

St Matthew's
Westminster

PROOF Annual Report 2013

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Report of the Parish Priest

2013 has been a good year for our parish. It is heartening to see that we have grown in our understanding of what it means to be Church, thankful for the grace and love of God and also for the gift of one another. St Matthew's is a richly diverse community, and 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.

St Matthew's is a remarkably busy, seven day a week church and we are enormously blessed by the generous commitment of many people that helps sustain and grow our common life. At the heart of our life together is the daily rhythm of prayer and I would like to record thanks to those who help maintain our pattern of worship, in particular Fr Peter Hanaway who has been such a faithful and good colleague over many years, our regular clergy assistants Fr Michael Skinner, Fr Peter Hyson and Bishop Graeme Knowles, and our Reader, Tamara Katzenbach. Our churchwardens, Steve Willis and Grace Hoskin have provided invaluable support and encouragement and we are all indebted to them for the responsibilities they have undertaken on our behalf.

“ Brothers and sisters, whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things ”

Philippians 4.8

I thank members of the Parochial Church Council for their support and leadership in the year past. Jane Kennedy has been a very able Secretary to the PCC, and Toby York has once again given outstanding service as our Treasurer, and has undertaken many extra tasks in the absence of an administrator to help with the smooth running of the church.

I am very grateful indeed to all those who contribute in so many ways to our daily life at St Matthew's, through providing a warm welcome to our services, serving at Mass, reading lessons and interceding, catering and providing refreshments, cleaning and gardening. Every person contributes in some unique way to our life, and every person matters.

In September we said farewell to our administrator, Lisa Martell, who moved to Grantham on the retirement of her husband Danny. Her contribution to St Matthew's over many years has been remarkable, and in true St Matthew's style we had a marvellous party at which we expressed our love and gratitude. During the year we said farewell to Pastoral Assistants Rob Coupland and Rebecca Feeney, and welcomed Raymond Baudon and Ross Meikle. Our PA's are a great blessing to us all, and make a considerable contribution to our life with great energy and good humour.

Report of the Parish Priest

“The faith we have received as a church is something we are called upon to proclaim afresh in each generation.”

Our music continues to be a source of delight. We continue to be blessed by the contribution Andrew Sampson and Maria Gayle-Rogers make to our worship week by week.

Our school welcomed Rachel Jewitt as our new headteacher in succession to Emily Norman, who moved on to a new school in Marylebone after her years at St Matthew's where she gave outstanding leadership to the school.

The conference centre has had a good year with the easing of the recession leading to an increase in bookings. The dedication of the centre manager, Enver Sengul, gives a distinct quality of service that is appreciated by clients and makes our conference centre unique in the centre of Westminster.

As we give thanks for the last year we look forward to new challenges and opportunities. The church can never stand still. In the words of the Declaration of Assent the faith we have received as a church is something we are 'called upon to proclaim afresh in each generation. It is a privilege and a joy to be part of a church that takes such a call seriously.

Fr Philip Chester

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 eight meetings during the year including the meeting to approve the Annual Report and Accounts, the Annual Parochial Church Meeting ("APCM") and the formal meeting to elect the officers after the APCM, which was attended by The Ven Dr Bill Jacob, the Archdeacon of Charing Cross, as part of his visitation.

The PCC is made up of 6 ex officio members and 12 elected members. There is a Standing Committee of eight 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 included on page 5.

The number on the Electoral Roll announced at the APCM in 2013 was 120. 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
Headteacher	Emily Norman (until 31st December 2013) Rachel Jewitt (from 1st January 2014)
Churchwardens	Grace Hoskin † Steve Willis †
Deanery Synod Representatives	Jane Kennedy † Secretary and weekday congregation representative Alastair Callcutt Vice Chair Steve Willis † Churchwarden

Elected members

Jonathan Aitken	Lee Lieske	Eithne Risner	Members who served in the year: Irene Mather (died Jan 2013) Mai-Ling Savage (to 21 Apr 2013)
Katherine Barlow	Susan Lowson	Hilary Rowland †	
Maria Gayle-Rogers	Elizabeth Lyle	Rachel Whittaker	
Tamara Katzenbach	Sebastian Lyle †	Toby York † Treasurer	

In attendance (not members of the PCC)

Pastoral assistants	Rob Coupland (until 21st September 2013) Rebecca Feeny (until 21st September 2013) Ross Meikle (from 12th August 2013) Raymond Baudon (from 17th September 2013)
Organist	Andrew Sampson
Parish administrator	Lisa Martell (until 30th September 2013)

† indicates member of the Standing Committee

Review of the year

Community life

2013 was another interesting and busy year for St Matthew's. Two enjoyable weekends away at Wychcroft in Surrey and a pilgrimage to Walsingham were enjoyed in the winter and spring respectively.

Clergy and members of the congregation attended the initial launch of Anglican Catholic Future at the Church of the Annunciation, Marble Arch. The Revd Prebendary Alan Moses, Vicar of All Saints, Margaret Street was the preacher at the Patronal Festival on 21 September.

Links with Westminster Abbey were maintained; Canon Jane Hedges, Archdeacon of Westminster attended a PCC meeting; members of the congregation joined the National Pilgrimage to the shrine of Edward the Confessor and took part in the Advent Carol service in the Abbey.

The arts featured strongly throughout the year. Our artist in residence, Lydia Bauman, gave an interesting talk on L.S. Lowry and our author in residence, Jonathan Aitken, hosted a book signing. Two revues with a variety of entertainment by the congregation were held and several theatre trips were organised.

Lisa Martell left the parish after many years' dedicated service. A party was held for her and she was presented with a gift from the parish.

Pastoral Assistants

We again enjoyed the benefit of having two Pastoral Assistants help in the church and wider community. Over the past 19 years, the PCC has provided 39 Pastoral Assistant posts to 33 men and women. Two are still in post, and of the others, 21 are ordained, and others continue to explore their calling.

The annual cost of the programme was approximately £30,000, made up largely of accommodation costs and a small stipend. The PCC is committed to this important mission and we are grateful to Westminster Abbey for their continued support.

Overseas links

The church enjoys good and growing links with the Church of The Atonement, Chicago. Occasional visits by clergy and members of the congregation were made between our churches in 2013. We continued our strong and established links with the Church of Sweden.

Review of the year (continued)

Children's Ministry

The Junior Church has continued to grow. There is a rota of adults who provide leadership and supervision.

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 was held, as were beginning of term and end of term services. £460 was raised by the congregation towards books for the new school library.

Elizabeth Lyle represented the PCC on the governing body. The headteacher, Emily Norman, left the school in December to take up the headship of a school in Marylebone and Rachel Jewitt, from St Barnabas Primary School, was appointed as her successor.

Study courses

The Lent Programme featured talks on the theme of 'Why I am a Christian'. Speakers included Canon Jane Hedges, The Rt Revd Graeme Knowles, Tim Livesey, Jonathan Aitken and Edward Barlow. Edward also led a weekly discussion group as part of his training as Lay Reader.

The Friends of St Matthew's

The Friends of St Matthew's had a very successful year and membership increased to nearly 300. 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 and some Friends also joined the church for other community events. Collectively, contributions from our Friends amounted to £7,177 (2012: £5,252).

Website

The website attracted over 13,600 unique visitors in 2013, up from 12,100 in 2012. The United Kingdom accounted for 75% of all visitors, the United States 9%, Australia and New Zealand 3.5%, Canada 1.8% and Germany 1%.

The history website, launched in 2012, enabled contact to be made with a relative of one of the first curates at St Matthew's, who provided previously unknown information for our archive.

Review of the year (continued)

St Matthew's House

Hospitality is offered to individuals connected to the church and guests are invited to make donations to defray the expenses of running the house. During the year there were more than 500 individual visits. The clergy house is owned and managed by the Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens and is deemed to be a controlled trust of the PCC. The donations received from guests and the expenses of running the house are included within these financial statements.

Conference Centre

St Matthew's Conference Centre Limited manages the conference centre on behalf of the PCC. Many companies, non-profit organisations and government departments use the conference centre for seminars, meetings, briefings and training. There was a significant increase in business in the conference centre, with more usage and a wider circle of clients. The company produces financial statements under the small companies regime in compliance with Companies Act 2006 and its results do not form part of these financial statements, but are summarised in note 16 on page 22.

Financial review

Congregational giving

£38,098 + 3.3%
(2012: £36,897)

Clergy house donations

£50,666 + 9%
(2012: £46,482)

Church activities

£29,235 - 0.1%
(2012: £29,267)

Conference centre and investments

£28,159 + 98%
(2012: £14,242)

Common Fund

£31,100 + 3.5%
(2012: £30,000)

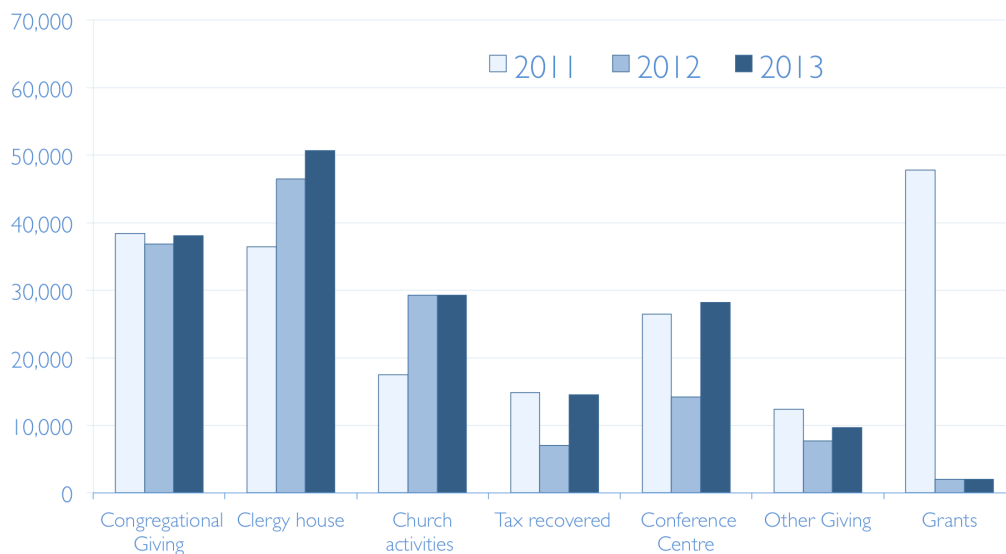
Net surplus

£41,443 + 166%
(2012: £15,567)

Review of the year (continued)

Income

2013 saw a continued improvement in the church's finances. Congregational Giving and Church Activities held up well, and there were more significant increases in income from the clergy house and conference centre.



Expenditure

Costs remain tightly controlled. Energy suppliers were changed again this year, following the nationally negotiated energy basket under the Parish Buying Scheme. Our Common Fund, with the generosity of the Diocesan Board of Finance, has been kept at a reduced amount to give time to restore the financial reserves.

Endowment Funds

The late Marguerite Greateorex left a legacy in her will to the PCC subject to a life interest. The individual who was to benefit from the life interest relinquished rights under the will and, subject to certain conditions, the estate property passed directly to the PCC. The net value of the capital sum ultimately receivable by the PCC is estimated to be £435,000. More information about the legacy is set out in note 15 on page 21.

This report was approved by the PCC on 3rd April 2014, and signed on its behalf by:

Fr Philip Chester
Parish Priest and Chair of the PCC

Jane Kennedy
Secretary

Statement of Financial Activities

For the year ended 31st December 2013

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2013 £	2012 £
Incoming resources						
Voluntary income	2	114,608	340	-	114,948	100,110
Legacies	3	-	-	435,000	435,000	-
Activities for generating funds	4	3,259	-	-	3,259	3,417
Investment income	5	27,902	257	-	28,159	14,242
Church activities	6	25,976	-	-	25,976	25,850
		171,745	597	435,000	607,342	143,619
Resources used						
Grants and donations		680	-	-	680	136
Costs of generating funds	7	31,111	-	-	31,111	34,187
Church activities	8	99,483	-	-	99,483	93,955
Governance costs	9	217	-	-	217	197
		131,491	-	-	131,491	128,475
Net incoming resources		40,254	597	435,000	475,851	39,712
Other recognised gains and losses						
Gains on investment assets		-	592	-	592	423
Net movement in funds		40,254	1,189	435,000	476,443	15,567

Net movement in funds

For the year ended 31st December 2013

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2013 £	2012 £
Reconciliation of funds					
Balances at 1st January 2013	59,349	5,734	-	65,083	49,516
Net movement in funds	40,254	1,189	435,000	476,443	15,567
As at 31st December 2013	99,603	6,923	430,000	541,526	65,083

Balance sheet

As at 31st December 2013

	Note	2013 £	2012 £
Fixed assets			
Tangible assets	14	1,639	2,956
Investment property	15	475,000	-
Investment assets	16	20,570	19,978
		497,209	22,934
Current assets			
Debtors	17	33,908	22,603
Cash at bank and in hand		51,456	59,384
		85,364	81,987
Liabilities: amounts falling due within one year	18	(31,047)	(30,737)
Net current assets		54,317	51,250
Total assets less current liabilities		551,526	74,184
Liabilities: amounts falling due after more than one year	19	(10,000)	(9,101)
Net assets		541,526	65,083
Funds			
Endowment funds	23	435,000	-
Restricted funds	23	6,923	5,734
Unrestricted funds	23	99,603	59,349
		541,526	65,083

Approved by the Parochial Church Council on 3rd April 2014 and signed on its behalf by:



Rev Philip Chester, PCC chairman



Toby York ACA, PCC Treasurer

The notes on pages 13 to 27 form part of these financial statements.

Notes to the accounts

For the year ended 31st December 2013

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.

Funds

Unrestricted funds represent the general 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.

Endowment funds are held on trust to be retained for the benefit of the PCC as a capital fund.

The conference centre at St Matthew's Westminster is operated by a limited company with its own board of directors. Expenditure incurred and income generated by running the conference centre are not included in these financial statements. A summary of conference centre income and expenditure is included in note 16 on page 21.

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 2013

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.

Sales of books, CDs, magazines and candles, and funds raised by fairs and similar events, 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.

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 2013

I Accounting policies (continued)

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 the clergy house or 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 these 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 £	Endowment Funds £	2013 £	2012 £
Tax efficient planned giving	57,051	340	-	57,391	70,881
Other planned giving	39,940	-	-	39,940	12,240
Other collections at services	7961	-	-	961	6,689
Tax recovered through Gift Aid	14,516	-	-	14,516	7,054
Recurring grants	2,000	-	-	2,000	2,000
Non-recurring grants	140	-	-	140	1,247
	114,608	340	-	114,948	100,110

Notes to the accounts (continued)

For the year ended 31st December 2013

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2013 £	2012 £
3 Legacies						
Legacy receivable	20	-	-	435,000	435,000	-
4 Activities for generating funds						
Church events		-	-	-	-	409
Other activities		3,259	-	-	3,259	3,008
		3,259	-	-	3,259	3,417
5 Investments income						
Income from conference centre		27,865	-	-	27,865	14,002
Other investment income		37	257	-	294	240
		27,902	257	-	28,159	14,242
6 Church activities						
Statutory fees		856	-	-	856	1,552
Gross income from trading	10	25,120	-	-	25,120	24,298
		25,976	-	-	25,976	25,850

Notes to the accounts (continued)

For the year ended 31st December 2013

Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2013 £	2012 £
7 Costs of generating funds					
Hospitality costs	14,494	-	-	14,494	14,816
Clergy house energy costs	5,204	-	-	5,204	4,323
Clergy house repairs	10,761	-	-	10,761	14,360
Other clergy house expenses	652	-	-	652	688
	31,111	-	-	31,111	34,187
8 Church activities					
Ministry: Common Fund and other contributions	31,341	-	-	31,341	30,302
Salaries, honoraria and expenses	26,525	-	-	26,525	27,171
Clergy expenses	465	-	-	465	533
Church running expenses	23,994	-	-	23,994	23,679
Church utility bills	9,129	-	-	9,129	7,968
Costs of trading activities	8,029	-	-	8,029	4,302
	99,483	-	-	99,483	93,955
9 Governance costs					
Professional fees	217	-	-	217	197

Notes to the accounts (continued)

For the year ended 31st December 2013

10 Net income from trading

Trading income during the year came from the following activities:

	Gross income £	Associated costs £	Net income 2013 £	Net income 2012 £
Hall lettings and church use	12,845	-	12,845	12,299
Music income	-	-	-	643
Refreshments at church events	517	-	517	432
Garden cafe	-	-	-	715
Other food and drink sales	5,661	3,384	2,277	1,261
Pilgrimages and parish weekends	3,079	4,137	(1,058)	(452)
Corporate carol services	-	-	-	1,500
Parking space rental income	2,383	-	2,383	550
Postcards, prayer beads and candles	476	508	(32)	219
The Giving Machine commission	159	-	159	254
Verging fees recharged	-	-	-	(45)
	25,120	8,029	17,091	17,376

11 Net income from generating funds

After specific costs, voluntary income from providing hospitality in the clergy house was:

	2013 £	2012 £
Voluntary income from hospitality	50,666	46,482
Costs of generating funds	(31,111)	(34,187)
	19,555	12,295

Notes to the accounts (continued)

For the year ended 31st December 2013

12 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.

	For the PCC		For SMCC	
	Fees and honoraria £	Expenses incurred £	Fees and honoraria £	Expenses incurred £
Jonathan Aitken	-	-	-	-
Katherine Barlow	-	-	-	-
Alastair Callcutt	-	-	-	-
Fr Philip Chester	-	10,996	-	1,549
Maria Gayle-Rogers	-	-	-	-
Fr Peter Hanaway	-	-	-	-
Grace Hoskin	-	133	-	-
Rachel Jewitt	-	-	-	-
Tamara Katzenbach	-	-	-	-
Jane Kennedy	-	-	-	-
Lee Lieske	-	-	-	-
Susan Lowson	-	-	-	-
Elizabeth Lyle	-	-	-	-
Sebastian Lyle	-	63	-	-
Emily Norman	-	-	-	-
Eithne Risner	-	899	-	41
Hilary Rowland	-	-	-	-

Notes to the accounts (continued)

For the year ended 31st December 2013

12 Transactions with PCC members (continued)

	For the PCC		For SMCC	
	Fees and honoraria £	Expenses incurred £	Fees and honoraria £	Expenses incurred £
Mai-Ling Savage	-	-	-	-
Rachel Whittaker	-	-	-	-
Steve Willis	-	-	-	-
Toby York	-	564	-	1,789

13 Salaries, honoraria and fees

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

	2013 £	2012 £
Pastoral assistants	24,087	24,041
Support staff	2,438	3,130
	26,525	27,171

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 £3,460 (2012: £3,180) 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 2013

14 Tangible fixed assets

Tangible assets comprise a photocopier held under a lease agreement:

	2013 £	2012 £
Cost		
At 1st January 2013	5,784	5,784
Additions	-	-
	<hr/>	<hr/>
At 31st December 2013	5,784	5,784
Accumulated depreciation		
At 1st January 2013	2,828	1,125
Charge for the year	1,317	1,703
	<hr/>	<hr/>
At 31st December 2013	4,145	2,828
Net book value		
At 31st December 2013	1,639	2,956
	<hr/>	<hr/>
At 31st December 2012	2,956	4,659
	<hr/>	<hr/>

15 Investment property

The investment property is a residential leasehold flat in Westminster and is included in these financial statements at current market value. The property was part of the estate of the late Marguerite Greatorex, who left it to the PCC subject to a life interest. The beneficiary of the life interest has relinquished any rights under the will on condition that the property, or any proceeds from the sale of the property, is held in trust separate from the PCC until the life interest's death, when the trust assets can be transferred to the PCC.

The trust's sole purpose will be for the benefit of the church and income generated from the fund will be used to pay income to the PCC or applied to preserve the capital value of the trust assets.

Notes to the accounts (continued)

For the year ended 31st December 2013

16 Investment assets

The following investment assets were held during the year:

	Marketable securities £	SMCC £	2013 £	2012 £
At 1st January 2013	4,976	15,002	19,978	19,978
Revaluations	592	-	592	423
At 31st December 2013	<u>5,568</u>	<u>15,002</u>	<u>20,570</u>	<u>19,978</u>

The market value of the clergy house is not included within the balance sheet as it is considered by the PCC to be inalienable property.

SMCC represents the equity investment in 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 22).

All profits made by SMCC are paid to the PCC by way of charitable donation and during the year donations of £27,865 (2012: £15,004) 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	
	2013 £	2012 £
Gross income	103,554	72,381
Less: costs of sales	(17,347)	(10,457)
Gross profit	86,207	61,924
Administrative costs	(58,342)	(46,920)
Profit before donations to the PCC	27,865	15,004
Donated to the PCC during the year	(27,865)	(14,002)
Net movement in funds in SMCC	-	1,002

Notes to the accounts (continued)

For the year ended 31st December 2013

17 Debtors

	2013 £	2012 £
Trade debtors and prepayments	11,707	12,475
Income tax recoverable under Gift Aid	3,742	7,049
St Matthew's CE Primary School	594	-
St Matthew's Conference Centre Limited	17,865	3,079
	<u>33,908</u>	<u>22,603</u>

18 Liabilities: amounts falling due within one year

	2013 £	2012 £
Trade creditors	4,135	12,428
Fr Philip Chester	1,025	6,804
Toby York	147	-
Sebastian Lyle	63	-
St Matthew's CE Primary School	8,000	8,000
Lease creditor	604	2,202
Archdeaconry of Charing Cross loan	5,000	4,242
Accruals and deferred income	12,073	4,957
	<u>31,047</u>	<u>30,738</u>

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

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

Notes to the accounts (continued)

For the year ended 31st December 2013

19 Liabilities: amounts falling due after more than one year

	2013 £	2012 £
Lease creditor	-	617
Archdeaconry of Charing Cross loan	10,000	8,484
	<u>10,000</u>	<u>9,101</u>

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

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

20 Material legacies

The PCC is aware of two legacies.

- (1) The late Marguerite Greateorex left a leasehold property in her will to the PCC, subject to a life interest. The details of this legacy are described in more detail in note 15 on page 21.
- (2) A share of the income arising from a part of the estate of the late Tudor Roberts, which is also the subject of a life interest.

21 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 been rectified.

Notes to the accounts (continued)

For the year ended 31st December 2013

22 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	
Aitken Consultancy & Research Services A company controlled by Jonathan Aitken	Through this company Jonathan Aitken, a member of the PCC, rents a room in the clergy house.	
	Rent received by the PCC	£6,000
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 incurred expenses on behalf of Anglican Catholic Future that will not be reimbursed.	
	Expenses incurred by the PCC	£62
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 the headteacher, Rachel Jewitt (and previous to her Emily Norman), 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 paid to the school by the PCC	£12,000
	Fees received from the school for work performed by Pastoral Assistants	£2,543
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 16 on page 22.	

Notes to the accounts (continued)

For the year ended 31st December 2013

23 Analysis of funds

	As at 1st January 2013 £	Incoming resources £	Outgoing resources £	Gains and losses £	As at 31st December 2013 £
Endowment fund					
The Greatorex Trust	-	435,000	-	-	435,000
Restricted funds					
Canon Atlay Memorial Fund	897	257	-	592	1,746
Gerard Irvine Memorial Fund	2,499	-	-	-	2,499
Organ Fund	117	-	-	-	117
The Friends of St Matthew's	2,221	340	-	-	2,561
	5,734	597	-	592	6,923
Unrestricted funds					
General Fund	43,733	121,079	(100,380)	-	64,432
Trevelyan Trust	15,616	50,666	(31,111)	-	35,171
	59,349	171,745	(131,491)	-	99,603
All funds	65,083	607,342	(131,491)	592	541,526

The Endowment Fund is the legacy from the estate of Marguerite Gretaorex (see note 15 on page 21) and is represented by a leasehold residential flat in Westminster which is in the process of being sold. Under the terms of the legacy, the net proceeds will be held in a trust and income generated will be used for the benefit of the PCC.

Notes to the accounts (continued)

For the year ended 31st December 2013

23 Analysis of Funds (continued)

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

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 2012 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.

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 2013, unrestricted income from the Friends of St Matthew's amounted to £6,837 (2012: £4,912).

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 2013 which are set out on pages 1 to 28.

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 2012, "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 2012 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:

Date:

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.