

St Matthew's
Westminster

St Matthew's Conference Centre Limited

Management accounts

For the year ended 31st December 2013

Management accounts

Income Statement for the year ended 31st December 2013

	Note	December			Year to date		
		Actual £	2012 £	Forecast £	Actual £	2012 £	Forecast £
Income							
Room hire	1	6,020	1,998	5,025	59,026	43,053	51,140
Other income	2	2,947	1,440	2,605	43,600	29,328	30,095
		8,967	3,438	7,630	102,626	72,381	81,235
Costs of sales	3	- 1,018	- 599	- 1,073	- 17,346	- 10,458	- 11,618
		7,949	2,839	6,557	85,281	61,924	69,617
Expenses							
Staff costs	4	- 4,274	- 1,430	- 3,155	- 40,154	- 31,610	- 35,010
Other overheads	5	- 3,656	- 1,103	- 1,151	- 18,149	- 14,428	- 13,812
		- 7,930	- 2,533	- 4,306	- 58,303	- 46,038	- 48,822
Operating income		19	306	2,251	26,978	15,886	20,795
Bookings this period		23	14	-	134	120	-
PCC church hall lettings		751	995	-	10,901	10,650	-

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Balance sheet at 31st December 2013

		December		
	Note	Actual	2012	Forecast
		£	£	£
Current assets				
Trade receivables	6	11,543	2,573	8,135
Prepayments		1,465	2,091	-
Loans receivable		-	200	-
Cash at bank and in hand		28,687	20,001	24,826
		41,695	24,865	32,961
Current liabilities				
Trade payables		- 8,644	- 2,998	- 2,521
Owed to HMRC		- 1,051	- 799	- 2,000
Owed to PCC		-	-	-
Accruals		- 20	- 1,520	-
		- 9,715	- 5,318	- 4,521
Net assets		31,980	19,547	28,440
Capital and reserves				
Share capital		15,002	15,002	15,000
Accumulated profits		16,978	4,545	20,795
		31,980	19,547	35,795

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Income Statement for the year ended 31st December 2013

Note	December			Year to date		
	Actual £	2012 £	Forecast £	Actual £	2012 £	Forecast £
1. Room hire						
Trevelyan Hall	4,485	1,923	2,170	44,753	32,598	35,740
Atlay Room	1,000	75	2,855	10,839	7,425	14,010
Church and clergy house rooms	535	-	-	3,435	3,030	1,390
	6,020	1,998	5,025	59,026	43,053	51,140
2. Other income						
Sandwiches	1,086	792	1,375	22,471	13,580	14,625
Tea, coffee and biscuits	1,080	355	1,015	13,537	10,745	10,825
Alcohol and juices	253	95	155	2,851	1,616	1,635
Evening surcharges	225	99	-	975	429	-
Equipment hire	304	98	60	3,766	2,958	3,010
	2,947	1,440	2,605	43,600	29,328	30,095
3. Costs of sales						
Food	- 900	- 613	- 953	- 15,436	- 9,203	- 10,238
Water coolers	- 67	- 20	- 30	- 309	- 246	- 360
Tea, coffee and biscuits	- 6	60	- 50	- 503	- 605	- 600
Other drinks	- 45	- 26	- 40	- 998	- 404	- 420
Commissions payable	-	-	-	- 99	-	-
	- 1,018	- 599	- 1,073	- 17,346	- 10,458	- 11,618
4. Staff costs						
Salaries	- 3,920	- 1,150	- 2,510	- 37,020	- 27,134	- 27,520
Employer's NICs	- 354	- 280	- 245	- 3,134	- 2,526	- 2,690
Management fees	-	-	- 400	-	- 1,950	- 4,800
	- 4,274	- 1,430	- 3,155	- 40,154	- 31,610	- 35,010

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Income Statement for the year ended 31st December 2013

Note	December			Year to date		
	Actual £	2012 £	Forecast £	Actual £	2012 £	Forecast £
5. Other overheads						
Heat and light	-	-	-	-	-	-
Insurance	- 124	- 122	- 121	- 1,461	- 1,345	- 1,452
Premises licence	-	-	- 15	- 70	- 163	- 180
Telephone	- 71	- 59	- 70	- 829	- 663	- 840
Cleaning	- 81	3	- 140	- 1,322	- 1,423	- 1,680
Postage and printing	-	-	-	- 33	- 73	-
Computer costs	- 46	- 15	- 90	- 777	- 628	- 1,080
Repairs and renewals	- 2,833	- 573	- 300	- 9,768	- 8,611	- 3,600
Marketing costs	- 485	- 316	- 400	- 3,654	- 1,265	- 4,800
Travel costs	-	-	-	- 15	-	-
Accounting fees	-	-	-	-	-	-
Legal fees	-	-	-	-	- 49	-
Bank charges	- 16	- 22	- 15	- 221	- 207	- 180
	- 3,656	- 1,103	- 1,151	- 18,149	- 14,428	- 13,812

Management accounts

Balance sheet at 31st December 2013

6. Trade receivables

	Current	Days outstanding			Total
		8 - 38	39 - 68	+68 days	
	£	£	£	£	£
26-27 Medway St Management	-	360	-	-	360
4Children	-	-	336	-	336
Badminton School	-	1,416	-	-	1,416
Cabinet Office	-	2,531	-	-	2,531
Church of England Pensions Board	-	739	-	-	739
Department for Education	-	-	-	552	552
Department of Energy & Climate Change (-	850	-	-	850
Her Majesty's Passport Office	-	300	-	-	300
Home Office - Border Force Transformatio	-	444	372	-	816
Local Government Ombudsman	-	581	-	-	581
Ministry of Justice - NOMS	-	480	-	-	480
OCR Oxford, Cambridge & RSA Examinati	-	887	-	-	887
Tate	-	444	-	-	444
Tri-borough c/o Adult Social Care	-	-	-	348	348
Tri-Borough Children's Services	-	-	-	491	491
Westminster City Council (Strategic Procur	-	-	-	300	300
Westminster City Council (Training)	- 438	-	1,014	-	576
Heritage Group Travel	- 200	-	-	-	- 200
Westminster City Council (Transportation)	- 264	-	-	-	- 264
	- 902	9,032	1,722	1,691	11,543

7. Reserves

	December	
	Actual	Forecast
	£	£
Profits surrendered to PCC	- 10,000	-
Historic retained earnings	-	-
Cumulative profit/loss	26,978	20,795
	16,978	20,795

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Future bookings at 31st December 2013

8. Future bookings by customer

	Jan	Feb	Mar	Apr	May	Later	Total
	£	£	£	£	£	£	£
Affirming Catholicism	160	-	-	-	-	-	160
Allchurches Trust Limited	-	-	-	400	-	-	400
ALPHA PARKING Ltd	900	900	-	-	-	-	1,800
Cabinet Office	-	400	800	-	-	-	1,200
Calder & World of Travel	1,150	-	-	-	-	-	1,150
Chartered Institution of Building Service Eng	-	-	-	250	-	-	250
Church House	200	-	-	-	-	-	200
Church of England Pensions Board	400	-	400	-	-	-	800
CIBSE Patrons	-	-	-	250	-	-	250
Diocese in Europe	-	-	-	-	-	1,450	1,450
Dr Marcus Posner	320	-	-	-	-	-	320
Heritage Group Travel	-	400	-	-	-	-	400
Heritage Lottery Fund	350	-	250	-	-	-	600
Huguenot Society of Great Britain and Irelar	-	-	-	-	-	400	400
LB Hammersmith & Fulham	200	200	-	-	-	-	400
Local Government Association	-	250	-	-	550	550	1,350
Middlesex County Athletic Association	75	75	75	75	75	375	750
MyCSP Ltd	135	-	-	-	-	-	135
National Family Mediation	360	-	-	-	-	-	360
OCR (Oxford Cambridge and RSA Examin:	-	400	400	-	-	400	1,200
Sons of the Clergy	400	400	400	400	400	2,800	4,800
SPCK	-	250	-	-	-	-	250
The Bishop of Ely	-	-	200	-	-	400	600
The Insolvency Service	600	400	-	-	-	-	1,000
The Prayer Book Society	-	-	400	-	-	-	400
The Vicarage	200	-	-	-	-	-	200
Tri-Borough Adult Social Care	900	1,340	600	-	-	-	2,840
University Alliance	400	-	-	-	-	-	400
Westminster Council	135	135	-	-	-	-	270
	6,885	5,150	3,525	1,375	1,025	6,375	24,335

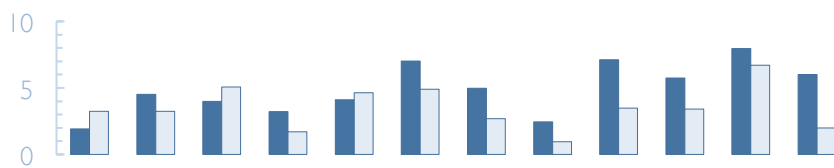
Pipeline same periods last month	1,120	2,630	1,250	400	475	4,575	10,450
New bookings this month	5,765	2,520	2,275	975	550	1,800	13,885

Report taken from booking system: 7th January 2014

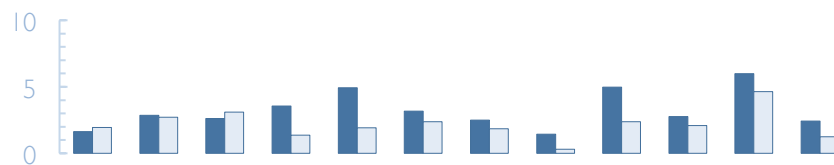
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Activity report for the year ended 31st December 2013

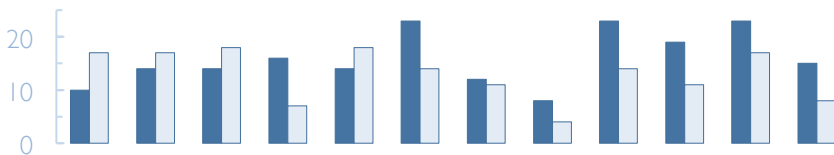
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec



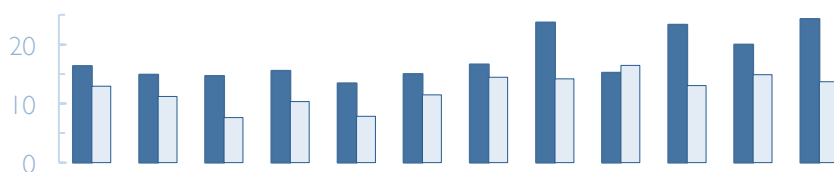
£'000s monthly income from room bookings (excludes catering and other income) comparing 2013 with 2012.



£'000s monthly income from catering comparing 2013 with 2012.



Number of bookings (using number of invoices raised as an appropriate proxy) 2013 with 2012.



Pipeline value: £'000 value of future bookings on the system comparing 2013 with 2012.

Number of viewings by prospective customers (data not yet available, but might be useful in the future?)