



# Annual Report 2015



# Contents

<b>Report of the Parish Priest</b>	<b>1</b>
<b>About St Matthew's Westminster</b>	<b>3</b>
<b>Members of the PCC</b>	<b>4</b>
<b>Achievements and performance</b>	<b>5</b>
<b>Financial Review</b>	<b>10</b>
<b>Report from the school</b>	<b>15</b>
<b>Deanery Synod report</b>	<b>17</b>
<b>Statement of Financial Activities</b>	<b>18</b>
<b>Net movement in funds</b>	<b>19</b>
<b>Balance sheet</b>	<b>20</b>
<b>Notes to the accounts:</b>	<b>21</b>
1 Accounting policies	21
2 Donations and legacies	25
3 Trading subsidiary	25
4 Other church activities	26
5 Other trading activities	26
6 Investments	27
7 Other sources	27
8 Raising funds	27
9 Church activities	28
10 Capital expenditure	28
11 just Festival Westminster	29
12 Salaries, honoraria and fees	29
13 Transactions with PCC members	30
14 Tangible fixed assets	31
15 Investment property	32
16 Other investment assets	32
17 Debtors	34
18 Liabilities: amounts falling due within one year	34
19 Liabilities: amounts falling due after more than one year	35
20 Material legacies	35
21 Quinquennial inspection	35
22 Transactions with related parties	36
23 Analysis of Funds	37
<b>Independent examiner's report</b>	<b>39</b>



# Report of the Parish Priest

The year has been challenging and rewarding.

We have embarked on a major review of our buildings. Although the fabric has worn well since it was rebuilt in 1984, there are some structural challenges we need to address, notably the failing lighting system and the renovation of the forecourt. These projects will give the opportunity for a re-pristination of the church leaving it in good stead for the next generation.

In 2012, with the support of the diocese, our Common Fund was reduced to give us time to restore our financial reserves after the company responsible for operating the conference centre unexpectedly relinquished its contract. Since then we have worked extremely hard to rebuild a secure financial foundation for the church. This year we were able to increase our Common Fund contribution by 29% to £45,000 and in the current year we are again contributing full costs, a year earlier than expected.

As I have said before, the real health of a church is not measured by the strength of its finances nor 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.

“And they devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread and the prayers. A sense of awe was everywhere” **Acts 2.42**

This quote from the Acts of the Apostles mentions four aspects of the life of the early church: the apostles’ teaching, fellowship, breaking of bread and prayers. We are using this to help guide our prayer and discussion as we seek to refresh and reimagine our understanding of the church’s mission.

## The Apostles’ teaching

We are exploring ways in which we teach and proclaim the faith, making it clear and accessible and developing dialogue within the church and beyond.

## Fellowship

We do offer fellowship and community but we are seeking to imagine new opportunities for gathering together and supporting one another in times of need.

## The breaking of bread

We are a Eucharistic community and the Mass provides the focus for our life together and the means by which we become the Body of Christ in the world. We want to share this more widely.

## Prayers

At the heart of our common life is the daily rhythm of prayer and we hope to help people sustaining a daily pattern of prayer, connecting their individual prayers with our corporate prayer.

Over the year we have had the joy of welcoming new people and the sadness of saying farewell to some greatly loved members of our community. Our Pastoral Assistants are a great blessing to us all, and make a considerable contribution to our life with great energy and good humour. During the year we said goodbye to Cameron Abernethy, and welcomed Michael Currans and Ryan Williams.

I would like to record thanks to those who help maintain our pattern of worship, in particular Fr Peter Hanaway, Fr Michael Skinner and our regular clergy assistants, also Andrew Sampson, Maria Gayle Rogers and Margaret Withers who have continued to enrich our worship through their significant contributions to music at St Matthew's.

Our churchwardens, Grace Hoskin and Simon Lello provide invaluable support, counsel and encouragement and we are all indebted to them for the responsibilities they have undertaken on our behalf. Toby York continues to give outstanding service as our Treasurer, a role which continues to grow in size and complexity. I would like to record thanks to the members of the Parochial Church Council for their support and leadership in the past year, ably assisted by Jane Kennedy, Secretary to the PCC and valued archivist.

Our Administrator, Claire Pinney continues her invaluable work with calm cheerfulness, assisted by regular volunteers who help with a myriad of daily tasks, and the contribution of Margaret Robinson deserves specific mention.

The conference centre has had another very good year. The dedication of Enver Sengul and his team give a distinct quality of service that is appreciated by clients, and makes our conference centre unique in the heart of Westminster.

We are greatly blessed by the communities of people who together make St Matthew's and the church remains a place of rich diversity where everyone is welcome. We still hold to our understanding of St Matthew's as a place of prayer, hospitality and dialogue at the heart of the city. 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.

As we seek to be faithful stewards of the mysteries entrusted to us, may we also know the truth of those words, that it may be said of us that 'a sense of awe was everywhere'.



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. The trustees have had regard to the Charity Commission's guidance on public benefit.

## **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.

The Diocesan safeguarding policy is followed and Maria Gayle-Rogers who has attended the Diocesan Church Safeguarding Officer Training course is the qualified safeguarding officer. Safeguarding procedures are reviewed on an annual basis.

## **Organisation**

The PCC held seven 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. The public minutes of all meetings are available on our website: [stmw.org/pcc](http://stmw.org/pcc).

The PCC is made up of 7 ex officio members and up to 12 elected members. There is a Standing Committee of six 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 4.

The number on the Electoral Roll announced at the APCM in 2015 was 122. 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 † <b>Chairman</b>
Assistant priest	Fr Peter Hanaway
Headteacher	Rachel Jewitt (from 1st January 2014)
Churchwardens	Grace Hoskin † Simon Lello (from 26th April 2015) † Hilary Rowland (until 26th April 2015)
Deanery Synod Representatives	Alastair Callcutt † <b>Vice Chair</b> Jane Kennedy † <b>Secretary and weekday congregation representative</b>

## Elected members

Jonathan Aitken	Simon Lello	Eithne Risner	<b>Members retiring:</b>
Mary Brown	Lee Lieske	Rachel Whittaker	Tamara Katzenbach
Melanie de Blank	Susan Lowson	Steve Willis	Margaret Withers
Maria Gayle-Rogers	Elizabeth Lyle	Toby York † <b>Treasurer</b>	

## In attendance (not members of the PCC)

Pastoral Assistants	Cameron Abemethy (until 31st August 2015) Vanessa Hadley-Spencer (1st September 2014 to 31st December 2014) Michael Currans (from 1st September 2015) Ryan Williams (from 1st September 2015)
Organist	Andrew Sampson

† indicates member of the Standing Committee

# Achievements and performance

## Congregational life

### Fr Philip Chester

In May, we held a lovely party with the congregation and other friends to celebrate Fr Philip's twenty years of ministry at St Matthew's.

### Pilgrimages, parish weekends and outings

Members from the parish went on the annual pilgrimage to Walsingham at the beginning of May, which was very enjoyable. In the autumn, a group spent a weekend at Wychcroft in Surrey, when Canon Jeremy Davies led a wonderful series of talks entitled 'The mind in the heart' focussing on music, art and poetry. In October, a group enjoyed a day in the parish of All Saints, Upper Clatford.

Links with Westminster Abbey were maintained as members joined the National Pilgrimage to the shrine of Edward the Confessor and attended the Advent Carol service in the Abbey.

Anglican Catholic Future organised a festival at St Peter's Eaton Square.

The congregation continued to enjoy occasional walks and outings.

### Patronal Festival

The Rt Revd Nigel Stock, Bishop at Lambeth, was the preacher on 21st September for the patronal festival which was well attended.

### Community outreach

The whole of the church, tower and conference centre were opened for an evening before Christmas as part of the church's outreach to the local working community.

With donations at Easter and Christmas, we supported the In-Deep Community Task Force, a local charity that works mainly with elderly people. One of the aims of In-Deep is to bring friendship and understanding between people of different cultures.

# Achievements and performance (continued)

## **St Mary le Strand**

Fr Philip Chester is the priest in charge at St Mary le Strand and the PCCs of both churches are seeking to develop a partnership between them that strengthens existing patterns of ministry and develops new ones to further the mission and witness of the church. It is believed that the partnership will enrich both churches and produce something greater than the sum of the parts.

2015 was the first full year of Fr Philip's ministry at St Mary le Strand following his installation in December 2014. Members of the congregation of St Matthew's have attended services and other events in 2015 including the feast of title of the nativity of the Blessed Virgin Mary on 8th September, when Bishop Graeme Knowles was the preacher. Joanna Lumley gave a talk in the church in December 2015. Dave Wright was appointed as parish administrator at St Mary le Strand in the autumn.

## **just Festival Westminster**

Following the inaugural 'just Festival Westminster' in 2014, based on the model of the 'just Festival' in Edinburgh, a much larger festival was held in 2015. The festival was directed by Katherine Newbigging and supported by a small committee of volunteers. Artists, experts and charities came together to create a lively ten day programme combining art, culture and entertainment on challenging subjects.

The Society of Motor Manufacturers and Traders generously supported the festival together with Melanie de Blank and a net contribution of £2,413 was made by the PCC. The total cost of the festival was £9,695. Over 640 people attended events at St Matthew's and St Mary le Strand. Over £400 was raised in aid of Iraqi Christians in Need through a recital and subsequent retiring collections after church services.

## **Pastoral Assistants**

We again enjoyed the benefit of having Pastoral Assistants help in the church and wider community. Over the past 20 years, the PCC has provided 41 Pastoral Assistant posts to 37 men and women. Two were appointed in 2015 and of the others, 30 are now ordained.

The annual cost of the programme is approximately £30,000, made up largely of accommodation costs and a small subsistence allowance. The PCC is committed to this important mission and we are grateful to Westminster Abbey for its continued support through an annual grant of £2,000.

# Achievements and performance (continued)

## **Administration**

Claire Pinney completed her first full year in the full-time staff position of Church Administrator and has contributed to the smooth running of the church and supported the work of the clergy, pastoral assistants and conference centre. We are extremely grateful for Claire's contribution to the work of the church and the wider contribution she has made to our community.

## **Volunteer help**

The work of St Matthew's could not be fully realised without the help and support of a large team of volunteers for both the services and additional 'behind the scenes' tasks. In 2015, volunteers have continued to provide support in the church office when needed.

## **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 2015. We continued our strong and established links with the Church of Sweden.

## **Children's Ministry**

Junior Church continues to strengthen with an increase in the number of adults who lead and assist with the liturgy and activities. Although the number of children who attend fluctuates, the lowest number we have recorded is three during the last school holiday, with a regular attendance of fifteen. All of the activities are centred on scripture and prayer, and the sheer range and diversity of them continue to be enjoyed by the children. Miriam Cook has been the 'Children's Champion in 2015.

## **The school**

The connection between the church and the school continued to thrive in 2015. The PCC was given a most interesting tour of the school including the new reception and office prior to its meeting in July. Members of the PCC attended the official dedication of the new school facilities by the Lord Bishop of London in September 2016. Elizabeth Lyle represented the PCC on the school's governing body and her report can be found on page 15.

# Achievements and performance (continued)

## **Study courses**

The Lent programme featured a separate film with a religious theme each week during Lent which were very interesting and enjoyable. Furthermore, members of the congregation attended readings by Malcolm Guite and Paula Gooder in Advent. St Matthew's hosted a workshop in October 2015 entitled 'Decluttering in Later Life', led by Ann Morisy from the charity PSALM. This tied in with Silver Sunday, the national day for people 65 and over.

## **The Friends of St Matthew's**

The Friends of St Matthew's had another 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 an evening garden party, a tour of the Supreme Court by night and Friends also joined the church for other community events. Contributions from Friends amounted to £5,672 (2014: £6,086).

## **Website**

The website attracted over 16,600 unique visitors in 2015. The United Kingdom accounted for 72% of all visitors, the United States 10%, Australia and New Zealand 3%, Canada 2% and Germany 1%.

The history website, launched in 2013, continued to generate much interest and has resulted in previously unknown information about events and people connected with the parish coming to light.

## **St Matthew's House**

Providing accommodation in the clergy house continues to be a significant and demanding part of our ministry and one that requires considerable effort from our church staff and volunteers.

The surplus of income over expenditure in 2015 was £8,647 (2014: £26,144). The surpluses will help to make significant and much needed repairs to the house over the coming months. Details of income and expenditure are set out in note 8 on page 27.

# Achievements and performance (continued)

## **St Matthew's House (continued)**

The Trevelyan Trust under the trusteeship of the Parish Priest and Churchwardens owns the land and buildings that make up the clergy house and conference centre. The Trevelyan Trust is deemed to be a controlled trust of the PCC and therefore the income and expenditure of the trust form part of these financial statements. As title to the clergy house was granted to the Trevelyan Trust at no cost its value is not included within the balance sheet on page 20.

## **Conference Centre**

St Matthew's Conference Centre Limited is a company wholly owned by the PCC. It 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. During the year there was a significant increase in business in the conference centre, with more usage and a wider circle of clients.

The PCC is not required to prepare consolidated accounts and consequently the results of the conference centre are not included within these financial statements. The company produces its own financial statements under the small companies regime in compliance with Companies Act 2006 which are summarised in note 16 on page 33.

This report was approved by the PCC on 4th April 2016, and signed on its behalf by:



**Fr Philip Chester**  
Parish Priest and Chair of the PCC



**Jane Kennedy**  
Secretary

# Financial Review (continued)

## Congregational giving

£37,101 -15%

(2014: £43,766)

## Clergy house donations

£63,564 -2%

(2014: £65,081)

## Church activities and other income

£45,387 +22%

(2014: £37,332)

## Trading subsidiary donation

£51,263 -16%

(2014: £60,935)

## Common Fund

£45,000 +29%

(2014: £35,000)

## Net deficit

£24,280

(2014: Surplus £54,266)

# Financial Review (continued)

## Financial performance

The deficit for the year was £24,280 compared to a surplus in 2014 of £54,266. The deficit was due in large part to significant expenditure being incurred on repairs and improvements to the fabric of the buildings. PCC major capital expenditure was £33,756 and in addition, the conference centre incurred exceptional repair costs of £40,198, a combined expense of £73,594.

## Income

PCC income (excluding endowments) decreased in all areas and overall by 4.5% to £231,122 (2014: £242,012). Income and expenditure of the conference centre are not consolidated within the financial statements; the net profit is paid over by way of donation. If the results of the conference centre were consolidated, total income would have been £351,119 (2014: £341,870), an increase of 2.7%.

### Congregational giving – decreased 15.2%

Congregational giving fell by 15.2% to £37,101 (2014: £43,766) with declines in planned giving and loose plate collections. A small number of significant contributors moved away during the year and new members have not made up the shortfall. A stewardship campaign was undertaken towards the end of the year but too late to have an impact on these accounts.

### The Friends of St Matthew's – decreased 6.8%

Membership income from the Friends of St Matthew's was lower at £5,672 (2014: £6,086), although income including Gift Aid from the Friends since its inception in 2011 has now reached £28,105.

### St Matthew's House – decreased 2.3%

Donations from guests fell by 2.3% to £63,564 (2014: £65,081). There were 526 bookings in the year (2014: 653) with guests staying a total of 1,052 nights (2014: 1,286). The fall in the number of bookings was in part offset by increasing the suggested donation, so income remained relatively stable.

### Conference Centre – decreased 15.9%

Although donations from the conference centre decreased to £51,263 (2014: £60,935), there was significant exceptional expenditure relating to the refurbishment of the conference centre loos, without which the profits (and therefore income for the PCC) would have been £40,198 greater.

The centre continues to perform extremely well with turnover up 6.5% to £171,261 (2014: £160,792).

# Financial Review (continued)

## Expenditure

The PCC began a major refurbishment plan for the church including plans for a new lighting scheme, renewal of the front of the church and some minor changes to the Narthex.

### Raising funds – decreased 4.4%

Expenditure on raising funds includes all the costs of keeping the clergy house open for guests, including routine repairs, energy costs and direct hospitality costs such as food and cleaning.

### Church activities – increased 20.0%

Church activities include all the costs of running the church and church office (but not the clergy house or conference centre). In 2015 these costs increased by £33,948 to £203,511. Of the increase, £10,000 relates to Common Fund, £7,190 to routine building costs.

Included within church activities are the following:

#### Common Fund – increased 28.6%

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. We increased the payment in 2015 by £10,000 and the PCC has committed to meet full costs for 2016.

#### Salaries, honoraria and fees – increased 11.8%

Staff costs increased this year to £59,138 (2014: £52,896). These costs include the costs of running the pastoral assistant programme, the costs of the full time administrator who joined in April 2014, and an honorarium for the sacristan.

## Major Risks

The PCC is responsible for identifying and responding to major risks facing the church. These are the major risks identified and considered by the PCC in 2015.

### Safeguarding

The PCC discussed in detail the purposes and requirements of safeguarding procedures. The policy was considered carefully in the context of how children and vulnerable adults use the spaces at church or are otherwise on the premises. Maria Gayle-Rogers was appointed safeguarding officer and a safeguarding policy was adopted and publicised.

# Financial Review (continued)

## Major Risks (continued)

### Fire safety

The church and buildings are covered by the Regulatory Reform (Fire Safety) Order 2005 which requires fire safety to be determined through a Fire Risk Assessment. In July 2013, the PCC commissioned a professional firm to undertake the Fire Risk Assessment which identified the risks; identified people particularly at risk; advised how to remove, reduce and protect from fire risks; advised how to record, plan, instruct, inform and train occupants; provided a list of actions and the means to review the assessment and the plans made.

The PCC made the Fire Risk Assessment a standing item on its agenda throughout 2014 and 2015. Grace Hoskin, churchwarden, took responsibility for implementing the recommendations and with the help of Claire Pinney, the church administrator, good progress has been made.

### Sudden and unexpected building repairs

The church, organ and buildings are large, ageing, listed and in constant need of careful repair and restoration which is often very expensive. The organ and buildings have not benefitted from any significant spending since the major restoration in the early 1980s following the damage caused by fire. The PCC therefore considers it prudent to build reserves to meet the costs of a programme of restoration and for unexpected expenditure for building repairs.

## Financial Management

The PCC has a Financial Management Policy which meets the requirements of the Charities Act 2011, the Charity Commission guidelines "Internal Financial Controls for Charities" and "Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2005)".

## Reserves Policy

The PCC discussed the following factors in arriving at its reserves policy:

- The PCC is dependent on the continued success of the conference centre and clergy house to maintain surpluses.
- Money should only be kept in reserve for specific reasons.
- Available funds should be spent on furthering the aims of the church.
- The PCC needs to be in a position to pay its full Common Fund as soon as practicable.
- Sensible planning for unknown events is important.

# Financial Review (continued)

## Reserves Policy (continued)

The PCC will seek to keep secure the income streams from the clergy house and conference centre and therefore costs in relation to the maintenance and upkeep of those buildings remains a priority. There is also some immediate need for remedial building works (particularly to the roofs), redecoration of the church and upgrade of the church lighting and security. The cost of these works has not yet been formally tendered but is likely to be in the region of £200,000.

### Policy

The PCC's policy is to keep £175,000 in general reserves to cover staff costs, working cash and unforeseen emergencies. This represents six months' church running costs (approximately £95,000) and six months' conference centre income (approximately £80,000).

In view of the state of the buildings the PCC will also add £25,000 to designated building reserves each year until there are funds of £75,000.

The current reserves (excluding the endowment fund) are £136,512 while the reserves required by the PCC's policy are £250,000. The PCC aims to eliminate the shortfall of £113,487 over the next five to seven years.

This report was approved by the PCC on 4th April 2016, and signed on its behalf by:



**Fr Philip Chester**  
Parish Priest and Chair of the PCC



**Toby York**  
Treasurer

# Report from the school

At St Matthew's School our Christian ethos permeates all we do. The care, guidance and support we provide for our children, our high expectations and the excellent educational opportunities all support our belief that every child matters. This is encapsulated in our ethos of Belonging, Believing, Achieving.

## **Belonging**

Whatever their background or circumstances we strive to ensure that the school is inclusive and welcoming for all pupils. There are currently 191 pupils on roll, however as experienced by comparable schools in the area, due to changing family situations, mobility continues to be a challenge. The school population continues to be extremely diverse, with children coming from a range of backgrounds: currently there are 29 different first languages spoken! We recognise that for children to belong their voices need to be heard, they are their own agents of change, both in their own lives and their wider communities. Our School Council is made up of two pupils from each year group in Years 1 – 6. The School Councillors meet on a weekly basis, and they are already having a huge impact on school life. Their first proposal was about improving the flooring in the Key Stage 1 corridor which has been acted upon and is much improved.

We continue to reach out to our wider community. We are further strengthening our relationship with Westminster School with student volunteers supporting our after schools clubs and we have recently welcomed Dr Nicholas Simons, teaching staff at Westminster School, onto the Governing Body. Our Spanish teacher has set up an international link with a school in Tenerife which will enable our children to write in Spanish and learn more about Spanish schools and culture. This international partnership complements our UK links with Horbury Primary School in West Yorkshire.

## **Believing**

Our Christian ethos underpins every aspect of life at St Matthew's School, with our daily act of Collective Worship being a central component of our school day. Collective Worship takes place every afternoon for all pupils and a weekly Mass is celebrated every Wednesday at 9:10am. We also continue to hold a number of services in the church throughout the year, including our Christmas celebrations, where our children display their fabulous musical talents. Furthermore, an undisputed highlight of the year was in September when we hosted the Rt Rev Richard Chartres, Bishop of London who came to bless the new entrance and school office. The service was incredibly vibrant, with the Bishop being welcomed by the children to the sound of a self-composed drumming recital. Parents, governors, old members of staff and distinguished guests were very complimentary about the occasion and the development of the school.

# Report from the school (continued)

## **Achieving**

We are firmly focused on ensuring the best possible outcomes for our children. We are ambitious for every single child and want to prepare them for life beyond school as best we can. We enjoy watching the children exceed expectations and taking pride in their achievements. It therefore goes without saying that providing an excellent education continues to be a priority. We are a *good* school according to our most recent Ofsted inspection in October 2013 and were judged *outstanding* in our Section 48 Inspection in 2010.

Members of St Matthew's PCC and congregation are always very welcome to join both the weekly Mass celebrated at the school every Wednesday at 9:10am and the Celebration Assembly held every Friday. Please contact the school office to arrange a visit.

We will continue to build on the strong links between home, school and the church over the next year.



Liz Lyle

**Foundation Governor and  
PCC Representative on the School's Governing Body**

# Report from the Deanery Synod

## **Westminster (St Margaret) – Triennium 2014-2017**

Members of the Deanery Synod joined together with our neighbours in the City of London deanery for a Garden Party on Tuesday 23rd June 2015 which was held in the garden of The Master's House in the Temple. The weather was kind and it was a good opportunity for members to meet representatives from beyond our deanery's boundary. There were a number of specially invited guests including the new General Secretary of the diocese, Richard Gough.

The synod met at St Stephen's Rochester Row on Tuesday 10th November. At the meeting, Linda Ulrich (St Barnabas Pimlico) was elected to the synod's standing committee following the resignation of Margery Roberts (St Mary le Strand), and David Richards (St Mary's Bourne Street) was reappointed to represent the deanery on the London Diocesan Board for Schools. The chair of the Deanery Education Committee, Fr John Hicks (St Barnabas Pimlico), gave a presentation explaining how the deanery makes appointments of governors to schools in the deanery and urged synod members to continue to identify suitable people to become school governors.

Synod members were offered the opportunity to report any updates or reflections on Capital Vision 2020 and two "Ten Minute Slots" featured Fr Owen Higgs (St Gabriel's Pimlico) speaking about initiatives to help those in financial need in Pimlico and The Revd Dr Jim Walters (London School of Economics) speaking about his work as the Chaplain and Interfaith Adviser. Synod also discussed the diocesan response to the refugee crisis.

On 18th January 2016 a service was held at St James's Sussex Gardens to welcome The Venerable Luke Miller (Archdeacon of London) and The Venerable Rosemary Lain-Priestly (Associate Archdeacon of London) to the Two Cities Area. They share responsibility for the whole area which was previously covered by the Archdeacon of Charing Cross for Westminster and the Archdeacon of London for the City of London.

On 5th February 2016 the Area Dean and the Lay Chair held a drinks reception for deanery schools to which Headteachers and Chairs of Governors were invited. Every school in the deanery was represented and the new Chairman of the London Diocesan Board for Schools, The Venerable Luke Miller, was invited and spoke. The church schools in our deanery are: St Clement Danes; Soho Parish; St George's Hanover Square; St Peter's Eaton Square; St Barnabas Pimlico; St Gabriel's Pimlico; Burdett Coutts & Townshend Foundation (St Stephen's Rochester Row); St Matthew's Westminster; and there are two secondary schools: Grey Coat Hospital and Westminster City.



Jane Kennedy

**On behalf of the parish members of the Deanery Synod**

# Statement of Financial Activities

For the year ended 31st December 2015

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	Restated 2014 £
<b>Income from:</b>						
Donations and legacies	2	134,182	290	-	<b>134,472</b>	153,483
Trading subsidiary	3	51,263	-	-	<b>51,263</b>	60,935
Other church activities	4	7,942	-	-	<b>7,942</b>	5,826
Other trading activities	5	34,545	-	-	<b>34,545</b>	30,810
Investments	6	2,674	226	-	<b>2,900</b>	695
Other sources	7	-	-	-	-	11,039
		230,606	516	-	<b>231,122</b>	262,788
<b>Expenditure on:</b>						
Raising funds	8	18,207	-	-	<b>18,207</b>	19,044
Church activities	9	203,511	-	-	<b>203,511</b>	169,568
Capital expenditure	10	33,756	-	-	<b>33,756</b>	-
		255,474	-	-	<b>255,474</b>	188,612
<b>Net incoming resources</b>		(24,868)	516	-	<b>(23,352)</b>	74,176
<b>Other recognised gains and losses</b>						
Gains on investment assets		-	72	4,372	<b>4,444</b>	268
<b>Net movement in funds</b>		(24,868)	588	4,372	<b>(19,908)</b>	74,444

# Net movement in funds

For the year ended 31st December 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	2014 £
<b>Reconciliation of funds</b>					
Balances at 1st January 2015	153,038	7,754	455,178	<b>615,970</b>	541,526
Net movement in funds	(24,868)	588	4,372	<b>(19,908)</b>	74,444
<b>As at 31st December 2015</b>	<b>128,170</b>	<b>8,342</b>	<b>459,550</b>	<b>596,062</b>	<b>615,970</b>

# Balance sheet

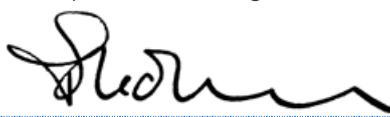
As at 31st December 2015

	Note	2015 £	2014 £
<b>Fixed assets</b>			
Tangible assets	14	3,454	5,481
Other investment assets	16	276,336	20,838
		<b>279,790</b>	<b>26,319</b>
<b>Current assets</b>			
Debtors	17	30,106	71,158
Cash at bank and in hand		318,534	550,766
		<b>348,640</b>	<b>621,924</b>
<b>Liabilities: amounts falling due within one year</b>	18	(32,368)	(27,273)
<b>Net current assets</b>		<b>316,272</b>	<b>594,651</b>
<b>Total assets less current liabilities</b>		<b>596,062</b>	<b>620,970</b>
<b>Liabilities: amounts falling due after more than one year</b>	19	-	(5,000)
<b>Net assets</b>		<b>596,062</b>	<b>615,970</b>
<b>Funds</b>			
Endowment funds	23	459,550	455,178
Restricted funds	23	8,342	7,754
Unrestricted funds	23	128,170	153,038
		<b>596,062</b>	<b>615,970</b>

Approved by the Parochial Church Council on 4th April 2016 and signed on its behalf by:



Rev Philip Chester, PCC chairman



Toby York ACA, PCC Treasurer

The notes on pages 20 to 40 form part of these financial statements.

# Notes to the accounts

For the year ended 31st December 2015

## I Accounting policies

### Accounting convention and accounts preparation

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing individual accounts of PCCs, together with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Statement of Recommended Accounting Practice: Accounting and Reporting by Charities (SORP 2015).

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements 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 spending 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 23 on pages 37 – 38.

The endowment fund is an expendable endowment that must be invested to produce income. The PCC has the power to convert all or part of the endowment into an income fund which can then be spent.

### Incoming Resources

#### Recognition of incoming resources

Incoming resources are included in the Statement of Financial Activities when:

- (i) The PCC becomes legally entitled to the benefit of use of the resource;
- (ii) Their ultimate receipt is virtually certain;
- (iii) The monetary value can be measured with sufficient reliability.

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### I Accounting policies (continued)

#### Incoming Resources (continued)

##### 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.

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

As part of the ministry of hospitality, the PCC allows individuals connected with the church to stay overnight in the clergy house. Guests are invited to make a voluntary donation to help meet the expenses of maintaining and running the house. Guests who wish to stay without making a donation are able to do so. The PCC has an obligation to take proper care of church funds and the PCC considers that any loss of income through its policy not to demand payment for accommodation falls within its charitable remit and any resulting cost to the PCC is appropriate charitable expenditure.

##### Donated services and facilities

The value of donated services (other than volunteer help) and facilities are included in incoming resources and at the same time in resources expended, at the estimated value to the PCC of the service or facility received.

##### Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

##### Rental 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.

# Notes to the accounts (continued)

For the year ended 31st December 2015

## I Accounting policies (continued)

### Incoming Resources (continued)

#### Investment gains and losses

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

#### St Matthew's Conference Centre

The conference centre 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 accounts, although a summary of income and expenditure is included in note 16 on page 33.

### 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.

#### Unpaid volunteers

The church relies extensively on the contribution of unpaid volunteers in carrying out its activities although it is impractical for their contribution to be measured reliably for accounting purposes. Volunteers are used in all aspects of the activities of the church, including serving, readings, prayers, offertory and collections, preparing and serving food and drink at church events, helping with providing hospitality to guests, assisting in the office and providing other supporting roles, including bookkeeping, accounting and reporting.

#### Activities directly relating to the work of the Church

The Common Fund is accounted for when payable. Although there is no legal obligation to pay outstanding Common Fund, it is the policy of the PCC to provide for unpaid amounts in these accounts. There were no such provisions at 31st December 2015 or 2014.

# Notes to the accounts (continued)

For the year ended 31st December 2015

## I Accounting policies (continued)

### Fixed Assets

#### Consecrated land and buildings and movable church furnishings

According to the Legal Advisory Commission the ownership of churches and churchyards is in abeyance. Ownership but for that fact, i.e., the vestigial ownership interest, is vested in the existing corporation sole, which is, in effect, the corporate expression of the 'cure of souls' exercised by the incumbent for the benefit not only of the worshipping community but of all parishioners. The value of consecrated and beneficed property is therefore excluded from the accounts as permitted by s10(2) Charities Act 2011.

The restrictions inherent in the other buildings and their links to the church itself mean that 'value in use' cannot be quantified in any meaningful way and their value is also excluded from the accounts. The PCC therefore makes full provision against the costs of maintaining and improving the buildings in the Statement of Financial Activities. A description of the buildings and their use is set out in note 15 on page 31.

All expenditure on movable church furnishings and other equipment incurred during the year is capitalised and written off over its useful life, normally 5 years.

#### Other fixtures, fittings and office equipment

Other fixtures, fittings and office equipment is capitalised and written off over its useful life, normally 5 years.

# Notes to the accounts (continued)

For the year ended 31st December 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	2014 £
<b>2 Donations and legacies</b>					
<b>Received in respect of:</b>					
Collections and congregational giving	37,102	-	-	<b>37,102</b>	43,766
Donations to clergy house	63,564	-	-	<b>63,564</b>	65,081
Friends of St Matthew's	5,382	290	-	<b>5,672</b>	6,086
Other giving	6,066	-	-	<b>6,066</b>	6,388
Legacies	-	-	-	-	9,737
Grants received	5,000	-	-	<b>5,000</b>	5,000
Tax recoverable through Gift Aid	17,068	-	-	<b>17,068</b>	17,426
	<b>134,182</b>	<b>290</b>	<b>-</b>	<b>134,472</b>	<b>153,484</b>
<b>How donations were received:</b>					
Tax efficient planned giving	31,619	-	-	<b>31,619</b>	35,844
Other tax efficient giving	33,022	-	-	<b>33,022</b>	30,526
Other planned giving (not tax efficient)	6,618	290	-	<b>6,908</b>	6,282
Other giving (not tax efficient)	34,789	-	-	<b>34,789</b>	42,281
Other collections at services	6,066	-	-	<b>6,066</b>	6,388
Legacies received	-	-	-	-	9,737
Grants received	5,000	-	-	<b>5,000</b>	5,000
Tax recoverable through Gift Aid	17,068	-	-	<b>17,068</b>	17,426
	<b>134,182</b>	<b>290</b>	<b>-</b>	<b>134,472</b>	<b>153,484</b>
<b>3 Trading subsidiary</b>					
Donation of operating profits	51,263	-	-	<b>51,263</b>	60,935

Income from the trading subsidiary represents donation of profits made by St Matthew's Conference Centre Limited to the PCC. Details relating to the conference centre are set out in note 16 on page 33.

# Notes to the accounts (continued)

For the year ended 31st December 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	2014 £
<b>4 Other Church activities</b>					
Gross income from church activities	6,767	-	-	<b>6,767</b>	4,197
Other activities	1,175	-	-	<b>1,175</b>	1,629
	<u>7,942</u>	<u>-</u>	<u>-</u>	<u><b>7,942</b></u>	<u>5,826</u>

## 5 Other trading activities

Gross income from trading activities	<u>34,545</u>	<u>-</u>	<u>-</u>	<u><b>34,545</b></u>	<u>30,810</u>
--------------------------------------	---------------	----------	----------	----------------------	---------------

Trading income derived from the following activities:

	Gross income £	Associated costs £	Net 2015 £	Net 2014 £
Church, forecourt and hall lettings	26,404	-	<b>26,404</b>	16,908
Food, drink and refreshments	5,640	(3,798)	<b>1,842</b>	5,223
Other fee income	2,032	-	<b>2,032</b>	4,307
Booklets, prayer beads and cards	469	(44)	<b>425</b>	449
	<u>34,545</u>	<u>(3,842)</u>	<u><b>30,703</b></u>	<u>26,887</u>

# Notes to the accounts (continued)

For the year ended 31st December 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	2014 £
<b>6 Investments</b>					
Dividends and bank interest	2,674	226	-	<b>2,900</b>	696
<b>7 Other</b>					
Legacies	-	-	-	-	11,039
<b>8 Raising funds</b>					
Costs of raising church funds	380	-	-	<b>380</b>	365
Costs of raising clergy house funds	17,827	-	-	<b>17,827</b>	18,679
	<b>18,207</b>	-	-	<b>18,207</b>	19,044

Voluntary income from and associated costs of providing hospitality in the clergy house included within unrestricted funds on the Statement of Financial Activities:

	2015 £	2014 £
Donations to clergy house:		
Tax efficient giving	30,449	29,005
Other giving	33,115	36,076
	<b>63,564</b>	<b>65,081</b>
Costs included within:		
Raising funds	(17,827)	(18,679)
Church activities	(37,090)	(20,258)
	<b>(54,917)</b>	<b>(38,937)</b>
Net income from clergy house	<b>8,647</b>	<b>26,144</b>

# Notes to the accounts (continued)

For the year ended 31st December 2015

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	2015 £	2014 £
<b>9 Church activities</b>					
Mission costs	1,109	-	-	<b>1,109</b>	927
Common Fund	45,000	-	-	<b>45,000</b>	35,000
Costs of trading	17,745	-	-	<b>17,745</b>	14,064
Vocations programmes	25,763	-	-	<b>25,763</b>	30,321
Routine building costs	41,906	-	-	<b>41,906</b>	34,716
Liturgy and services	12,640	-	-	<b>12,640</b>	9,857
Church administrator	34,479	-	-	<b>34,479</b>	23,549
Office and support costs	6,806	-	-	<b>6,806</b>	4,125
Bank charges	335	-	-	<b>335</b>	159
Depreciation charges	2,027	-	-	<b>2,027</b>	3,042
Energy costs	13,954	-	-	<b>13,954</b>	12,964
Governance costs	1,747	-	-	<b>1,747</b>	844
	<b>203,511</b>	-	-	<b>203,511</b>	169,568
<b>10 Capital expenditure</b>					
Architectural fees	13,596	-	-	<b>13,596</b>	-
Major capital expenditure	20,160	-	-	<b>20,160</b>	-
	<b>33,756</b>	-	-	<b>33,756</b>	-

# Notes to the accounts (continued)

For the year ended 31st December 2015

## 11 just Festival Westminster

During the summer of 2015, the second just Festival Westminster was held at St Matthew's. Income and expenditure not included above but within the financial statements relating to the festival were:

	2015 £	2014 £
Income, included within:		
Voluntary income	3,417	3,415
Church activities	3,805	1,802
	<u>7,222</u>	<u>5,217</u>
Expenditure included within church activities:		
just Festival costs	(9,635)	(5,033)
	<u>(2,413)</u>	<u>184</u>

## 12 Salaries, honoraria and fees

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

	2015 £	2014 £
Pastoral assistants	24,659	29,347
Support staff	31,350	21,417
Employer's National Insurance	3,129	2,132
	<u>59,138</u>	<u>52,896</u>

There are usually two Pastoral Assistants who volunteer full time for the benefit of the church and school. The costs related to pastoral assistants includes a subsistence allowance, rent and other expenses paid for their accommodation and training.

Fees of £3,000 (2014: £3,000) were paid to the organist and are included within Church running expenses.

# Notes to the accounts (continued)

For the year ended 31st December 2015

## 13 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 <sup>1</sup>	-	-	-	-
Mary Brown	-	-	-	-
Melanie de Blank	-	-	-	-
Alastair Callcutt	-	-	-	-
Fr Philip Chester	-	20,952	-	2,240
Maria Gayle-Rogers	-	-	-	-
Fr Peter Hanaway	-	97	-	-
Grace Hoskin	-	476	-	-
Rachel Jewitt	-	-	-	-
Tamara Katzenbach	-	-	-	-
Jane Kennedy	-	-	-	-
Simon Lello	-	-	-	-
Lee Lieske	-	-	-	-
Susan Lowson	-	-	-	-
Elizabeth Lyle	-	-	-	-
Eithne Risner	-	1,710	-	461
Hilary Rowland	-	-	-	-
Rachel Whittaker	-	-	-	-
Steve Willis	-	-	-	-
Toby York	-	941	-	2,339

Note 1: Other transactions with Jonathan Aitken are disclosed in more detail in note 22 on page 36.

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### 14 Tangible fixed assets

Tangible fixed assets comprise a photocopier:

	2015 £	2014 £
<b>Cost</b>		
At 1st January 2015	6,884	5,784
Additions	-	6,884
Disposals	-	(5,784)
At 31st December 2015	<b>6,884</b>	<b>6,884</b>
<b>Accumulated depreciation</b>		
At 1st January 2015	1,403	4,145
Charge for the year	2,027	1,885
Adjustment on disposal	-	(4,627)
At 31st December 2015	<b>3,430</b>	<b>1,403</b>
<b>Net book value</b>		
At 31st December 2015	<b>3,454</b>	<b>5,481</b>
At 31st December 2014	5,481	1,639

Tangible fixed assets not included within the financial statements:

#### The church

The church is in the neo-Gothic Victorian style, modified by significant alterations following a fire in 1977. The modifications made include the rotation of the altar such that it now faces west. There is a Lady Chapel above the sacristy, and a small library.

#### The clergy house

The substantial clergy house contains the conference centre, accommodation for overnight guests and the incumbent's apartment. There is a small courtyard which is available to everybody, including house guests and people using the conference centre. The clergy house is owned by the Trevelyan Trust, a controlled trust of the PCC.

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### 15 Investment property

	2015 £	2014 £
<b>Valuation</b>		
At 1st January 2015	-	475,000
Acquisitions	-	-
Disposals	-	(475,000)
	<hr/>	<hr/>
At 31st December 2015	-	-
	<hr/>	<hr/>

The investment property was a residential leasehold flat in Westminster and was recorded at estimated market value. The valuation was carried out in February 2015 by Sean Mansfield, BSc Hons MRICS of London's Surveyors & Valuers Limited.

The property was part of the estate of the late Marguerite Greatorex, who left it to the PCC subject to a life interest. The life interest was relinquished and the property passed unencumbered to the PCC in 2014 and sold during the year.

The net proceeds vested in an expendable unrestricted endowment fund for the benefit of the parish of St Matthew's Westminster.

### 16 Other investment assets

The following investment assets were held during the year:

	Marketable securities £	Unlisted securities £	<b>2015 £</b>	2014 £
At 1st January 2015	5,836	15,002	<b>20,838</b>	20,570
Additions	251,054	-	<b>251,054</b>	-
Revaluations	4,444	-	<b>4,444</b>	268
	<hr/>	<hr/>	<hr/>	<hr/>
At 31st December 2015	261,334	15,002	<b>276,336</b>	20,838
	<hr/>	<hr/>	<hr/>	<hr/>

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### 16 Other investment assets (continued)

Marketable securities were held in the following funds:

	£
CCLA Income Fund	5,908
Kames Ethical Equity Fund	138,789
EdenTree Amity B Fund	116,636
	<u>261,333</u>

Unlisted securities represent the cost of the equity investment in St Matthew's Conference Centre (SMCC), a limited liability company wholly owned by the PCC, which operates the conference centre under licences from the PCC and the Trevelyan Trust. The net assets of SMCC are equal to the value of the investment.

All profits made by SMCC are paid to the PCC by way of charitable donations and during the year donations of £51,263 (2014: £60,935) were received. The PCC is not required to produce consolidated financial statements although the unaudited results of SMCC, which do not form part of these financial statements, are summarised below.

	For the years ended 31st December	
	2015 £	2014 £
Gross income	171,261	160,792
Less: costs of sales	<u>(18,862)</u>	<u>(19,608)</u>
Gross profit	152,399	141,184
Administrative costs	<u>(101,136)</u>	<u>(80,249)</u>
Profit before donations to the PCC	51,263	60,935
Donations to the PCC during the year	<u>(51,263)</u>	<u>(60,935)</u>
Net movement in funds in SMCC	<u>-</u>	<u>-</u>

# Notes to the accounts (continued)

For the year ended 31st December 2015

## 17 Debtors

	2015 £	2014 £
Trade debtors	8,846	2,548
Tax recoverable	1,366	1,335
Amounts owed by subsidiary undertakings	1,263	50,972
Amounts owed by associated undertakings	3,727	1,256
Prepayments and accrued income	12,712	12,911
Other debtors	2,192	2,136
	<u>30,106</u>	<u>71,158</u>

## 18 Liabilities: amounts falling due within one year

	2015 £	2014 £
Trade creditors	6,828	8,605
Accruals and deferred income	4,723	3,629
Philip Chester	2,879	1,232
Grace Hoskin	2,000	-
Toby York	2,000	-
St Matthew's CE Primary School	8,000	8,000
Taxation and social security	938	807
Archdeaconry of Charing Cross loan	5,000	5,000
	<u>32,368</u>	<u>27,273</u>

The loan from the Archdeaconry of Charing Cross is interest free and unsecured. It is repayable within one year.

# Notes to the accounts (continued)

For the year ended 31st December 2015

## 19 Liabilities: amounts falling due after more than one year

	2015 £	2014 £
Archdeaconry of Charing Cross loan	-	5,000

## 20 Material legacies

The PCC is aware of one outstanding legacy relating to a share of the income arising from part of the estate of the late Tudor Roberts. The Executors of the estate estimate the capital value of the legacy attributable to the PCC at £600,000. Under the terms of the will, this is required to be held on trust for the PCC by the Church Union.

## 21 Quinquennial inspection

The most recent quinquennial inspection was made by Russell Taylor Architects on 24th January 2012. All recommendations requiring immediate attention have been addressed.

During the year John Barnes was appointed as quinquennial inspector.

# Notes to the accounts (continued)

For the year ended 31st December 2015

## 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	
<b>Aitken Consultancy &amp; Research Services</b> 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
<b>Anglican Catholic Future</b> A charity registered in England	Fr Philip Chester is a trustee of Anglican Catholic Future and the PCC incurred expenses on behalf of Anglican Catholic Future that will be reimbursed.	
1 The Sanctuary Westminster London SW1P 3JT	Expenses incurred by the PCC	£608
<b>St Matthew's CE Primary School</b> A Church of England primary school	Fr Philip Chester is the Chair of Governors of the school and the headteacher, Rachel Jewitt, 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.	
18 Old Pye Street Westminster London SW1P 2DG	Accommodation expenses paid to the school by the PCC	£12,000
	Fees received from the school for work performed by Pastoral Assistants	£2,032
<b>St Matthew's Conference Centre Limited</b> A private limited company	Fr Philip Chester and Toby York are directors of St Matthew's Conference Centre Limited (SMCC) 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 17 on page 33.	
St Matthew's House 20 Great Peter Street Westminster London SW1P 2BU		

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### 23 Analysis of funds

	As at 1st January 2015 £	Incoming resources £	Outgoing resources £	Gains and losses £	As at 31st December 2015 £
<b>Endowment fund</b>					
The Greatorex Trust	455,178	-	-	4,372	<b>459,550</b>
<b>Restricted funds</b>					
Canon Atlay Memorial Fund	2,237	226	-	72	<b>2,535</b>
Gerard Irvine Memorial Fund	2,499	-	-	-	<b>2,499</b>
Organ Fund	117	-	-	-	<b>117</b>
The Friends of St Matthew's	2,901	290	-	-	<b>3,191</b>
	<b>7,754</b>	<b>516</b>	<b>-</b>	<b>72</b>	<b>8,342</b>
<b>Unrestricted funds</b>					
General Fund	91,723	167,043	(200,558)	-	<b>58,208</b>
Trevelyan Trust	61,315	63,564	(54,917)	-	<b>69,962</b>
	<b>153,038</b>	<b>230,607</b>	<b>(255,475)</b>	<b>-</b>	<b>128,170</b>
<b>All funds</b>	<b>615,970</b>	<b>231,123</b>	<b>(255,475)</b>	<b>4,444</b>	<b>596,062</b>

The Endowment Fund is the legacy from the estate of Marguerite Greatorex..

# Notes to the accounts (continued)

## For the year ended 31st December 2015

### 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 fundraising 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 2015, unrestricted income from the Friends of St Matthew's amounted to £5,382 (2014: £5,746).

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 2015 which are set out on pages 18 to 38.

### 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: 4th April 2016