

St Matthew's
Westminster

Annual Report 2011

About St Matthew's Westminster

Aims

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. In accordance with the PCC (Powers) Measure 1956, the aim of the PCC is to co-operate with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

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 14 ex officio members and 10 elected members. There is a Standing Committee of five 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 2.

The number on the Electoral Roll announced at the APCM in 2011 was 107. Since then, there have been a number of changes. The current Electoral Roll at March 1, 2012 was 116. 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 members		
Incumbent	Fr Philip Chester † Chairman	
Assistant priests	Fr Peter Hanaway Fr Peter Hyson Fr Michael Skinner	
Wardens	Hilary Rowland † Susan Lowson †	
Organist	Andrew Sampson	
Head teacher	Emily Norman	
Pastoral assistants	Andrew Crawford and Andreas Wenzel (until 21st September 2011) Rob Coupland and Chris Minchin (from 22nd September 2011)	
Parish administrator	Lisa Martell † Treasurer	
Deanery Synod	Alastair Calcutt Jane Kennedy † Secretary and weekday congregation representative Steve Willis	
Elected members		
Jonathan Aitken	Liz Lyle	Mai-Ling Savage
Maria Gayle-Rogers	Sebastian Lyle	Ivan Stevenson, School governor
Katie Hasler	Irene Mather	
Zoe Hoyal	Eithne Risner	

† 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 weekend parish pilgrimage to Walsingham. A group also enjoyed a day trip to Canterbury where the Revd Sally Womersley, a former pastoral assistant, gave a guided tour around the cathedral following a Mass.

Members of the congregation visited the Geffrye Museum in East London in the autumn which generated ideas for future activities.

The 2011 Patronal Festival was held on the same day that Fr Chris Lowson was consecrated as Bishop of Lincoln at Westminster Abbey. The Bishop was the principal celebrant and the Dean of St Paul's Cathedral, Rt Revd Graeme Knowles, gave the address. Members of the congregation also attended the Bishop's induction service at Lincoln Cathedral.

We held a memorial service for our former vicar, Fr Gerard Irvine, at which the Archbishop of Canterbury presided. A special collection was held during the year to fund the memorial plaque to Fr Gerard Irvine.

We took part in the World's Biggest Coffee Morning and raised over £300 in aid of Macmillan Cancer Support from refreshments and a cake stall.

In November, Fr Philip conducted a service of dedication at a naming ceremony for a new RNLI E-class lifeboat for the RNLI.

In December, clergy and members of the congregation went carol singing around the parish which raised £162 in aid of 'Crisis'.

Pastoral Assistants

We again enjoyed the benefit of having two Pastoral Assistants help in the church and wider community. Over the past 17 years, we have had 28 Pastoral Assistants work at St Matthew's. Of those, 24 have gone on to be ordained. This is a valuable and significant contribution to the wider church community and the PCC is committed to continuing this important element of its mission,

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.

Review of the year (continued)

Overseas links

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

The school

The connection between the church and school continues to thrive. The clergy celebrated 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 carol concert in the church in December.

The Headteacher reports regularly to the PCC, and Ivan Stevenson represented the PCC on the governing body

Activities continued with the Community Cohesion Project including preparing children for the move to secondary school and making links with other groups such as the St Andrew's Club and parents for whom English is not their first language.

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 had a very successful year and membership increased to 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 reception at St Matthew's House and a pilgrimage tour by night of Westminster Abbey.

Website

The website attracted over 9,600 unique visitors in 2011. The United Kingdom accounted for 75% of all visitors and other countries 25%, including the United States (8%), Australia and New Zealand (4%), Canada (2.4%) and Germany (2.4%).

Review of the year (continued)

Conference Centre

Historically, about 35-45% of the PCC's annual income has come from the commercial letting of the church centre and conference rooms. The contractor responsible for letting the rooms on behalf of the PCC unexpectedly terminated its contract with effect from 1st November 2011, leaving the PCC with a significant shortfall in its planned income.

The PCC's operating company, St Matthew's Conference Centre Limited (SMCC), took on the operation of the conference centre directly and has employed the centre manager, Enver Sengul. With the help of experienced members of the congregation, SMCC has developed new marketing materials and implemented systems to manage all aspects of running the centre.

Many companies, non-profit organisations and government departments are now using the conference centre for seminars, meetings, briefings, lunches and dinners.

Early indications are that the operation of the centre under this new arrangement is likely to be profitable in its first year which is a considerable achievement given the limited resources and difficult economic conditions. SMCC is unlikely, however, to be able to generate sufficient funds to match the shortfall in income lost under the previous contract.

Despite the difficulties and additional effort, there have been unexpected advantages of operating the conference centre directly. The church's profile within the local community has been raised and the church has increased its direct contact with local people and organisations.

The board of directors continues to seek new clients for the conference centre. If you know of anyone who might be interested, please let a member of the team know, or email bookings@stmwvenue.co.uk.

This report was approved by the PCC on 19th March 2012, and signed on its behalf by

Fr Philip Chester
Parish Priest and Chair of the PCC

Jane Kennedy
Secretary

Financial highlights

Planned and regular giving

£32,462 +50%
(2010: £21,464)

Conference centre

£26,220 -28%
(2010: £36,410)

Common Fund

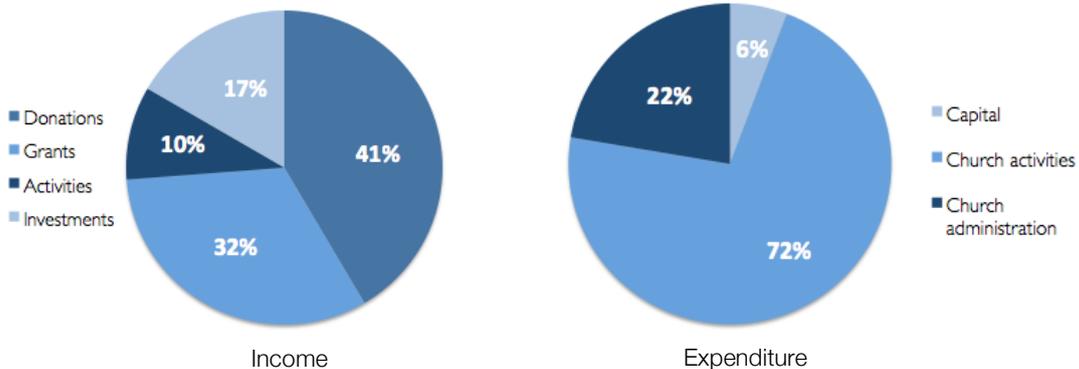
£50,500 +1%
(2010: £49,000)

Net surplus

£37,126
(2010: £1,587)

This has been a challenging year with the unexpected decline in income from the conference centre. The impact of this has been mitigated by a non-recurring grant of £40,000 as a result of the winding up of the Westminster Abbey Spiritual Aid Fund, a trust in which St Matthew's was a beneficiary. Additionally, since the end of the year the Archdeacon's Finance Committee has kindly agreed to support the PCC with a loan of £15,000 and a temporary reduction in its Common Fund contribution. This will be used to upgrade the conference centre facilities.

The response of the congregations has been very positive: planned giving is up and various initiatives to increase income and control expenses have been suggested and implemented. A comprehensive plan to restore financial stability is in progress.



Statement of financial activities

For the year ended 31st December 2011

	Note	Unrestricted Funds £	Restricted Funds £	2011 £	2010 £
Incoming resources					
Incoming resources from donors	2	55,378	10,214	65,592	40,726
Other voluntary incoming resources	3	50,924	-	50,924	13,019
Income from activities	4	15,165	-	15,165	12,525
Income from investments	5	26,231	-	26,231	36,410
		147,698	10,214	157,912	102,680
Resources used					
Grants and donations		-	-	-	250
Church activities	6	86,482	375	86,857	84,281
Church administration	7	26,978	-	26,978	16,562
Capital expenditure	8	-	6,950	6,950	-
		113,460	7,325	120,785	101,093
Total surplus for the year		34,238	2,889	37,127	1,587

Net movement in funds

For the year ended 31st December 2011

	Note	Unrestricted Funds £	Restricted Funds £	2011 £
Movement in funds				
Balances at 1st January 2011		176,153	1,492	177,645
Surplus for the year		34,238	2,889	37,127
Amounts written down	7	(175,783)	-	(175,783)
Balances at 31st December 2011		34,608	4,381	38,989

Statement of assets and liabilities

As at 31st December 2011

	Note	2011 £	2010 £
Fixed assets			
Unlisted investments	12	15,002	175,785
Current assets			
Debtors	13	17,181	5,413
Cash at bank and in hand		39,327	13,834
		56,508	19,247
Liabilities: amounts falling due within one year	14	(32,521)	(17,387)
Net current assets		23,987	1,860
Total assets less current liabilities		38,989	177,645
Funds			
Unrestricted funds		34,608	176,058
Restricted funds		4,381	1,587
		38,989	177,645

Notes to the accounts

For the year ended 31st December 2011

I Accounting policies

Accounting convention and accounts preparation

The accounts have been prepared under the historical cost convention and in accordance with the Church Accounting Regulations 2006 and the Charities (Accounts and Reports) Regulations 2005. They conform with the Statement of Recommended Practice (SORP) 2005.

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.

Funds

The unrestricted funds of the PCC are not subject to any restrictions regarding their use and are available for application to the general purposes of the PCC.

Funds raised in the name of The Friends of St Matthew's can only be used to enhance the life and worship of St Matthew's and cannot be used for day to day running expenses.

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.

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.

Notes to the accounts (continued)

For the year ended 31st December 2011

Income from investments

Dividends and interest are accounted for when received. Tax recoverable on such income is recognised in the same accounting year.

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of investments at the year end.

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).

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.

Notes to the accounts (continued)

For the year ended 31st December 2011

	Unrestricted Funds £	Restricted Funds £	2011 £	2010 £
2 Incoming resources from donors				
Planned and regular giving	32,072	390	32,462	21,464
Income tax recovered	14,823	-	14,823	9,408
Collections and other giving	8,483	-	8,483	9,854
Special collections	-	9,824	9,824	-
	<u>55,378</u>	<u>10,214</u>	<u>65,592</u>	<u>40,726</u>
3 Other voluntary incoming resources				
Grants received	47,795	-	47,795	5,519
St Matthew's CE Primary School	3,129	-	3,129	7,500
	<u>50,924</u>	<u>-</u>	<u>50,924</u>	<u>13,019</u>
4 Income from activities				
Church and church hall lettings	10,547	-	10,547	4,706
Other activities	4,618	-	4,618	7,818
	<u>15,165</u>	<u>-</u>	<u>15,165</u>	<u>12,525</u>
5 Income from investments				
Income from conference centre	26,220	-	26,220	36,410
Other investment income	11	-	11	-
	<u>26,231</u>	<u>-</u>	<u>26,231</u>	<u>36,410</u>

Notes to the accounts (continued)

For the year ended 31st December 2011

	Note	Unrestricted Funds £	Restricted Funds £	2011 £	2010 £
6 Church activities					
Common Fund		50,500	-	50,500	49,000
Church running expenses	9	4,752	375	5,127	7,081
Church building costs	10	17,295	-	17,295	16,334
Staff costs	11	13,935	-	13,935	11,867
		<hr/>	<hr/>	<hr/>	<hr/>
		86,482	375	86,857	84,281
7 Church administration					
Staff costs	11	2,660	-	2,660	3,302
Office expenses		5,294	-	5,294	5,036
Other administrative costs		19,024	-	19,024	8,224
		<hr/>	<hr/>	<hr/>	<hr/>
		26,978	-	26,978	16,562
8 Capital expenditure					
Memorial plaque		-	6,950	6,950	-
		<hr/>	<hr/>	<hr/>	<hr/>
9 Church running expenses					
Parish events		1,710	-	1,710	4,178
Costs of services		3,042	375	3,417	2,083
Other running costs		-	-	-	820
		<hr/>	<hr/>	<hr/>	<hr/>
		4,752	375	5,127	7,081

Notes to the accounts (continued)

For the year ended 31st December 2011

	Unrestricted Funds £	Restricted Funds £	2011 £	2010 £
10 Church building costs				
Insurance and utilities	15,118	-	15,118	11,843
Building repairs and refurbishment	1,883	-	1,883	4,187
Cleaning and maintenance	344	-	344	304
	<u>17,295</u>	<u>-</u>	<u>17,295</u>	<u>16,334</u>
11 Staff costs				
Pastoral Assistants	11,135	-	11,135	9,167
Organists' stipend and fees	2,800	-	2,800	2,700
Other honoraria and fees	2,660	-	2,660	3,302
	<u>16,595</u>	<u>-</u>	<u>16,595</u>	<u>15,169</u>
Shown as:				
Church activities	13,935	-	13,935	11,867
Church management and administration	2,660	-	2,660	3,302
	<u>16,595</u>	<u>-</u>	<u>16,595</u>	<u>15,169</u>

Notes to the accounts (continued)

For the year ended 31st December 2011

12 Unlisted investments

Unlisted investments represent amounts paid to St Matthew's Conference Centre Limited ("SMCC") for the development of the conference rooms within the house attached to the church.

SMCC is a limited liability company wholly owned by the PCC although it operates under an independent board of directors. SMCC has developed and operates the conference centre under licences from the PCC and the Trevelyan Trust (see note 15). The PCC considers that the transactions, assets and liabilities of SMCC are not its direct responsibility and are, therefore, not included within these financial statements.

During the year a review of the value of the investment in SMCC was undertaken and its carrying value was written down to a value equivalent to the nominal value of the shares owned by the PCC.

All profits made by SMCC are paid to the PCC under deed of covenant and during the year profits of £26,220 (2010: £36,410) were received.

	2011 £	2010 £
Brought forward at 1st January 2011	175,785	175,785
Amounts written down during the year	(175,783)	-
Investments made during the year	15,000	-
Carried forward at 31st December 2011	<u>15,002</u>	<u>175,785</u>

13 Debtors

	2011 £	2010 £
Trade debtors and prepayments	5,483	-
Income tax recoverable under Gift Aid	10,185	4,000
St Matthew's Conference Centre Limited	1,513	1,413
	<u>17,181</u>	<u>5,413</u>

Notes to the accounts (continued)

For the year ended 31st December 2011

14 Current liabilities: amounts falling due within one year

	2011 £	2010 £
Common Fund	13,500	9,000
St Matthew's CE Primary School	9,977	-
Trevelyan Trust	9,044	5,361
Other creditors	-	3,026
	<u>32,521</u>	<u>17,387</u>

15 Trevelyan Trust

The house attached to the church is owned and operated by the Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens. The house offers hospitality to individuals connected to the church and uses the income it receives to defray the expenses of running the house.

The PCC holds the income on trust (in a separate bank account to its own) and from that income, pays house expenses on behalf of the Trevelyan Trust. The transactions undertaken on behalf of the Trevelyan Trust throughout the year are detailed below:

	2011 £	2010 £
Liability at 1st January 2011	5,361	3,870
Income received on trust during the year	26,768	30,337
Expenses paid on trust during the year	(23,085)	(28,846)
Liability at 31st December 2011	<u>9,044</u>	<u>5,361</u>

These transactions are separate from and do not form part of the statement of financial activities on page 7.

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 2011 which are set out on pages 1 to 16.

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 1993, "the Act").

It is my responsibility to examine the accounts (under section 43 of the Act), to follow procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(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 41 of the 1993 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: Toby York ACA

Address: 114 The Avenue, London NW6 7NN

Date: 19th March 2012