administrative Details
Trustees Report
Independent Examiners Report
Statement of Financial Activities
Statement of Financial Position
Statement of Cash Flows
Notes - Accounting Policies
Notes - Analysis of Income & Expenditure
Notes - Analysis of Net Assets Between Funds
Notes - Other



## Legal & Administrative Details

Charity Name: THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF SHEFFIELD ST MATTHEW

Charity Number: 1197801

Charity Address: The Parish Office  
St Matthew's House  
8 Backfields  
S1 4HJ

Trustees:

Carol Dawson Taylor

Caroline Mary Fisher

Dr Richard William Staveley Dawidek

Dr Stuart David Barfield

Father Alan Watson

Holly Fleur Featherstone

Ian James Burgess

Michaela Suckling

Minerva Faddoul

Stephen Geoffrey Linskill

The Reverend Grant Lambert Naylor

Key Management  
Personnel:

Father Grant Naylor - Vicar/Chair of PCC  
Dr Stuart Barfield - Churchwarden  
Stephen Linskill - Churchwarden  
Holly Featherstone - Secretary  
Dr Richard Dawidek - Treasurer  
Carol Taylor - Safeguarding Officer

Name & Address of  
Primary Banker: Lloyds Bank,  
1 High Street,  
Sheffield,  
South Yorkshire,  
S1 2GA

Independent  
Examiner: Kingfisher Accountants Limited  
Company registration number: 08099764  
A2 Patrick Tobin Business Park, Bolton Road,  
Wath upon Dearne, Rotherham, S63 7LL

# **Trustees Report**

## **Objects of the charity**

The Purposes of the charity are set out in The Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The primary object of the Parochial Church Council (PCC) of the Ecclesiastical Parish of St Matthew Carver Street is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

St Matthew's PCC. has the responsibility of co-operating with the incumbent of the parish, in promoting the ecclesiastical parish, and the whole mission of the Church – pastoral, evangelistic, social and ecumenical.

The PCC is the Sole Member of St Matthew's House Ltd, a charity and company limited by guarantee, which trades as The Art House.

The PCC is responsible for the maintenance of the fabric of the church building; St Matthews, Carver Street, Sheffield is a Grade II listed building recognised as being of particular architectural and historic significance.

## **Summary of the charity's main activities and achievements**

To further the above objects and vision, the charity's main activities and achievements were as follows:

The Trustees lead the charity in promoting in the ecclesiastical parish the whole mission of the Church.

A summary of the Churches activities throughout the year can be found in the 'St Matthews Annual Report 2024' accompanying this document.

In planning the activities, the trustees have applied the guidance on public benefit issued by the Charity Commission.

## **Structure, Governance and Management**

The charity is constituted as set out in The Parochial Church Councils (Powers) Measure 1956 as amended and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

The trustee body is made up of three ex-officio officers: The Vicar, and two Churchwardens who are members by virtue of their office. Two Deanery Synod Officers are also ex-officio members by virtue of their election as a member of General Synod. The other members are elected annually at the Annual Parochial Church Meeting (APCM). Since the AGM 2016, regular members are elected annually.

## **Financial Review**

See 'Treasurers Report'

## **Funds in Deficit**

The Pilgrimage fund shows a deficit of £(130) at year end. In April, a fund transfer was made relating to the report at APCM 2024 on mistakes with coach booking leading to an overspend. I have accrued deposits for Walsingham 2025 into that year so we can be confident this deficit shows the difference in money taken in vs expended on Pilgrimages in 2024 only. This is due to some of the supported places not being transacted yet from the Richard Buckley fund, a restricted fund with a gift from the Buckley family towards a new dishwasher for the Parish and for supporting pilgrimages in the congregation. I have raised for the February 2025 PCC meeting that a £130 transfer from the Richard Buckley Fund is made to Pilgrimage for the places we made assisted grants towards.

## **Investments Policy**

N/A

## **Reserves Policy**

The charity aims to hold a minimum of £18,000 (which is approximately 3 months of expenditure) as unrestricted cash or investment in the designated Legacy fund, so that the charity could continue to operate should income and / or expenditure vary adversely. This figure is to increase by 4% per year (adjusted on the 1st of January each year), starting from 2024 until further notice.

At the year end, the charity held unrestricted cash of £30,003 and the Legacy fund has a total of £85,639.

## **Responsibilities of Trustees under charity law**

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements, the trustees are required to:

1. select suitable accounting policies and apply them consistently;
2. observe the methods and principles in the Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
5. prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Signature

This report was approved by the trustees, and is signed on their behalf by:

Name DR RICHARD DAWIDEK

Signature

A handwritten signature in black ink, appearing to read 'RWS Dawidek', written over a horizontal line.

Date 22<sup>nd</sup> February 2022



## Statement of Financial Activities

	Unrestricted	Restricted	Total	Prior Year
<b>Incoming Resources</b>				
Donations & Legacies	153,485	43,103	196,588	238,168
Charitable Activities	863	150	1,013	356
Investments	7,202	0	7,202	2,434
Trading Activities	6,481	0	6,481	7,023
Other	9,232	8,686	17,918	13,318
<b>Total incoming resources</b>	<b>177,263</b>	<b>51,939</b>	<b>229,201</b>	<b>261,299</b>
<b>Resources Used</b>				
Charitable Activities	132,688	70,813	203,502	187,987
Raising Funds	0	0	0	0
Governance Costs	500	0	500	0
Support	0	0	0	0
Other	0	0	0	0
<b>Total resources used</b>	<b>133,188</b>	<b>70,813</b>	<b>204,002</b>	<b>187,987</b>
Net Incoming / Outgoing Resources (before transfers)	44,075	-18,875	25,200	73,312
Fund Transfers In	7,350	1,241	8,591	24,672
Fund Transfers Out	5,716	2,875	8,591	24,672
Net Incoming / Outgoing Resources (before gains/losses)	45,708	-20,509	25,200	73,312
Investment Gains (or Losses)	4,117	0	4,117	23,703
Net Incoming / Outgoing Resources (before Asset Revaluation)	49,825	-20,509	29,317	97,015
Asset Revaluation	0	0	0	0
<b>Net Movement of Funds</b>	<b>49,825</b>	<b>-20,509</b>	<b>29,317</b>	<b>97,015</b>
<b>Total Funds Brought Forward</b>	<b>345,411</b>	<b>33,434</b>	<b>378,844</b>	<b>281,829</b>
<b>Total Funds Carried Forward</b>	<b>395,236</b>	<b>12,925</b>	<b>408,161</b>	<b>378,844</b>
<b>Represented By</b>				
General (Unrestricted)	30,003	0	30,003	32,202
Flowers (Restricted)	0	0	0	-167
Legacy (Designated)	85,639	0	85,639	59,261
Mission (Designated) (Designated)	421	0	421	2,253
Parish Nursing (Restricted)	0	7,898	7,898	29,927
Pilgrimage (Restricted)	0	-130	-130	-819
Richard Buckley Fund (Restricted)	0	2,201	2,201	2,901
Regenerate (Designated)	268,461	0	268,461	228,300
Specific Donations (Designated)	948	0	948	-2,138
Student Ministry (Restricted)	0	2,636	2,636	1,591
VDF Vicars Discretionary Fund (Designated)	2,157	0	2,157	2,974
Scriptorium (Designated)	906	0	906	0
Children's Ministry (Designated)	6,701	0	6,701	0
Agency Collections (Restricted)	0	320	320	0

Building Capacity Grant (Restricted)	0	0	0	0
Mission Development Fund (Designated)	0	0	0	19,243
Reserves (Designated)	0	0	0	3,317



## Statement of Financial Position

	Unrestricted	Restricted	Endowment	Total	Prior Year
<b>Current Assets</b>					
Cash	308,441	9,541	0	317,982	294,215
Accounts Receivable	18,295	229	0	18,524	10,758
Prepayments	0	3,156	0	3,156	1,471
<b>Total</b>	<b>326,736</b>	<b>12,926</b>	<b>0</b>	<b>339,662</b>	<b>306,444</b>
<b>Non-Current Assets</b>					
Fixed Assets	0	0	0	0	0
Investments	85,639	0	0	85,639	81,522
<b>Total</b>	<b>85,639</b>	<b>0</b>	<b>0</b>	<b>85,639</b>	<b>81,522</b>
<b>Non-Current Assets</b>					
Accounts Payable	15,412	1	0	15,413	9,122
Deferred Income	1,728	0	0	1,728	0
<b>Total</b>	<b>17,139</b>	<b>1</b>	<b>0</b>	<b>17,140</b>	<b>9,122</b>
<b>Non-Current Liabilities</b>					
Long Term Loan / Mortgage	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Current Assets</b>	<b>309,597</b>	<b>12,925</b>	<b>0</b>	<b>322,522</b>	<b>297,322</b>
<b>Total Net Assets (Assets Minus Liabilities)</b>	<b>395,236</b>	<b>12,925</b>	<b>0</b>	<b>408,161</b>	<b>378,844</b>
<b>Represented By</b>					
General (Unrestricted)	30,003	0	0	30,003	32,202
Flowers (Restricted)	0	0	0	0	-167
Legacy (Designated)	85,639	0	0	85,639	59,261
Mission (Designated) (Designated)	421	0	0	421	2,253
Parish Nursing (Restricted)	0	7,898	0	7,898	29,927
Pilgrimage (Restricted)	0	-130	0	-130	-819
Richard Buckley Fund (Restricted)	0	2,201	0	2,201	2,901
Regenerate (Designated)	268,461	0	0	268,461	228,300
Specific Donations (Designated)	948	0	0	948	-2,138
Student Ministry (Restricted)	0	2,636	0	2,636	1,591
VDF Vicars Discretionary Fund (Designated)	2,157	0	0	2,157	2,974
Scriptorium (Designated)	906	0	0	906	0
Children's Ministry (Designated)	6,701	0	0	6,701	0
Agency Collections (Restricted)	0	320	0	320	0
Building Capacity Grant (Restricted)	0	0	0	0	0
Mission Development Fund (Designated)	0	0	0	0	19,243
Reserves (Designated)	0	0	0	0	3,317

## Signature

These accounts have been approved by the trustees, and are signed on their behalf by:

Name DR RICHARD DAWIDEK

Signature

A handwritten signature in black ink, appearing to read 'RWS Dawidek', written over a horizontal line.

Date 22<sup>nd</sup> February 2025

# **Notes - Accounting Policies**

## **Basis of Preparation**

These financial statements have been prepared in accordance with 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) ("the Charities SORP"), with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland ("FRS 102") and with the Charities Act 2011. The charity meets the definition of a public benefit entity as set out in FRS 102.

The Charities (Accounts and Reports) Regulations 2008 (the '2008 Regulations') requires charities to prepare their accounts in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005' but this accounting standard has since been withdrawn and has been replaced by the Charities SORP mentioned in the preceding paragraph. The charity has prepared these financial statements in accordance with the new Charities SORP; this departure from the 2008 Regulations is believed to be necessary for these financial statements to give a 'true and fair view'.

The principles adopted in the preparation of the financial statements are set out in the accounting policies below.

## **Going Concern**

The Trustees consider THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SHEFFIELD ST MATTHEW a going concern at the date for approving the accounts. There are no material uncertainties that the charity can continue as a going concern for the next year.

## **Key Risks & Uncertainties**

The charity is exposed to various risks, including operational, financial and reputational risks. The trustees review the charity's activities regularly to identify significant risks and, where possible, they take appropriate measures to mitigate those risks.

## **Fund Accounting**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal. Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

## **Incoming Resources**

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

All voluntary income from members of the charity are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.

Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.

Income resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as at the point of entitlement).

Volunteer time, the value of voluntary support for the work of the charity, is not included in the accounts but is described in the Trustees Annual Report.

Investment Income is included in the accounts when receivable

### **Resources Expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

### **Governance Costs**

Governance costs include costs associated with the independent examination of the financial statements, compliance with constitutional and statutory requirements and any other expenditure incurred on the strategic management of the charity. Governance costs are shown within 'Analysis of Expenditure' note.

### **Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

### **Tangible Fixed Assets**

N/A

### **Pensions**

The PCC pays contributions to staff pensions through a defined contributions Workplace Pension Scheme hosted by the National Employment Service Trust (NEST) . Contributions are charged to the statement of Financial Activities as they become payable in accordance with the rules of the scheme.

### **Operating Leases**

N/A

### **Taxation**

The charity is exempt from tax on its charitable activities.

### **Judgements and Key Sources of Estimation**

The trustees do not consider that there are any material sources of estimation or uncertainty at the balance sheet date that could result in a material adjustment to the carrying values of assets and liabilities in the next reporting period.

### **Concessionary Loans**

N/A

# Notes - Analysis of Income & Expenditure

## Analysis of Income

### Current Year

	Unrestricted	Restricted	Endowment	Total	Prior Year
<b>Incoming Resources</b>					
<b>Donations &amp; Legacies</b>					
Donations	107,931	7,885	0	115,815	88,998
Gift Aid	27,232	1,281	0	28,513	37,115
Grants	18,323	33,937	0	52,260	112,055
<b>Charitable Activities</b>					
Event Income	863	150	0	1,013	356
<b>Investments</b>					
Bank Interest	7,202	0	0	7,202	2,434
<b>Trading Activities</b>					
Rental Income	606	0	0	606	420
Sales	5,875	0	0	5,875	6,603
<b>Other</b>					
Other Income	9,232	8,686	0	17,918	13,318
<b>Total incoming resources</b>	<b>177,263</b>	<b>51,939</b>	<b>0</b>	<b>229,201</b>	<b>261,299</b>

## Additional Income Notes

The switch to ExpensePlus for accounting software gave rise to a reappraisal of prior year income categories into the new category group headings as reported above when generating Prior Year figures. These categorisations are listed for record as follows and the Prior Year column here contains rounded values of these for comparison between 2023 accounts and 2024.

2023 Income Code	2024 SOFA Category	Amount 2023
<b>Grants Received</b>	Grants Received	£ 112,055
<b>Plate and Wall Boxes</b>	Donations	£ 2,914
<b>Sundry Donation</b>	Donations	£ 3,281
<b>Online giving - card machine</b>	Donations	£ 3,771
<b>Other voluntary (GA)</b>	Donations	£ 28,613
<b>Planned Giving (Tax Efficient)</b>	donations	£ 44,372
<b>Other Planned (Not GA)</b>	Donations	£ 5,693
<b>Fundraising</b>	Sales	£ 6,442
<b>Events</b>	Events	£ 356
<b>Specific Donations New/restored</b>	Donations	£ 250
<b>Flowers</b>	Donations	£ 100
<b>Sales</b>	Sales	£ 161
<b>Interest Received</b>	Bank Income	£ 2,434
<b>Tax Relief</b>	Gift Aid	£ 37,115

<b>Church Hire</b>	Rental Income	£	420
<b>Art House ins. Reimbuse</b>	Other	£	5,483
<b>Walsingham</b>	Other	£	6,850
<b>National Walsingham</b>	Other	£	365
<b>Holy Land 2023</b>	Other	£	620

Analysis of Expenditure

Current Year

	Unrestricted	Restricted	Endowment	Total	Prior Year
Resources Used					
Charitable Activities					
Activities	24,988	14,781	0	39,769	46,272
Admin	10,823	0	0	10,823	8,366
Advertising	882	43	0	926	1,252
Bank Charges	0	0	0	0	0
Depreciation	0	0	0	0	0
Event Costs	865	1,674	0	2,539	876
Gifts Given	3,381	1,373	0	4,754	4,869
Other Expenditure	28,862	65	0	28,927	28,677
Premises	33,894	0	0	33,894	41,534
Staff Costs	28,993	52,877	0	81,870	56,140
Governance Costs					
Governance Costs	500	0	0	500	0
Total resources used	133,188	70,813	0	204,002	187,986

Additional Expenditure Notes

The switch to ExpensePlus for accounting software gave rise a reappraisal of prior year expenditure categories into the new category group headings reported above when generating Prior Year figures. These categorisations are listed for record as follows and the Prior Year column here contains rounded values of these, for comparison between 2023 accounts and 2024.

2023 Expenditure Code	2024 SOFA Category	Amount 2023
Major works	Premises	£0
Minor building works	Premises	£2,531
Restoration and replacement	Premises	£4,480
Maintenance	Premises	£1,147
Organ repair	Premises	£1,132
Telephone	Premises	£906
Electricity	Premises	£4,894
Gas	Premises	£2,460
Water	Premises	£368
Insurance	Premises	£5,442
Ins - Art House	Premises	£5,867
Health and Safety	Premises	£152
Broadband	Admin	£372
Fundraising Costs	Admin	£3,373



<b>Admin expenses</b>	Admin	£465
<b>Laity travel</b>	Activities	£24
<b>Flowers</b>	Activities	£928
<b>common Fund</b>	Other	£23,400
<b>Diocese Fees</b>	Other	£0
<b>Clergy Expenses</b>	Activities	£1,949
<b>Clergy Travel</b>	Activities	£2,538
<b>Visiting Clergy</b>	Activities	£466
<b>Childrens Ministry</b>	Activities	£317
<b>Governance</b>	Governance	£0
<b>Organist</b>	Staff Costs	£6,361
<b>Walsingham Future</b>	Activities	£887
<b>Mission and Evangelism</b>	Activities	£1,698
<b>St matthews festival</b>	Event Costs	£296
<b>Subscriptions</b>	Other	£150
<b>Gifts and Hosp</b>	Gifts given	£2,238
<b>Altar and church supplies</b>	Premises	£12,150
<b>Other Parochial</b>	Other	£5,124
<b>Printing</b>	Admin	£2,162
<b>Cleaning</b>	Premises	£0
<b>Office Supplies</b>	Admin	£1,166
<b>Student Events</b>	Activities	£1,012
<b>Website</b>	Admin	£220
<b>Postage</b>	Admin	£199
<b>Advertising</b>	Advertising	£1,252
<b>Donations to Charity</b>	Gifts Given	£0
<b>Professional Fees</b>	Activities	£22,729
<b>Walsingham Current</b>	Activities	£6,160
<b>Parish Nursing Salary</b>	Staff Costs	£21,899
<b>National Walsingham</b>	Event costs	£580
<b>PN Tax</b>	Staff Costs	£4,335
<b>PN Vol Costs</b>	Staff Costs	£2,556
<b>Dev Works Salary</b>	Staff Costs	£13,718
<b>PN Pension</b>	Staff Costs	£2,400
<b>Choir and Music</b>	Activities	£1,715
<b>Payroll VAS</b>	Admin	£408
<b>PN outreach</b>	Activities	£2,729
<b>PN Outreach</b>	Gifts given	£932
<b>PN Stall</b>	Activities	£2,152
<b>PN Stall resources</b>	Activities	£963
<b>PN Employment</b>	Staff Costs	£4,865
<b>Discretionary Charity</b>	Gifts Given	£1,698

## Notes - Analysis of Net Assets Between Funds

### Current Year

	Unrestricted	Restricted	Endowment	Total	Prior Year
Current Assets	326,736	12,926	0	339,662	306,444
Non-Current Assets	85,639	0	0	85,639	81,522
Current Liabilities	17,139	1	0	17,140	9,122
Non-Current Liabilities	0	0	0	0	0
Total Net Assets (Assets Minus Liabilities)	395,236	12,925	0	408,161	378,844

### Prior Year

	Unrestricted	Restricted	Endowment	Total	Prior Year
Current Assets	271,472	34,972	0	306,444	306,444
Non-Current Assets	81,522	0	0	81,522	81,522
Current Liabilities	7,583	1,538	0	9,122	9,122
Non-Current Liabilities	0	0	0	0	0
Total Net Assets (Assets Minus Liabilities)	345,411	33,434	0	378,844	378,844

## **Notes - Other**

### **Volunteers**

The charity benefits greatly from the voluntary contributions of time and money. Please refer to the trustees' report for further detail about volunteer contributions in the organisation.

### **Independent Examination Fees**

Fees payable to the independent examiner for independent examination were: £416.67 + VAT (fee payable in the prior year: £400 + VAT).

### **Staff Costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

Gross wages and salaries: £ 57,921.27

Employers NI costs £ 3,028.86 ,

Employers Pension costs: £ 3,770.54

The average number of employees during the year was 6.

No employees received salaries at a rate of more than £60,000 per annum.

### **Trustee Remuneration**

During the year 3 trustees received remuneration. The remuneration paid during the year was for the employees' role within the charity and not for their role as a trustee.

The total remuneration paid during the year is as follows:

Holly Fleur Featherstone, £2,374.96;

Michaela Suckling, £18,207.35;

Minerva Faddoul, £3,328.00

### **Trustee Expenses**

During the year, 9 of the trustees incurred out-of-pocket expenses totalling £21,462.19.

All expenses were incurred for the day-to-day running of the charity's activities.

### **Trustee Donations**

During the year the total aggregated donations made to the charity by the trustees was £19,367.98. There were no conditions attached to the donations.

Investments

	Unrestricted	Restricted	Endowment	Total	Prior Year
Market Value Brought Forward	81,522	0	0	81,522	81,522
Additions	27,268	0	0	27,268	0
Disposals	23,151	0	0	23,151	0
Gains (losses)	4,117	0	0	4,117	0
Market Value Carried Forward	85,639	0	0	85,639	81,522

Debtors

Accounts Receivable

Description	Amount
Donations	2,522
Gift Aid	6,833
Grants	6,000
Insurance Reimbursement from Art House (2023)	658
Mission Development Worker Salary from +Beverley) paid in February 2025	1,740
Rental Income	456
Trade Debtors	315
Total	18,524

Prepayments

Description	Amount
Parish Nurse Stall Rental Prepayment	2,181
Walsingham 2025 Deposits	975
Total	3,156

Creditors

Accounts Payable

Description	Amount
2024 Diocesan Fees for funerals	1,140
2024 Expense Claims	1,625
2024 Utilities	1,329
Governance (Independent Examiner)	500
Invoices Outstanding	30
Mission Development Worker Salary to Diocese	10,789
Total	15,413

Deferred Income

Description	Amount
Grants Received for 2025 (Scriptorium Mission Enabler Worker)	1,728
Total	1,728

Analysis of Charitable Funds

Current Year

Fund Name	Opening Balance	Income	Expenditure	Fund Transfers	Investment Gains (or Losses)	Closing Balance
Unrestricted						
General (Unrestricted)	32,202	101,600	103,083	-716	0	30,003
Total	32,202	101,600	103,083	-716	0	30,003
Designated						
Legacy (Designated)	59,261	0	0	0	26,378	85,639
Mission (Designated) (Designated)	2,253	0	1,832	0	0	421
Regenerate (Designated)	228,300	56,345	16,058	-125	0	268,461
Specific Donations (Designated)	-2,138	1,575	964	2,475	0	948
VDF Vicars Discretionary Fund (Designated)	2,974	1,428	2,244	0	0	2,157
Scriptorium (Designated)	0	5,518	4,612	0	0	906
Children's Ministry (Designated)	0	11,000	4,299	0	0	6,701
Mission Development Fund (Designated)	19,243	-172	83	0	-18,988	0
Reserves (Designated)	3,317	-30	14	0	-3,273	0
Total	313,209	75,663	30,105	2,350	4,117	365,233
Unrestricted Total	345,411	177,263	133,188	1,634	4,117	395,236
Restricted						
Flowers (Restricted)	-167	400	953	720	0	0
Parish Nursing (Restricted)	29,927	40,662	60,307	-2,384	0	7,898
Pilgrimage (Restricted)	-819	8,836	8,178	30	0	-130
Richard Buckley Fund (Restricted)	2,901	0	700	0	0	2,201
Student Ministry (Restricted)	1,591	1,708	662	0	0	2,636
Agency Collections (Restricted)	0	333	13	0	0	320
Building Capacity Grant (Restricted)	0	0	0	0	0	0
Total	33,434	51,939	70,813	-1,634	0	12,925
Restricted Total	33,434	51,939	70,813	-1,634	0	12,925
TOTAL	378,844	229,201	204,002	0	4,117	408,161

Fund Transfers

Description	From	To	Amount
General to Flowers to Clear Balance	General	Flowers	166
Miscoded Professional Fees Architect	Regenerate	General	500
Miscoded Prof Fees R2 option report	Regenerate	General	1,500
Gift Aid on Donations	General	Specific Donations	1,725
Fr Ommanney painting not covered by donations	General	Specific Donations	750
Miscoded Parish Nursing donations	General	Parish Nursing	60
Funeral Donation to Parish Nurses	General	Parish Nursing	371
Overspend to correct balance to £850	General	Pilgrimage	30
5% management charge on add'n grants over £34,500	Parish Nursing	General	1,000
Miscoded Donations + Gift Aid	Parish Nursing	Regenerate	1,875
Miscoded donations	General	Parish Nursing	60
General to Flowers to clear balance 2	General	Flowers	554

Fund Descriptions

Name	Description
General	Fund for day-to-day activities
Flowers	Restricted fund for flowers
Legacy	Funds from Legacies given to St Matthews for the operation of the church. For Investment and reserve
Mission (Designated)	A fund for mission and evangelism in the parish
Parish Nursing	The Parish Nursing Ministries UK project at St Matthews Carver Street - outreach, health advice and interventions, support and first aid
Pilgrimage	Activities relating to Pilgrimages (Walsingham, National, Northern etc)
Richard Buckley Fund	Legacy donation to support parishioners to attend Walsingham pilgrimages (and a new dishwasher which has already been purchased!)
Regenerate	The St Matthews Carver Street REGENERATE initiative - raising £776,000 for building a parish fit for mission in the 21st century
Specific Donations	Recording income and expenditure towards specific purposes
Student Ministry	Supports mission and evangelism for students - events, assistance for parish activities etc
VDF Vicars Discretionary Fund	Supports Charitable Work and discretionary charitable assistance within the parish
Scriptorium	Fund for financial movement for Scriptorium activities
Children's Ministry	Fund for children's ministry at St Matthews, started in 2024
Agency Collections	Collecting funds for externals, usually ACS
Building Capacity Grant	Closed fund from end of year 2023
Mission Development Fund	CCLA Deposit Fund from donations outside the congregation in previous years. Used as a reserve for Mission activities as reported in 2023.
Reserves	CCLA Deposit fund - used as a reserve

Transactions to Related Parties

There were no transactions related parties during the accounting period.

Prior Period Adjustment

There were no prior year adjustments.

For the SOFA in this years report, due to recategorisation of income and expenditure categories into ExpensePlus there are rounding discrepancies in the Prior Year totals when comparing to the published accounts of 2023. Opening balances were set at confirmed exact amounts (to the penny) when carried forward from 2023, so all fund balances and totals for this year can be considered a true and accurate reflection of the parish finances.

### **Other (Optional)**

Against the General fund of the accounts there is an asset of £ 10,899 relating to a debt owed by St Matthews House. This is not currently recorded as an asset in the accounts, but remains payable on request.

Debt owed on 01/01/2024 £ 10,899 Repayments in year: nil Debt owed on 31/12/2024 £ 10,899

## General

Unrestricted

Category	Amount
<b>Income</b>	
Card Machine Fees	-286
Events	90
Fundraising	40
Grants Received	1805
Legacy	0
Other Planned Income (not GA'ed)	6932
Other Voluntary Income (Gift Aided)	4263
Planned Giving (Tax Efficient)	45636
Plate and Wall Boxes	6189
Sum Up + GiveALittle (online + card machine)	3851
Sundry Donations	926
Interest Received	0
Art House Insurance Reimbursement	4857
Church Hire	606
Fees	1881
Mission Partnership Contributions	4350
Refunds received	331
Tax Relief	20104
Sales	25
<b>Expenditure</b>	
Fundraising costs	418
Mission & Evangelism	0
Student Events and Hospitality	5
Donations to Charity	150
Other Parochial Expenditure	3188
Admin Expenses incl salaries	1343
Administrative Software	464
Choir and Music Expenses	2751
Development Workers Salary	14241
Expenses - Clergy	730
Expenses - Travel (Clergy)	1660
Expenses - Travel (Laity)	38
Gifts and Hospitality	987
Organist	5890
Other staff salary	2021
Payroll Costs VAS	469
Visiting Clergy	483
Altar and church Supplies	5896
Common Fund	25395
Diocesan Fees	1140
Electricity	3598
Governance	500
Health and Safety	0
Maintenance	960
Major Works	1971
Minor Works	5908
Organ Repairs/Maintenance	726
Restoration & Replacement	72
St Matthews Festival	443
Advertising	574
Broadband	1244
Cleaning	523
Gas	2098
Insurance	5541
Insurance - Art House	4857
Office Supplies	1054
Postage	85
Printing	3613
Professional Fees	831
Subscriptions	170



Telephone Costs	284
Water Supply	483
Website	280

## Flowers

Restricted

<b>Income</b>	
GA Flowers	255
NGA Flowers	145
<b>Expenditure</b>	
Flowers	953

## Parish Nursing

Restricted

<b>Income</b>	
Events	0
Fundraising	0
Grants Received	33937
Other Planned Income (not GA'ed)	317
Other Voluntary Income (Gift Aided)	100
Planned Giving (Tax Efficient)	3828
Plate and Wall Boxes	89
SumUp + givealittle	0
Sundry Donations	1457
Tax Relief	935
Sales	0
<b>Expenditure</b>	
Fundraising costs	0
Mission & Evangelism	74
Donations to Charity	0
Other Parochial Expenditure	42
Parish Nursing Employment Costs	5742
Parish Nursing Outreach Gifts	1044
Parish Nursing Outreach Supplies	786
Parish Nursing Pension	3380
Parish Nursing Salary	34338
Parish Nursing Stall Rental	4675
Parish Nursing Stall Resources	810
Parish Nursing Tax (HMRC)	6759
Parish Nursing Volunteer Costs	2119
Admin Expenses incl salaries	538
Gifts and Hospitality	0
Discretionary Charitable Assistance	0
Professional Fees	0
Subscriptions	0

## Mission Development Fund

Designated

<b>Income</b>	
Interest Received	-172
<b>Expenditure</b>	
Mission & Evangelism	83

## Regenerate

Designated

<b>Income</b>	
Sales	2978
Sponsorship	50
Card Machine Fees	-110
Events	773
Fundraising	661
Grants Received	0
Nave Restoration	23443
Other Planned Income (not GA'ed)	150
Other Voluntary Income (Gift Aided)	9510

Planned Giving (Tax Efficient)	2575
Plate and Wall Boxes	0
Sponsorship	275
Sum Up + GiveALittle (online + card machine)	555
Sundry Donations	370
Interest Received	7403
Tax Relief	6721
Sales	991

#### ***Expenditure***

Beer Festival Costs	1490
Fundraising costs	2270
Other Parochial Expenditure	65
Advertising	184
Postage	0
Professional Fees	12048

## **Building Capacity Grant**

Restricted

#### ***Income***

Interest Received	0
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#### ***Expenditure***

Mission & Evangelism	0
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## **Pilgrimage**

Restricted

#### ***Income***

Other Voluntary Income (Gift Aided)	150
Interest Received	0
Holy Land 2023	-140
National Walsingham Festival	1060
Walsingham	7766
Sales	0

#### ***Expenditure***

National Walsingham Festival	695
Other Parochial Expenditure	0
Walsingham Current Year	7483
Walsingham Future Year	0

## **Specific Donations**

Designated

#### ***Income***

Gift Aid Tax Relief	200
Other Planned Income (not GA'ed)	0
Other Voluntary Income (Gift Aided)	1100
Planned Giving (Tax Efficient)	0
Plate and Wall Boxes	0
Specific Donations (New/Restored Items)	275
Sum Up + GiveALittle (online + card machine)	0
Sundry Donations	0

#### ***Expenditure***

Discretionary Charitable Assistance	0
Other Parochial Expenditure	0
Altar and church Supplies	964
Restoration & Replacement	0

## **Legacy**

Designated

#### ***Income***

Legacy	0
Specific Donations (New/Restored Items)	0
Sundry Donations	0

Interest Received	0
Tax Relief	0
<b>Expenditure</b>	
Discretionary Charitable Assistance	0
Mission & Evangelism	0
Other Parochial Expenditure	0
Altar and church Supplies	0
Maintenance	0
Major Works	0
Minor Works	0
Restoration & Replacement	0

## Mission Development Fund

Restricted

<b>Income</b>	
n/a	
<b>Expenditure</b>	
Mission & Evangelism	1832

## Richard Buckley Fund

Restricted

<b>Income</b>	
Donations	0
Interest Received	0
<b>Expenditure</b>	
Grants made	260
Other relevant expenditure	0
Pilgrimage costs	440

## Student Ministry

Restricted

<b>Income</b>	
Online Giving - card machine	0
Other Planned Income (not GA'ed)	0
Other Voluntary Income (Gift Aided)	1000
Planned Giving (Tax Efficient)	240
Plate and Wall Boxes	0
Specific Donations (New/Restored Items)	0
Sundry Donations	10
Tax Relief	308
Fundraising	0
Grants Received	0
Events	150
Sales	0
<b>Expenditure</b>	
Student Events and Hospitality	539
Other Parochial Expenditure	24
Gifts and Hospitality	56
Advertising	43

## Vicars Discretionary Fund

Designated

<b>Income</b>	
Online Giving - card machine	0
Other Planned Income (not GA'ed)	0
Other Voluntary Income (Gift Aided)	850
Planned Giving (Tax Efficient)	20
Plate and Wall Boxes	0
Sundry Donations	350
Tax Relief	208
<b>Expenditure</b>	

Discretionary Charitable Assistance	2244
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## Scriptorium

Designated

<b>Income</b>	
Grants Received	5518
Online Giving - card machine	0
Other Voluntary Income (Gift Aided)	0
Sundry Donations	0
Sales	0
<b>Expenditure</b>	
Other Expenditure	10
Food and Drink	831
Scriptorium Books	192
Scriptorium Employee Expenses	250
Scriptorium Salary Payments	3258
Advertising	70

## Children's Ministry

Designated

<b>Income</b>	
Events	0
Grants Received	11000
Online Giving - card machine	0
Other Voluntary Income (Gift Aided)	0
Planned Giving (Tax Efficient)	0
Sundry Donations	0
Sales	0
<b>Expenditure</b>	
Food and Drink	67
Mission and Evangelism	812
Other Parochial Expenditure	34
CW Salary	3328
Gifts and Hospitality	0
Travel	5
Advertising	54

## Agency Collections

Restricted

<b>Income</b>	
Collections	294
Tax Relief	39
<b>Expenditure</b>	
Agency collections	13

## Reserves

Designated

<b>Income</b>	
Sundry Donations	0
Interest Received	-30
<b>Expenditure</b>	
Restoration and Replacement	13

## Summary Totals

	<b>Amount</b>
Opening Balance	378844
Income	229201
Expenditure	204002
Surplus (Income - Expenditure)	25200
Fund Transfers	0

Investment Gains	4117
Closing Balance	408161

Fund Name	Opening Balance	Income	Expenditure	Fund Transfers	Investment Gains (or Losses)	Closing Balance
General (Unrestricted)	32202.12	101599.81	103083.02	-716.37	0	30002.54
Flowers (Restricted)	-166.96	400	953.41	720.37	0	0
Legacy (Designated)	59261.17	0	0	0	26377.95	85639.12
Mission (Designated) (Designated)	2252.54	0	1831.55	0	0	420.99
Parish Nursing (Restricted)	29926.81	40662.25	60307.42	-2384	0	7897.64
Pilgrimage (Restricted)	-818.59	8836	8177.9	30	0	-130.49
Richard Buckley Fund (Restricted)	2901	0	699.56	0	0	2201.44
Regenerate (Designated)	228299.61	56344.58	16058.21	-125	0	268460.98
Specific Donations (Designated)	-2138.29	1575	963.56	2475	0	948.15
Student Ministry (Restricted)	1591.29	1707.5	662.3	0	0	2636.49
VDF Vicars Discretionary Fund (Designated)	2973.96	1427.5	2243.99	0	0	2157.47
Scriptorium (Designated)	0	5517.5	4611.5	0	0	906
Children's Ministry (Designated)	0	11000	4299.35	0	0	6700.65
Agency Collections (Restricted)	0	332.75	12.78	0	0	319.97
Building Capacity Grant (Restricted)	0	0	0	0	0	0
Mission Development Fund (Designated)	19242.83	-171.82	82.82	0	-18988.19	0
Reserves (Designated)	3316.75	-29.62	14.27	0	-3272.86	0
TOTAL	378844.24	229201.45	204001.64	0	4116.9	408160.95

22<sup>nd</sup> February 2025

St Matthews Church PCC Sheffield

Dear Sirs

**Re: Limited Assurance Engagement for the year ended 31 December 2024**

This letter confirms that an independent review of the accounting records maintained by St Matthews Church and a comparison of the Financial Statements presented with those records has been undertaken. It also includes consideration of any unusual items or disclosures in the Financial Statements, seeking any explanation of such matters along with the accompanying notes and information provided.

The procedures undertaken do not provide all of the evidence that would be required under an audit, and consequently I do not express an opinion on the truth and fairness of the Financial Statements.

In connection with my examination, no issues have come to my attention and therefore conclude that the accounting records and therefore Financial Statements have been prepared in accordance with the requirements of St Matthews Church.

Yours faithfully



Michelle Griffiths MAAT AATQB

Director