

St Matthew's
Westminster

Annual Report 2012

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Report of the Parish Priest

This year has been both challenging and rewarding for St Matthew's. We have been working hard to maintain a secure financial base for the church in the face of a troubled economic climate, and I'm pleased to report that we have seen a good response from the congregations to take seriously the challenge of stewardship and planned giving. We have put in place new accounting procedures that are clear and robust, and have been rigorous in our drive to keep expenditure under tight control.

A significant source of income for the church comes from our conference centre, and we owe a debt of gratitude to those who have worked long and hard to develop this. We are cautiously optimistic about the future, and encourage everyone to spread the word of the excellent resources we have to offer.

Our buildings are in good shape. During the year we have had a major overhaul of the church heating system, repaired the roofs, and replaced the external church signage.

“ The health of a church is measured not by the strength of its finances or the state of its building, but by its sense of vision and purpose. ”

The health of a church however is measured not by the strength of its finances or the state of its building, but by its sense of vision and purpose. The church is first and foremost a community of people seeking to make sense of the call of Jesus Christ upon their lives, and finding in one another fellow pilgrims on the way. We are greatly blessed by the communities of people who together make St Matthew's – our Sunday and weekday congregations, the Friends of St Matthew's, and the regular visitors who see us as their London home. As always we have been greatly blessed by the commitment of so many people who have given freely of their time and abilities to help further our common life.

A book on London churches from 1934 says of St Matthew's that it has always been remarkable for its congregation, which is as diverse and unpredictable as you could wish to find. I'm pleased that this description still holds true, and that the church is still a place of rich diversity where everyone is welcome. We still hold to our Mission Statement that St Matthew's is a place of prayer, hospitality and dialogue at the heart of the city.

Over the year we have had the joy of welcoming new people to St Matthew's and the sadness of saying farewell to some greatly loved members of our community.

In September Tamara Katzenbach was licensed as a Reader to St Matthew's, and in the months since we have been blessed by the contribution she has made to our life through her regular meditations and preaching. Also in the year we welcomed Lydia Bauman as our new Artist in Residence to the Studio in the Tower.

Report of the Parish Priest

“ We still hold to our Mission Statement that St Matthew’s is a place of prayer, hospitality and dialogue at the heart of the city. ”

From its earliest days St Matthew’s has been associated with the recovery of the Catholic heritage of the Church of England. We continued the tradition this year by participating in conversations that have led to the setting up of Anglican Catholic Future, a network of parishes that will be launched nationally in April 2013. This gives for us a serious agenda: an understanding of the faith rooted in the Incarnation and working for the transformation of individuals and the wider community.

The Church has no pat answers to the dilemmas of existence, only a witness to what she knows. That under the mercy of God our perplexities, our failures, our betrayals, our limitations, can open into new freedoms, if we follow the way of Jesus Christ.



Fr Philip Chester
Parish Priest

About St Matthew's Westminster

Aims

In law, the Parochial Church Council (PCC) is required to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The specific aim of St Matthew's Westminster is to be a witness to the Catholic faith within the Church of England, drawing people from a wide area to the worship of God through Catholic teaching and practice, in particular, through its threefold ministry of prayer, hospitality and dialogue.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Organisation

The PCC held seven meetings during the year including the meeting to approve the Annual Report and Accounts and the formal meeting of the PCC after the Annual Parochial Church Meeting ("APCM") to elect the officers.

The PCC is made up of 6 ex officio and co-opted members and 11 elected members. There is a Standing Committee of 6 members that prepares agendas for full PCC meetings and deals with urgent business between meetings. A complete list of members who served on the PCC during the year is on page 7.

The number on the Electoral Roll announced at the APCM in 2012 was 116. Since then, there have been a number of changes. The combined number of 'usual weekly attendees' is about 160.

Legal and administrative information

The full name of the parish is St Matthew's Westminster. The address of the church is 20 Great Peter Street, London SW1P 2BU. Correspondence should be sent to the Parish Priest, Fr Philip Chester, at that address.

The PCC is a charity registered with the Charity Commission under number 1132355.

Members of the PCC

Ex officio and co-opted members

Incumbent	Fr Philip Chester † Chairman
Assistant priest	Fr Peter Hanaway
Head teacher	Emily Norman
Deanery Synod Representatives	Jane Kennedy † Secretary and weekday congregation representative Alastair Callcutt † Churchwarden Steve Willis † Churchwarden

Elected members

Jonathan Aitken	Irene Mather	Hilary Rowland †	Members up to 29th April 2012:	
Katherine Fellows	Eithne Risner	Mai-Ling Savage		Katie Hasler
Maria Gayle-Rogers	Elizabeth Lyle	Toby York † Treasurer		Zoe Hoyal
Susan Lowson	Sebastian Lyle			Ivan Stevenson

In attendance (not members of the PCC)

Pastoral assistants	Rob Coupland Chris Minchin (until 22nd September 2012) Rebecca Feeney (from 1st August 2012)
Organist	Andrew Sampson
Parish administrator	Lisa Martell

† indicates member of the Standing Committee

Review of the year

Community life

Once again there was a very successful year of events including our now regular pilgrimage to Walsingham; several visits to museums and exhibitions; Saturday morning walks in and around London; and a very enjoyable revue with a variety of entertainment by members of the congregation. We also held a party to celebrate the Queen's Diamond Jubilee. In December, clergy and members of the congregation gathered for carol singing at St Matthew's House and £128 was raised in aid of 'Crisis'.

We were delighted to have the Bishop of Ely, the Rt Revd Stephen Conway as principal celebrant at our Patronal Festival on 21 September.

We continue to strengthen our links with Westminster Abbey, the patron of our church. Members of the congregation attended the Abbey for the National Pilgrimage to the shrine of Edward the Confessor, the Eucharist for All Saints' Day and the Advent Carol Service.

Other activities during the year included a review of the current facilities, plans for the arts in church, and a presentation by the new artist in residence. A small working group produced a revised Mission Action Plan which will be published in 2013.

Pastoral Assistants

We enjoyed the benefit of having two Pastoral Assistants help in the church and wider community. Over the past 18 years, the PCC has provided 37 pastoral assistant posts to 31 men and women. Two are still in post, and of the others, 21 are ordained, two are in training for the priesthood and two continue to explore their calling.

The annual cost of the programme is approximately £30,000, made up largely of accommodation costs and a small stipend. The PCC is committed to continuing this important mission and we are particularly grateful to Westminster Abbey for agreeing to contribute £10,000 to the programme over the next five years.

Overseas links

The church is twinned with St Michael's Manhattan in New York and with the Church of The Atonement, Chicago. A group of parishioners from the Church of the Atonement visited St Matthew's in November. We continued our strong and established links with the Church of Sweden.

Review of the year (continued)

Children's Ministry

One Pastoral Assistant helps with Junior Church each week, with a rota of other adults. A large number of children continue to attend Junior Church.

The PCC adopted the Children's Mission Statement, drafted by the Children's Champions which incorporated the policy for safeguarding children. In addition, the PCC appointed two Safeguarding Officers and adopted the Diocesan Safeguarding policy statement.

The school

The connections between the church and school continue to thrive. The clergy celebrate Mass in school each week and in church for special services at festivals. A termly Community Mass in which the children of the church and school play a prominent part is held, as are beginning of term and end of term services. In addition, the Juniors held an excellent Advent carol service in the church in December to which members of the local community were invited.

Emily Norman, the Headteacher sits on the PCC and reports regularly on school activities. Ivan Stevenson represents the PCC on the school governing body.

Study courses

The Lent Programme continued with the pattern of a weekly discussion group on Wednesday evenings. The Home group continued to meet monthly.

The Friends of St Matthew's

The Friends of St Matthew's seeks to strengthen the church's association with people from around the world. 2012 was a very successful year for the Friends and membership passed 250 (2011: 120). We welcomed new members from all walks of life and from across the world, including Australia, New Zealand, Canada, Sweden and the United States. Events for Friends included a pilgrimage tour by night of Westminster Abbey.

Website

The website attracted over 12,100 unique visitors in 2012 (up from 9,600 in 2011). The United Kingdom accounted for 75% of all visitors, the United States 9%, Australia and New Zealand 3.5%, Canada 2.2% and Germany 2%. A new website, history.stmw.org, dedicated to the history of St Matthew's was launched in 2012.

Review of the year (continued)

Conference Centre

St Matthew's Conference Centre Limited (SMCC) manages the conference centre on behalf of the PCC. Many companies, non-profit organisations and government departments are now using the conference centre for seminars, meetings, briefings, lunches and dinners.

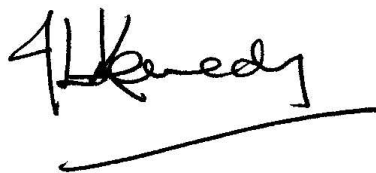
Despite the difficulties and additional effort, there have been unexpected advantages of operating the conference centre directly. The church enjoys a higher profile within the local community and has increased its direct contact with local people and organisations. During a quiet period in the summer, the conference centre was converted to a pop-up garden café attracting locals and visitors, and new customers for the conference centre.

New clients are always needed, so if you know of anyone who might be interested, please let a member of the team know, or email the centre manager, Enver Sengul, enver@stmwvenue.co.uk.

This report was approved by the PCC on 7th April 2013, and signed on its behalf by



Fr Philip Chester
Parish Priest and Chair of the PCC



Jane Kennedy
Secretary

Financial review

Planned and regular giving

£83,121 + 21%
(2011: £68,884)

Conference centre

£14,002 - 47%
(2011: £26,220)

Common Fund

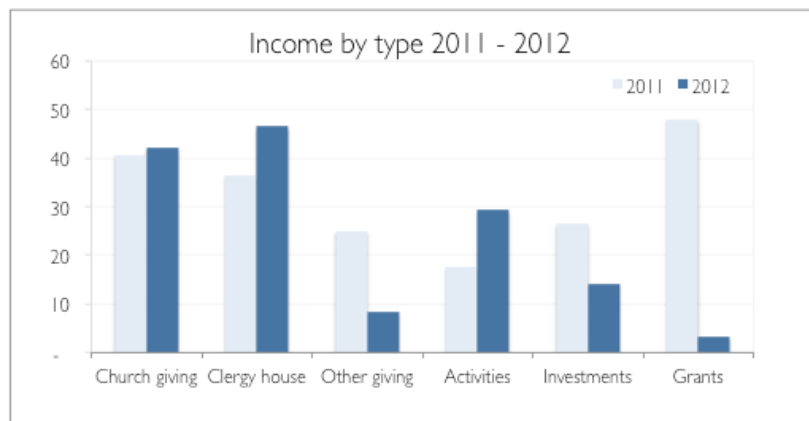
£30,000 - 41%
(2011: £50,500)

Net surplus

£15,567 - 61%
(2011: £39,434)

2012 was another challenging year. In 2011, we benefitted from large one-off receipts from a grant and other giving. 2012 saw the expected fall in investment income from the conference centre, although we remain confident that conference centre business will continue to build. We are particularly grateful to our centre manager, Enver Sengul, who works tirelessly to provide excellent service to all our clients.

Our congregations and wider community have continued to strengthen their support, not just with donations, but also with time and expertise. Church giving is up again, as is income from the clergy house, in part through the implementation of better systems and internal controls. Income from church activities, which includes lettings of the church hall



other than through the conference centre, has increased as a result of closer cooperation with the conference centre management team and more judicious billing.

Costs have been tightly controlled and the church has joined the Parish Buying Scheme resulting in some significant cost savings, in particular by joining the nationally negotiated energy “basket” deal. Our Common Fund, with the kind agreement of the Diocesan Board of Finance, has been kept at a reduced amount for a second year to give us time to restore our financial position.

During the year we received a loan of £12,725 from the Archdeacon of Charing Cross to assist with development of the conference centre.

Statement of Financial Activities

For the year ended 31st December 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 £	Restated 2011 £
Incoming resources					
Voluntary income	2	99,770	340	100,110	149,809
Activities for generating funds	3	3,417	-	3,417	3,179
Investment income	4	14,027	215	14,242	26,444
Church activities	5	25,850	-	25,850	14,310
		143,064	555	143,619	193,743
Resources used					
Grants and donations		136	-	136s	-
Costs of generating funds	6	34,187	-	34,187	29,430
Church activities	7	93,327	628	93,955	117,501
Governance costs	8	197	-	197	150
Major capital expenditure	9	-	-	-	6,950
		127,847	628	128,475	154,031
Net incoming resources		15,217	(73)	15,144	39,712
Other recognised gains and losses					
Gains (losses) on investment assets		-	423	423	(278)
Net movement in funds		15,217	350	15,567	39,434

Net movement in funds

For the year ended 31st December 2012

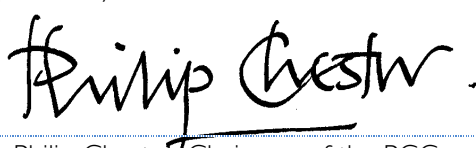

	Unrestricted Funds £	Restricted Funds £	2012 £	Restated 2011 £
Reconciliation of funds				
Reported at 31 st December 2011	34,608	4,381	38,989	
Restatement of historical reserves	(6,445)	-	(6,445)	
Restatement of 2011 movement of funds	2,372	(64)	2,308	
Funds transferred in	4,553	1,067	5,620	
Reclassification of liabilities	9,044	-	9,044	
Restated balances at 1st January 2012	44,132	5,384	49,516	10,082
Net movement in funds	15,217	350	15,567	39,434
As at 31st December 2012	59,349	5,734	65,083	49,516

Balance sheet

As at 31st December 2012

	Note	2012 £	Restated 2011 £
Fixed assets			
Tangible assets	13	2,956	4,659
Investment assets	14	19,978	19,555
		22,934	24,214
Current assets			
Debtors	15	22,603	18,153
Cash at bank and in hand		59,384	40,609
		81,987	58,762
Liabilities: amounts falling due within one year	16	(30,737)	(30,641)
Net current assets		51,250	28,121
Total assets less current liabilities		74,184	52,335
Liabilities: amounts falling due after more than one year	17	(9,101)	(2,819)
Net assets		65,083	49,516
Funds			
Restricted funds	21	5,734	5,384
Unrestricted funds	21	59,349	44,132
		65,083	49,516

Approved by the Parochial Church Council on 7th April 2013 and signed on its behalf by:

Rev Philip Chester, Chairman of the PCC

Toby York ACA, PCC Treasurer

The notes on pages 15 to 29 form part of these financial statements.

Notes to the accounts

For the year ended 31st December 2012

I Accounting policies

Accounting convention and accounts preparation

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2005), issued in March 2005, UK Accounting Standards and the Charities Act 2011.

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

Restatement of comparatives

During the year, a comprehensive review of all funds, trusts and historical bank accounts known to the PCC was undertaken. As a consequence, it was deemed appropriate to include within the financial statements some additional funds closely associated with the work of the church and under the effective control of the PCC. The figures for 2011 have been restated to include the additional funds for the comparable period. The details of the funds can be found in note 21 to the financial statements.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent on restricted purposes and details of the funds held and restrictions are provided in note 21.

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

Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by, or on behalf of, the PCC.

Planned giving under Gift Aid is recognised only when received although the related Income Tax recoverable on Gift Aid donations is recognised when the donation is received.

Notes to the accounts (continued)

For the year ended 31st December 2012

I Accounting policies (continued)

Incoming Resources (continued)

Voluntary income and capital sources

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Funds raised by fairs and similar events are accounted for gross when received. Sales of books, CDs, magazines and candles are accounted for gross when received.

Other ordinary income

Income from the letting of church premises and facilities is recognised when the rent is due.

Income from investments

Dividends and interest are accounted for when receivable. Income Tax recoverable through Gift Aid is recognised in the same accounting year as the income to which it relates.

Other recognised gains and losses

Gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments in marketable securities at the year end. The investment in St Matthew's Conference Centre Limited is carried at historical cost in the balance sheet.

Resources Used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The Common Fund (previously referred to as the diocesan quota or parish share) is accounted for when payable. Any Common Fund unpaid at 31st December is provided for in these accounts and appears as a liability in the balance sheet (although there is no legal obligation to meet such liability).

Notes to the accounts (continued)

For the year ended 31st December 2012

Fixed Assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s96(2a) of the Charities Act 1993. No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property.

Other than inalienable property all expenditure, greater than £1,000, incurred during the year on movable church furnishings and other equipment is capitalised and written off over its useful life, normally 5 years.

All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and is separately disclosed.

Other fixtures, fittings and office equipment

Equipment used within the church premises, greater than £1,000 is capitalised and written off over its useful life, normally 5 years.

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	2012 £	Restated 2011 £
Tax efficient planned giving	70,541	340	70,881	60,133
Other planned giving	12,240		12,240	8,751
Other collections at services	6,688	-	6,688	18,227
Tax recovered through Gift Aid	7,054	-	7,054	14,823
Recurring grants	2,000	-	2,000	-
Non-recurring grants	1,247	-	1,247	47,875
	99,770	340	100,110	149,809

Notes to the accounts (continued)

For the year ended 31st December 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 £	Restated 2011 £
3 Activities for generating funds					
Church events		409	-	409	50
Other activities		3,008	-	3,008	3,129
		<u>3,417</u>	<u>-</u>	<u>3,417</u>	<u>3,179</u>
4 Investments income					
Income from conference centre		14,002	-	14,002	26,220
Other investment income		25	215	240	224
		<u>14,027</u>	<u>215</u>	<u>14,242</u>	<u>26,444</u>
5 Church activities					
Statutory fees		1,552	-	1,552	11
Gross income from trading	10	24,298	-	24,298	14,299
		<u>25,850</u>	<u>-</u>	<u>25,850</u>	<u>14,310</u>
6 Costs of generating funds					
Costs of voluntary activities		34,187	-	34,187	29,430

Notes to the accounts (continued)

For the year ended 31st December 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 £	Restated 2011 £
7 Church activities					
Ministry: Common Fund and other contributions		30,302	-	30,302	50,902
Salaries, honoraria and expenses	12	26,543	628	27,171	32,186
Clergy expenses		533	-	533	976
Church running expenses		23,679		23,679	19,587
Church utility bills		7,968		7,968	9,775
Costs of trading activities		4,302	-	4,302	4,075
		<u>93,327</u>	<u>628</u>	<u>93,955</u>	<u>117,501</u>
8 Governance costs					
Professional fees		197	-	197	150
		<u>197</u>	<u>-</u>	<u>197</u>	<u>150</u>
9 Major capital expenditure					
Memorial plaque		-	-	-	6,950
		<u>-</u>	<u>-</u>	<u>-</u>	<u>6,950</u>

Notes to the accounts (continued)

For the year ended 31st December 2012

10 Gross income from trading

Trading income during the year came from the following activities:

	Gross income £	Associated costs £	Net income 2012 £
Hall lettings and church use	12,299	-	12,299
Church tower lettings	-	-	-
Music income	2,768	2,125	643
Refreshments at church events	1,082	649	432
Garden cafe	1,889	1,174	715
Other food and drink sales	2,268	1,007	1,261
Pilgrimages and parish weekends	1,164	1,615	(452)
Corporate carol services	1,500	-	1,500
Parking space rental income	550	-	550
Postcards, prayer beads and candles	415	196	219
The Giving Machine commission	254	-	254
Verging fees recharged	110	155	(45)
	24,298	6,922	17,376

Notes to the accounts (continued)

For the year ended 31st December 2012

II Transactions with PCC members

The table below shows amounts paid and payable to members of the PCC during the year. The amounts relating to St Matthew's Conference Centre Limited (SMCC), although not forming part of these financial statements, are also shown. All expenses were properly incurred and conferred no personal benefit on members.

	By or for the PCC		By or for SMCC	
	Fees and honoraria £	Expenses incurred £	Fees and honoraria £	Expenses incurred £
Jonathan Aitken	-	-	-	-
Alastair Callcutt	-	-	-	-
Fr Philip Chester	-	12,321	-	2,555
Katherine Fellows	-	-	-	-
Maria Gayle-Rogers	-	-	-	-
Fr Peter Hanaway	-	360	-	-
Katie Hasler	-	-	-	-
Zoe Hoyal	-	-	-	-
Jane Kennedy	-	-	-	-
Susan Lowson	-	-	-	-
Elizabeth Lyle	-	-	-	-
Sebastian Lyle	-	-	-	-
Irene Mather	-	-	-	-
Emily Norman	-	-	-	-
Eithne Risner	100	271	-	36
Hilary Rowland	-	-	-	-

Notes to the accounts (continued)

For the year ended 31st December 2012

11 Transactions with PCC members (continued)

	By or for the PCC		By or for SMCC	
	Fees and honoraria £	Expenses incurred £	Fees and honoraria £	Expenses incurred £
Mai-Ling Savage	-	-	-	-
Ivan Stevenson	-	-	-	-
Steve Willis	-	50	-	-
Toby York	-	317	-	536

12 Salaries, honoraria and fees

The following amounts were paid to church staff during the year:

	2012 £	Restated 2011 £
Pastoral assistants	24,041	29,526
Support staff	3,130	2,660
	<u>27,171</u>	<u>32,186</u>

There are two Pastoral Assistants who work full time for the benefit of the church and school. The support staff are part-time. Fees of £3,180 (2011: £2,800) were paid to the organist and are included within Church running expenses (see note 7).

Notes to the accounts (continued)

For the year ended 31st December 2012

13 Tangible fixed assets

Tangible assets comprise a photocopier held under a lease agreement:

	2012 £	Restated 2011 £
Cost		
At 1st January 2012	5,784	-
Additions	-	5,784
At 31st December 2012	<u>5,784</u>	<u>5,784</u>
Accumulated depreciation		
At 1st January 2012	1,125	-
Charge for the year	1,703	1,125
At 31st December 2012	<u>2,828</u>	<u>1,125</u>
Net book value		
At 31st December 2012	<u>2,956</u>	4,659
At 31st December 2011	<u>4,659</u>	<u>-</u>

14 Investment assets

The following investment assets were held during the year:

	Marketable securities £	SMCC £	2012 £	Restated 2011 £
At 1st January 2012	4,553	15,002	19,555	180,616
Investments made	-	-	-	15,000
Amounts written down	-	-	-	(175,783)
Revaluations	423		423	(278)
At 31st December 2012	<u>4,976</u>	<u>15,002</u>	<u>19,978</u>	<u>19,555</u>

Notes to the accounts (continued)

For the year ended 31st December 2012

14 Investment assets (continued)

St Matthew's Conference Centre Limited (SMCC) is a limited liability company wholly owned by the PCC. It has developed and operates the conference centre under licences from the PCC and the Trevelyan Trust (see note 21).

During 2011 a review of the value of the carrying value of the investment in SMCC was undertaken and was written down to an amount equivalent to the nominal value of the equity interest.

All profits made by SMCC are paid to the PCC under deed of covenant and during the year profits of £14,002 (2011: £26,220) were received. SMCC produces financial statements under the small companies regime in compliance with Companies Act 2006. The unaudited results of SMCC, which do not form part of these financial statements, are summarised below.

	For the years ended 31st December	
	2012 £	2011 £
Gross income	72,381	42,482
Less: costs of sales	(10,457)	(1,450)
Gross profit	61,924	41,032
Administrative costs	(46,920)	(14,675)
Profit before donations to the PCC	15,004	26,357
Donated to the PCC during the year	(14,002)	(26,220)
Net movement in funds in SMCC	1,002	137

Notes to the accounts (continued)

For the year ended 31st December 2012

15 Debtors

	2012 £	2011 Restated £
Trade debtors and prepayments	12,475	6,455
Income tax recoverable under Gift Aid	7,049	10,185
St Matthew's Conference Centre Limited	3,079	1,513
	<u>22,603</u>	<u>18,153</u>

16 Liabilities: amounts falling due within one year

	2012 £	2011 Restated £
Archdeaconry of Charing Cross loan	4,242	-
Lease creditor	2,202	1,830
Trade creditors	4,533	-
Diocese of London – Common Fund	-	13,500
Fr Philip Chester	6,804	3,009
St Matthew's (CE) Primary School	8,000	9,977
Accruals and deferred income	4,956	2,325
	<u>30,737</u>	<u>30,641</u>

The loan from the Archdeaconry of Charing Cross is interest free and unsecured.

The lease creditor is secured on the asset to which it relates.

Notes to the accounts (continued)

For the year ended 31st December 2012

17 Liabilities: amounts falling due after more than one year

	2012 £	2011 Restated £
Archdeaconry of Charing Cross loan	8,484	-
Lease creditor	617	2,819
	<u>9,101</u>	<u>2,819</u>

The loan from the Archdeaconry of Charing Cross is interest free and unsecured. It is repayable within two to five years.

The lease creditor is secured on the asset to which it relates.

18 Material legacies

The PCC is aware of two legacies which have not been included within the financial statements: title to a local property held in the estate of Marguerite Greatorex, and the income arising from a part of the estate of Tudor Roberts. As both legacies are subject to life interests, the PCC is unable to determine the amount or timing of their receipt with any degree of certainty.

19 Quinquennial inspection

The most recent quinquennial inspection was made by Russell Taylor Architects on 24th January 2012. There was just one recommendation requiring immediate attention, concerning a blocked waste hopper, and this has since been rectified.

Notes to the accounts (continued)

For the year ended 31st December 2012

20 Transactions with related parties

Related parties and transactions with them during the year are summarised below:

Related party	Nature of relationship and transactions with the PCC	
St Matthew's Conference Centre Limited A private limited company: St Matthew's House 20 Great Peter Street Westminster London SW1P 2BU	Fr Philip Chester and Toby York were directors of St Matthew's Conference Centre Limited (SMCC) during the year and the PCC owns the entire issued share capital of the company. Details of transactions between the PCC and SMCC are set out in note 14.	
Anglican Catholic Future A charity registered in England: 1 The Sanctuary Westminster London SW1P 3JT	Fr Philip Chester is a trustee of Anglican Catholic Future and the PCC has incurred expenses on behalf of Anglican Catholic Future that will not be reimbursed.	
	Expenses incurred by the PCC	£80
St Matthew's (CE) Primary School A Church of England primary school: 18 Old Pye Street Westminster London SW1P 2DG	Fr Philip Chester is the Chair of Governors of the school and Emily Norman, the headteacher sits on the PCC. The school pays the PCC for certain work performed by the Pastoral Assistants and the PCC pays the school for accommodation provided to the Pastoral Assistants.	
	Accommodation expenses incurred by the PCC	£11,644
	Amount received by the school for work performed by Pastoral Assistants	£3,008

Notes to the accounts (continued)

For the year ended 31st December 2012

21 Analysis of Funds

	As at 1st January 2012 £	Incoming resources £	Outgoing resources £	Gains and losses £	As at 31st December 2012 £
Restricted funds					
Canon Atlay Memorial Fund	887	215	(628)	423	897
Gerard Irvine Memorial Fund	2,499	-	-	-	2,499
Organ Fund	117	-	-	-	117
The Friends of St Matthew's	1,882	340	-	-	2,222
	5,384	555	(628)	423	5,734
Unrestricted funds					
General Fund	40,811	96,582	(93,660)	-	43,733
Trevelyan Trust	3,321	46,482	(34,187)	-	15,616
	44,132	143,064	(127,847)	-	59,349
All funds	49,516	143,619	(128,475)	423	65,083

The restricted funds are all represented by cash held at bank.

The Canon Atlay Memorial Fund is for the training of men and women exploring a vocation to priesthood or other ministry in the church.

The Gerard Irvine Memorial Fund represents the excess of funds received following fund-raising in 2011 for a memorial plaque and service for Fr Gerard Irvine, priest and previous vicar of St Matthew's.

The Organ Fund is for the maintenance of the organ.

Notes to the accounts (continued)

For the year ended 31st December 2012

21 Analysis of Funds (continued)

The Friends of St Matthew's restricted fund is used to enhance the life and worship of St Matthew's and cannot be used for day-to-day running expenses. Unrestricted income from the Friends of St Matthew's is also received in the General Fund. In 2012, unrestricted income from the Friends of St Matthew's amounted to £4,912 (2011: £2,230).

The Trevelyan Trust is under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The trust owns and manages the clergy house, offering hospitality to individuals connected to the church.

Independent examiner's report to the Parochial Church Council of St Matthew's Church, Westminster

This report is on the accounts for the year ended 31st December 2012 which are set out on pages 12 to 29.

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts. You consider that an audit is not required for this year (under section 43(2) of the Charities Act 2011, "the Act").

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Jo Abdul-Rahim ACA

Address: 7 Howe Close, Shenley, Radlett, WD7 9JF

Date: 7th April 2013

Gift Aid declaration – for past, present and / or future donations

The Parochial Church Council of the Ecclesiastical Parish of St Matthew's Westminster

Please treat as Gift Aid donations all qualifying gifts of money made

Today In the past 4 years In the future

Please tick all boxes that apply

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give.

Donor's details

Title _____ First name _____

Surname _____

Full home address _____

Post code _____

Signature _____ Date _____

Notes:

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

