



The Parish of St Matthew and St Nathanael, Bristol

**ANNUAL REPORT & FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL  
FOR THE YEAR ENDED 31 DECEMBER 2011**  
*Registered Charity Number 1134719*

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**THE VISION OF ST MATTHEW'S CHURCH**

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'Living for Jesus; Knowing, Growing and Going'

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**STATEMENT OF PUBLIC BENEFIT**

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St Matthews benefits the local and wider community by:

1. Providing Christian religious worship services through two services each Sunday plus a monthly service for children and their families and special services at times of celebration (e.g. Easter, Christmas etc).
2. Providing resources for moral and intellectual development for its members and anyone who wishes to benefit from what the Church offers.
3. Enabling Christians to be able to give to, and practically support, their local community through a broad range of activities organised by the church. These include: Sunday school, messy church, youth groups, home groups, prayer groups, community events, social outreach, arts events etc
4. Allowing third party organisations to use church buildings and facilities to run activities that help build a healthier community, including: playgroups, toddlers, brownies, guides, choirs, local interest groups, work with ex-prisoners and environmental groups.
5. By providing weddings, funerals and baptisms.
6. Providing a place for prayer and support.

The Trustees (Parochial Church Council) are aware of the Charity Commission's guidance on public benefit in *The Advancement of Religion for the Public Benefit* and have had regard to it in their administration of the Ecclesiastical Parish of St Matthew and St Nathanael.

The Trustees believe that this report, taken as a whole, provides further evidence that St Matthew and St Nathanael's work in 2011 furthered its charitable purposes for the public benefit.

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## THE TRUSTEES

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The Trustees of St Matthew's Church are the PCC, which has the responsibility of co-operating with the incumbent, the Revd Mat Ineson, in promoting the whole work of the Church in the ecclesiastical parish. The PCC is governed by two pieces of Church of England legislation, called Measures. These are the Parochial Church Council (Powers) Measure 1956 and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969, as amended)

### PCC Membership

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules. After the APCM, the following served as members:

Incumbent	Rev Mat Ineson - Chairperson (member of Diocese Synod)		
Wardens	Mr Phil May	Joint vice-chair	from April 2010
	Mr Tim Snowdon	Joint vice chair	until April 2011
	Ms Polly Wingate-Saul	Joint vice chair	from April 2011
Asst Curate	Rev Tanya Lord		
Associate Ministers	Rev Joyce Caithness		
	Rev Dr Emma Ineson	(also General Synod)	
Lay Minister	Mr Richard Pendlebury (representative of LLMs)		
Representatives on the Deanery Synod	Mrs Chris McConnell		(until May 2011)
	Mrs Vanessa Conte		(until May 2011)
	Mrs Gwynneth Pugh-Jones		(from April 2011 until 2014)
	Mr Tim Snowdon		(from April 2011 until 2014)
	Ms Vicky Wright		(from April 2010 until Jan 2012)
	Elected members	Ms Cath Beseke	
Dr Ruth Rimmer			(from April 2011 until 2014)
Mrs Helen Aberdeen			(from April 2011 until 2014)
Mrs Sally Wood			(until April 2010 until 2013)
Mrs Mary Parsons			(from April 2010 until 2013)
Mr Simon Pugh-Jones			(from April 2010 until 2013)
Mr Paul Rowlands (Treasurer)			(from April 2009 until 2012)
Ms Julia Dunn			(from April 2009 until 2012)
Mrs Margaret Williams			(from April 2009 until 2012)
Co-opted	Ms Helen Chick		(from May 2011) (secretary)

**Banks:** National Westminster Bank plc, 106 Whiteladies Road, Bristol  
CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Independent Examiner:** Ed Marsh ACA DChA, Burton Sweet Chartered Accountants,  
Pembroke House, 15 Pembroke Road, Clifton, Bristol BS8 3BA

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## THE COMMITTEE STRUCTURE

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The PCC operates through a number of sub-committees, which meet between full meetings of the PCC

**Leadership Team:** Operating as the Standing Committee it has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

**Missions Committee:** It co-ordinates the church's support to its mission partners. As well as sending financial support, it aims to keep in touch with their news, writes to them, and prays for them on a regular basis. The other role of the group is to promote awareness of mission in the church by keeping everyone up to date with news and encouraging members of the church who sense a calling to mission.

**Playgroup Management Committee:** The committee has responsibility for the management of the Playgroup on behalf of the PCC.

**Building Committee:** Works with the wardens in the co-ordination and implementation of the care of the fabric of the church building and grounds.

**Technology Committee:** Has oversight of the audio-visual and computer equipment, and will investigate new equipment and resources if so required to do so by the PCC.

**Vision:** PCC re-visited the Vision, approved a rewording to 'Living for Jesus; Knowing, Growing and Going' and set goals in line with it.

### **Vision Deliver Teams**

The PCC delegated the leading of the three areas of Vision, Knowing, Growing, and Going, to three teams, each led by a member of the Leadership team and containing at least two members of PCC each. These teams report to PCC.

The full PCC met 7 times during 2011 with an average attendance of 16.

**Staff Team;** The staff team comprises Vicar Mat Ineson, Curates Tanya Lord and Joyce Caithness, Children's Minister Cath Hubbuck, Administrator Jackie Burnell, Youth Coordinator Rachel Clarke and Community Minister Vicky Wright. Cath Hubbuck went on Maternity Leave in September and Charlotte Gompertz provided cover for this post.

**Church Partnerships;** We continue to be blessed by our partnership with other churches. This year we continued to work with Bristol Christian Fellowship (see below) and Redland Parish Church in running the 'Growing Leaders' Course and Youth Work. As part of our commitment to the Highbury Church Partnership, we supported the ministry of Cotham Parish Church and St Paul's Clifton and continue to share administrative space and personnel. We continued in our partnership with Trinity College and Woodlands Community Church by co-hosting a Context Based Training Cohort. As part of their training, they work with us in mission in our parish. We look forward to this new partnership developing and the others continuing to grow.

**Overall Financial Position;** Over the year, the income to the General Fund increased through increased generosity and increased attendance. This enabled all costs to be met for the financial year including parish share.

We are very grateful to The Joseph Rank Trust for their generous support of our Community Minister's ecumenical community work over the past 3 years. This funding ended in September.

**Growth;** The PCC is encouraged by the growth in Christ during the past year and it continues to encourage further growth and prioritise areas of ministry to ensure efficient and proper use of resources.

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## Knowing

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Living for Jesus by seeking to know God the Father in Jesus through the power of the Holy Spirit; our discipleship. Growth in discipleship is key to our growth in other areas as it is only in God's strength that we will be able to build God's kingdom.

### Worship

Our morning and evening services continue to grow in numbers. Our preaching continues to be a source of challenge and encouragement. We are very blessed by the number of creative and talented musicians in our church community.

### Prayer

It has been encouraging to see the prayer life of the church grow. A monthly church prayer meeting has been well supported, the prayer cycle is widely used, and our prayer chains continue to be well used. We ran a well-attended 'home retreat' in Advent 2011 and created an Advent prayer space for people to use during the week in our newly refurbished chapel.

### Children's and Youth Work

Alongside our excellent Sunday children's and youth groups, we have continued to run midweek Messy Church as a more open access worship event for families. Eggsplora and our Christmas Christingle services continue to be well attended.

### Midweek Discipleship

Our mid week groups continue to strengthen. These groups give an opportunity to share, worship, pray, and learn together. During 2011, there were six small groups meeting weekly and four Pastorates. The latter are larger groups of 20 or so. During 2011, we ran Tea and Theology on Sunday afternoons. This was attended by those within and outside the church community.

### Encouraging Service

As part of our commitment to encouraging an environment where all can identify and utilise their gifts we ran the Growing Leaders Course with Redland Parish Church and also held a day course on identifying gifts.

### Attendance Figures

The size of the church community is assessed by counting the Electoral Roll and Normal Sunday Attendance. Normal Sunday attendance is always difficult to determine. On average attendance has risen and is now 143 adults and 32 children. Our October average (often used by the national church) was 149 adults and 29 children. Electoral roll figures are set out below.

	2003	2004	2005	2006	2007	2008	2009	2010	2011
Electoral Roll	160	162	163	147	127*	124	135	134	133
All Age ASA**	145	142	153	141	142	158	150	174	178
Adult ASA**	116	120	125	108	116	124	120	136	149
Child ASA**	29	23	28	22	25	34	30	38	29

\*indicates complete renewal of the Electoral Roll

\*\* ASA is 'Official' CofE Average Sunday attendance based on October figures

Easter attendance was 258 adults and 42 under 16s (Eggsplora was 60 and 45), Christmas Carol Service attendance 311 and 34, Christingle 206 and 144 and Christmas Day 189 and 42. Messy Church, which meets on a Friday, had average attendance of 32 adults and 43 children.

	2004	2005	2006	2007	2008	2009	2010	2011
Baptisms	4	10	3	6	3	7	15	6
Confirmations	0	8	0	0	5	0	5	1
Weddings	5	3	0	4	0	7	8	7
Funerals	4	1	3	1	2	3	5	4

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## Growing

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Living for Jesus by growing in numbers and depth of community.

### Welcome

We ran a welcome course for the church community to improve our welcome to newcomers.

### Home Groups (between 5-12 members)

We now have Six Home groups meeting regularly.

### Pastorates (between 17-30 Members)

We currently run four pastorates; one based in Church, one in Dove Street, one for young women based in St Andrews/Bishopston and one in Redland/Clifton. Each group meets for fellowship, prayer and worship and seeks to work out a missional focus.

### Pastoral Care

Pastoral Care of the church community continues to be led by the staff team alongside the house group and pastorate leaders. The first line of pastoral care is through the smaller mid-week groups. The vicar and curate also support a number of other individuals in the parish.

The Wholeness Course attracted around 10 people who moved on in their journey with God through the teaching and prayer ministry. We also ran a Women's Weekend in November 2011.

### Spring Harvest

A group of 15 from St Matthew's including two newly Baptized Adults went to the Spring Harvest Christian festival in April.

### Social Events

As well as the usual social events including the Burns Evening and Wine Tasting we organized a Christmas Lunch for those who might otherwise be on their own at Christmas. Including helpers we enjoyed lunch with 70 other people.

### Saturday Morning Playtime / Messy Church and Toddlers

Due to the increasing workload of Messy Church we took the decision to close Saturday Morning Playtime in July 2011. The Tuesday Toddler group continues to be strong and Messy Church is developing into a stable community.

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## Going

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Living for Jesus by going into the world to make disciples and serve those in need.

### Drop in at in Fremantle House, Dove Street

Our Monday afternoon drop-in has seen a steady stream of residents coming along and a core group has emerged. It has been great sharing coffee, cake, and friendship as we all to get to know each other and share our lives.

### Dove Street Area

We organised a fun, family carol singing evening around the flats this Christmas, which was great. The Tuesday evening pastorate in Dove Street has provided a natural link with the Monday afternoon drop-in. We are also supporting the work of the Matthew Tree Project providing food for the bank and volunteers to help run it.

### **Knightstone House**

Our links with Knightstone House, a supported living complex in the parish, have continued to strengthen. A small team has been involved with running coffee mornings and putting on a Christmas Carol event in December.

### **Alpha Course**

During 2011, we ran an Alpha Course with Redland Parish Church and the Bishopston Parish Churches.

### **Ark Project**

Due to financial pressures on our partners at BCF, the Ark Project has ceased to operate. We were disappointed that they have had to sell their building.

### **St Matthew's Playgroup**

St Matthew's PCC runs an OFSTED regulated playgroup that is very popular in the local area. The excellent staff team led by Linda Mallard received an excellent report from OFSTED during 2011 and we are proud of them and their achievements.

### **Kingsdown Homegrown**

In September for the fifth year running, the Kingsdown Home Grown Festival was hosted by St Matthews and co-organised with a local community group. The St Matthew's presence at the event was the largest it has ever been, including catering and helping with the evening event.

### **Colston's Primary School**

St Matthews and the Vicar supported the local school through providing space for their curriculum visits, visits to help with curriculum in school and hosting the school Carol service that had an attendance in excess of 400.

### **Support for Work Outside the Parish**

Overseas and home mission continues to be a priority for us. The Missions Committee recommended to the PCC the allocation of the Missions budget, which remained at 10% of the giving to the general fund. In 2011, seven missionaries or societies were supported (as reported in note 8 to the accounts including new support for CMS mission partners in Thailand. In addition, we held collections for certain special causes (also reported in note 8).

St Matthew's Church hosted charity events for Changing Tunes as well as providing practice and meeting space for them.

### **Other**

Nick Stroud and Will Hull continue to be involved with the Ashley House Probation Hostel community liaison and management group respectively.

The majority of the St Matthew's congregation live and work outside the parish boundaries. A key part of the church's strategy is in developing support for individuals in their work life through small groups, pastorates, relevant teaching, worship, prayer, and inviting testimony.

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## **Child Protection and Vulnerable Adults**

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A Nominated Person for Child Protection (Mary Parsons) was available to deal with any concerns whilst an Administrator for Child Protection (Isabel Geissinger) dealt with the applications from those wishing to be involved with youth and children's work. The child protection policy was reviewed in January 2011. The St Matthews Child Protection Policy can be obtained from our website (<http://stmatthews-bristol.org.uk>) or from the church office.

The church formulated a new Vulnerable Adults policy under the guidance of our nominated person Val Jeal and the Diocese Officer, Jeanette Plumb. This is also available on our church website.

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## Communications

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Communications are an increasingly important area. Our website (<http://stmatthews-bristol.org.uk>) continued to be well used and well managed. The welcome packs are still well used. Weekly e-bulletins are sent to those who have requested them and all our sermons are now available as a podcast.

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## The Building

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The maintenance of the building was pursued with the usual care, and some preliminary inspections and reports prepared. Full details are to be found in the fabric report at the end of this document.

On weekdays, the building was used regularly by our Playgroup, Toddlers Groups, Saturday Morning Play Time, and Music Group and for prayer and other church group meetings. Our regular outside users were Brownies, Rainbows, Guides, The Bristol and Avon Archaeological Society, a German playgroup and the City of Bristol Choir. These weekly / fortnightly meetings meant not only that we had a regular income but that we maintained our links with a large number of people. On many Saturdays, the hall was booked for children's parties. Our visitors expressed appreciation of the welcome and help they received.

We are very thankful for all the church community and for the contribution they make to worship and the life of the church, some in public and visible ways, some hidden and unseen. We are aware of the challenges of striking a balance between the time given to work, the family, the community, recreation, and their church commitments.

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## Lay and Licensed Ministry in the Parish

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In 2011 we enjoyed the ministry of our vicar (Rev Mat Ineson) two assistant curates (Rev Joyce Caithness Ordained Local Minister and Rev Tanya Lord training curate), two Lay Ministers (Martin Stanisstreet and Richard Pendlebury), one Emeritus Lay Minister (Dave Thyer) and Rev Dr Emma Ineson who ministered in the Parish alongside her full time role at Trinity College. All continued to offer their considerable gifts through preaching, teaching and leading of all ages.

Lay ministry extends beyond that of the licensed Lay Ministers. We are blessed by Vicky Wright as our paid full time Community Minister and leader of community mission, Rachel Clarke our part time Youth Coordinator, Jackie Burnell our part time Administrator and Cath Hubbuck our part time Children's Minister. Cath Hubbuck took maternity leave from September 2011 and Charlotte Gompertz ably covered her role.

We are also very grateful to God to have a congregation of people who minister in a wide variety of ways both in the church and across the City. Among them are musicians, intercessors, youth and children's group leaders, vergers, social event organisers, home-group leaders, sacristans, assistants at Communion, cleaners, flower arrangers, pastoral visitors and others who contributed to the ongoing ministry of the church, by quietly offering acts of service and prayer. They are all very much appreciated.

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## Finance

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This year we saw a substantial increase in the planned giving of our donors. In turn, we have increased significantly our missionary and charitable giving together with an increase in our Diocesan Parish Share donated to the Diocese of Bristol. Our Church Management & Administration costs increased (mainly due to additional printing costs due to increased marketing of events), as did the costs of activities directly relating to the Ministry of the Church. Overall Church costs increased 11.8% during the year, mainly due to the higher Parish Share paid. Our Playgroup continues to perform exceptionally well and operates at or near capacity. We are very grateful to the Joseph Rank Trust for their support of our Community Minister that finished in October this year. Please see the full accounts for more information.



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## The Future

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We are very positive about the future and pray that 2012 will bring further challenges of growth. We continue to look forward to all that God is calling us into in this new phase of the Church's life. We look forward to all that He will fulfil in us and through us.

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## FINALLY

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This Annual Report is a composite document prepared collaboratively by the officers and members of the PCC, in line with the terms of the Charities Act 2011. We hope that it gives a clear picture of the life of the church and the way in which the PCC has administered the task placed on them as trustees of St Matthew's Church.  
On behalf of the PCC

Revd. Mat Ineson  
Priest-in-charge  
Chairman of PCC

Polly Wingate-Saul  
Churchwardens and vice Chairpersons of PCC

Philip May

*Date*

*4<sup>th</sup> April 2012*

### St Matthew's Prayer

*Heavenly Father, pour out your Holy Spirit upon St. Matthew's. Grant us a new vision of your Glory, a new experience of your power, a new faithfulness to your Word, a new consecration to your service so that, through our renewed witness your Holy Name may be glorified and your Kingdom advanced, through Jesus Christ our Lord. Amen*



## Appendix 1: Fabric Report

The building and the gardens are in good order.

Through the year we tackled several larger projects including the installation of sound attenuating ceiling tiles in the hall, the replacement of the fire alarm panel, the re-carpeting, the repainting of the chapel, the repositioning and refurbishment of “the Eagle” lectern, the repainting of the back wall in the hall, the “wet cleaning” of all the carpeted areas and the setting up of facilities to hang banners outside the church. We also dealt with various emergencies, including the replacement of the water heater in the servery and the replacement of the fridge freezer in the kitchen.

Two further projects were also identified this year as needing action. First, it was agreed that the intruder alarm and access systems needed to be replaced and arrangements are now in hand to complete this. Secondly, it was recognised that the heating control system had exceeded its shelf life. Steps have therefore now been taken to upgrade this with a view to making the whole system much more “intelligent” and efficient; substantial longer-term cost-savings are envisaged. Hopefully all this will be in place well before next winter.

We have also been working away at the clearing of the cellars behind the boiler house below the northeast end of the church. Significant progress has been achieved and our hope is that the place can be fully cleared and refurbished this year; this will create a large additional dry and secure storage space.

Last year we acquired a ride-on cylinder mower for use in the garden alongside the existing rotary mower. Some work was carried out to level the grassed areas to suit the new mower.

It was also decided that a number of the trees needed attention and tree surgeons were brought in to carry out the necessary work.

**PAROCHIAL CHURCH COUNCIL OF ST MATTHEW AND ST NATHANAEAL,  
BRISTOL**

**INDEPENDENT EXAMINER'S REPORT  
For the year ended 31 December 2011**

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This report on the financial statements of the PCC for the year ended 31 December 2011, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and section 145 of the Charities Act 2011 ("the Act").

**Respective responsibilities of the PCC and the examiner**

As members of the PCC you are responsible for the preparation of the financial statements. You consider that the audit requirement of the Regulations and section 144(2) of the Act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

**Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the *Church Guidance*, 2006 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements 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 I do not express an audit opinion on the view given by the accounts.

**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 Act; and
  - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulationshave 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.

Ed Marsh ACA DChA  
Burton Sweet Chartered Accountants  
Pembroke House  
15 Pembroke Road  
Clifton  
Bristol BS8 3BA

Date: .....2013

**PAROCHIAL CHURCH COUNCIL OF ST MATTHEW & ST NATHANAEL, BRISTOL**  
**Charity Commission Registration Number 1134719.**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the year ending 31 December 2011**

	Note				<b>TOTAL FUNDS</b>	
		<b>General Fund £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>2011 £</b>	<b>2010 £</b>
<b>INCOMING RESOURCES</b>						
Incoming resources from donors	2(a)	148,450	651	5,001	154,102	152,854
Income from charitable & ancillary trading	2(b)	9,728	13,254	64,902	87,884	82,402
Income from investments	2(c)	5	139	574	718	657
<b>TOTAL INCOMING RESOURCES</b>		<u>158,183</u>	<u>14,044</u>	<u>70,477</u>	<u>242,704</u>	<u>235,913</u>
<b>RESOURCES USED</b>						
Grants	3(a)	-	19,694	-	19,694	11,850
Activities directly relating to the work of the church	3(b)	133,437	1,366	77,506	212,309	195,077
Church management & administration	3(c)	9,406	-	-	9,406	9,061
<b>TOTAL RESOURCES USED</b>		<u>142,843</u>	<u>21,060</u>	<u>77,506</u>	<u>241,409</u>	<u>215,988</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		15,340	(7,016)	(7,029)	1,295	19,925
<b>TRANSFERS BETWEEN FUNDS</b>	8	(11,845)	11,845	-	-	-
<b>NET MOVEMENT IN FUNDS</b>		<u>3,495</u>	<u>4,829</u>	<u>(7,029)</u>	<u>1,295</u>	<u>19,925</u>
BALANCES BROUGHT FORWARD AT 1 JANUARY 2011 (2010)		20,956	29,977	12,654	63,587	43,662
<b>BALANCES CARRIED FORWARD AT 31 DECEMBER 2011 (2010)</b>		<u>24,451</u>	<u>34,806</u>	<u>5,625</u>	<u>64,882</u>	<u>63,587</u>

**PAROCHIAL CHURCH COUNCIL OF ST MATTHEW & ST NATHANAEL, BRISTOL**  
**Charity Commission Registration Number 1134719.**

**BALANCE SHEET AT 31 DECEMBER 2011**

	Note	2011 £	2010 £
<b>CURRENT ASSETS</b>			
Debtors	6	35,476	29,452
Short term deposits			
CBF - PCC Deposit		16,947	16,829
CBF - Educational Foundation		2,426	2,390
CBF - Mission Fund		4,927	4,389
CAF Cheque Account		5,716	12,848
Nat West Current Account		(1,147)	(262)
Playgroup Current Account		10,046	1,177
Cash at bank and in hand		-	335
		<u>74,391</u>	<u>67,158</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	7	(9,509)	(3,571)
		<u>          </u>	<u>          </u>
NET ASSETS		<u>64,882</u>	<u>63,587</u>
<b>FUNDS</b>			
Unrestricted:			
General		24,451	20,956
Designated	8	34,806	29,977
Restricted	8	5,625	12,654
		<u>64,882</u>	<u>63,587</u>

Approved by the Parochial Church Council on 24th April 2012 and signed on its behalf by:

Polly Wingate-Saul (warden)

Philip May (warden)

The notes on pages 13 to 19 form part of these accounts

## PAROCHIAL CHURCH COUNCIL OF ST MATTHEW & ST NATHANAEL, BRISTOL

### NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 December 2011

#### 1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

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

##### **Funds**

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

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.

##### **Incoming Resources**

###### *Voluntary income and capital sources*

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

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

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 and magazines from the church bookstall are accounted for gross.

###### *Other ordinary income*

Rental income from the letting of church premises is accounted for when the rental is due.

###### *Income from investments*

Dividends and interest are accounted for when receivable.

##### **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 related to the work of the Church*

The Diocesan quota is accounted for when payable. Any Parish Share unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

##### **Assets**

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

Consecrated and beneficed property is excluded from the accounts by s.10(2)(c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

###### *Other fixtures, fittings and office equipment*

Equipment used within the church premises is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

###### *Investments*

Investments are valued at market value at 31 December.

###### *Current assets*

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

**PAROCHIAL CHURCH COUNCIL OF ST MATTHEW & ST NATHANAEL, BRISTOL**  
Charity Commission Registration Number 1134719.

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ending 31 December 2011

	Unrestricted			TOTAL FUNDS	
	General Fund	Designated Funds	Restricted Funds	2011	2010
	£	£	£	£	£
<b>2. INCOMING RESOURCES</b>					
2(a) <i>Incoming resources from donors</i>					
Planned giving:					
Standing Orders	105,159	-	4,565	109,724	89,493
Envelopes	1,647	-	-	1,647	1,572
CAF donations	3,142	-	-	3,142	4,631
Income tax recoverable on Standing Orders, Envelopes, and Sundry Donations	28,510	-	-	28,510	25,898
Cash Collections	5,022	-	436	5,458	5,881
Sundry Donations	4,970	651	-	5,621	25,379
	<u>148,450</u>	<u>651</u>	<u>5,001</u>	<u>154,102</u>	<u>152,854</u>
2(b) <i>Income from charitable &amp; ancillary trading</i>					
Bookstall	126	-	-	126	105
Church and Hall lettings	8,200	-	-	8,200	7,380
Fees	1,402	-	-	1,402	2,500
Playgroup	-	13,254	64,902	78,156	72,417
	<u>9,728</u>	<u>13,254</u>	<u>64,902</u>	<u>87,884</u>	<u>82,402</u>
2(c) <i>Income from investments</i>					
Dividends and interest	5	139	574	718	657
	<u>5</u>	<u>139</u>	<u>574</u>	<u>718</u>	<u>657</u>
<b>TOTAL INCOMING RESOURCES</b>	<u>158,183</u>	<u>14,044</u>	<u>70,477</u>	<u>242,704</u>	<u>235,913</u>

Note that this statement includes cash receipts as well as accruals for income tax recoverable

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ending 31 December 2011

	Unrestricted			TOTAL FUNDS	
	General	Designated	Restricted	2011	2010
	Fund	Funds	Funds	£	£
	£	£	£		
<b>3. RESOURCES USED</b>					
3(a) <i>Grants</i>					
Missionary and charitable giving:					
Church overseas					
- missionary societies	-	5,270	-	5,270	2,600
- relief and development agencies	-	9,144	-	9,144	5,100
Home mission & other Church societies	-	5,280	-	5,280	3,800
Other PCC grants	-	-	-	-	350
	<u>-</u>	<u>19,694</u>	<u>-</u>	<u>19,694</u>	<u>11,850</u>
3(b) <i>Activities directly relating to the work of the Church</i>					
<i>Ministry:</i>					
Diocesan Parish Share	80,000	-	-	80,000	61,177
Incumbent's expenses	2,915	-	-	2,915	3,621
Sundry Support	35	-	-	35	85
<i>Assistant Staff :</i>					
Salary	7,932	-	4,565	12,497	19,458
Expenses	-	-	-	-	1,737
<i>Community Minister:</i>					
Salary	14,167	-	8,039	22,206	23,196
Expenses	489	-	-	489	2,251
<i>Playgroup:</i>					
Salaries	-	-	60,437	60,437	54,989
Other expenses	-	1,201	4,465	5,666	4,492
<i>Church running expenses:</i>					
Heating and lighting	5,838	-	-	5,838	5,388
Cleaning & domestic	3,977	-	-	3,977	2,321
Insurance	5,113	-	-	5,113	4,898
Church maintenance	4,285	-	-	4,285	3,799
<i>Books &amp; publications:</i>					
Books & other materials	323	-	-	323	91
<i>Upkeep of services:</i>					
Music	1,382	-	-	1,382	1,743
Altar & other requisites	523	-	-	523	429
<i>Support costs:</i>					
Training	710	-	-	710	20
Children's & Young People's Work	937	165	-	1,102	1,770
Church meals	385	-	-	385	77
Growing Leaders course and other events	-	-	-	-	1,351
Audit Fees	1,120	-	-	1,120	799
Equipment	3,306	-	-	3,306	1,385
	<u>133,437</u>	<u>1,366</u>	<u>77,506</u>	<u>212,309</u>	<u>195,077</u>



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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
For the year ending 31 December 2011

	Unrestricted			TOTAL FUNDS	
	General Fund £	Designated Funds £	Restricted Funds £	2011 £	2010 £
<b>3. RESOURCES USED (continued)</b>					
3(c) <i>Church Management and administration</i>					
Bank Charges	557	-	-	557	589
Printing, stationery and office expenses	5,201	-	-	5,201	1,795
Telephone	1,226	-	-	1,226	1,194
Sundry Administrative Costs	200	-	-	200	141
Salaries	2,222	-	-	2,222	5,342
	<u>9,406</u>	<u>-</u>	<u>-</u>	<u>9,406</u>	<u>9,061</u>
<b>TOTAL RESOURCES USED</b>	<u>142,843</u>	<u>21,060</u>	<u>77,506</u>	<u>241,409</u>	<u>215,988</u>

	2011 £	2010 £
<b>4. STAFF COSTS</b>		
Wages & Salaries	32,502	43,152
Social Security costs	4,423	4,844
	<u>36,925</u>	<u>47,996</u>

No employee was paid more than £60,000 per annum and no expenses were paid to any of the Trustees for their services as Trustees.

The average number of staff, paid by the PCC and employed during the year, was as follows:

	2011	2010
Playgroup	3.26	3.00
Administration (Office & Cleaner)	0.27	0.43
Ministry (Community Minister and Youth and Children workers)	1.75	1.80
Total	<u>5.28</u>	<u>5.23</u>

	Unrestricted Funds £	Restricted Funds £	2011 £	2010 £
<b>5. ANALYSIS OF NET ASSETS BY FUND</b>				
Current Assets	68,766	5,625	74,391	67,158
Current Liabilities	(9,509)	-	(9,509)	(3,571)
Final balance	<u>59,257</u>	<u>5,625</u>	<u>64,882</u>	<u>63,587</u>

**PAROCHIAL CHURCH COUNCIL OF ST MATTHEW & ST NATHANAEL, BRISTOL**  
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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**For the year ending 31 December 2011**

**6. DEBTORS**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Income tax recoverable	28,504	25,886
Other debtors	5,418	2,743
Prepayments	1,554	823
	<b>35,476</b>	<b>29,452</b>

**7. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Tax and Social Security	1,316	2,094
Diocesan Parish Share	5,000	-
Other creditors	3,193	1,477
	<b>9,509</b>	<b>3,571</b>

**8. FUND DETAILS**

The restricted and designated funds comprise:

- a) The Special Collections Fund (restricted) relates to funds raised at special collections to support the work of certain individuals, societies and agencies
- b) The Youth Worker Fund (restricted) holds monies collected for application in the area of youth work and to fund a youth worker.
- c) The Educational Foundation (restricted) holds monies on deposit with the Central Board of Finance under certain historic trusts (trustees including City Council representation) relating to the parish of Kingsdown. Income is in the form of dividends and interest.
- d) The St Matthews Mission Fund (restricted) is monies held on deposit with the Central Board of Finance under a trust relating to mission within the parish of Kingsdown.
- e) The Playgroup Fund (restricted) relates to revenues from the Local Education Authority.
- f) The Mission Fund holds funds specifically designated for external mission.
- g) The Building Fund holds funds designated for upkeep of the church building.
- h) The Legacies Fund holds the balance of funds remaining on legacies received.
- i) The Playgroup Fund holds the balance of income from parents and expenditure on childcare activity. The funds are held in a separate bank account.
- j) The Bell-ringing Fund (restricted) holds funds specifically donated for maintenance of the bells.
- k) The Toddler Funds holds funds raised from donations, designated to be spent on Toddler activities.

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**For the year ending 31 December 2011**

**8. FUND DETAILS (continued)**

Restricted Funds: Movement on these funds was as follows:

	<b>Balance at 1.1.11 £</b>	<b>Income £</b>	<b>Transfers to General Fund £</b>	<b>Expenditure £</b>	<b>Balance at 31.12.11 £</b>
Special collections	2,629	436	-	-	3,065
Youth Worker	-	4,565	-	(4,565)	-
Educational Foundation	2,390	36	-	-	2,426
St Matthews Mission	7,501	538	-	(8,039)	-
Bell-ringing Fund	134	-	-	-	134
Playgroup	-	64,902	-	(64,902)	-
	<u>12,654</u>	<u>70,477</u>	<u>-</u>	<u>(77,506)</u>	<u>5,625</u>

The designated funds comprise those funds where the PCC has decided to put monies aside for administrative purposes only. Such monies may be redesignated at the discretion of the PCC.

Designated Funds: Movement on these funds was as follows:

	<b>Balance at 1.1.11 £</b>	<b>Income £</b>	<b>Transfers from/(to) General Fund £</b>	<b>Expenditure £</b>	<b>Balance at 31.12.11 £</b>
Mission Fund	8,084	-	14,845	(19,694)	3,235
Building Fund	97	139	-	-	236
Legacies	1,538	-	-	-	1,538
Toddlers	1,323	651	-	(165)	1,809
Playgroup	18,935	13,254	(3,000)	(1201)	27,988
	<u>29,977</u>	<u>14,044</u>	<u>11,845</u>	<u>(21,060)</u>	<u>34,806</u>

The Missions Group allocated £19,694 in grants this year, allocating to overseas mission societies and individuals: £1,880 to each of the Busoga Trust and A Rocha Trust, £1,825 to Mid-Africa Ministry, £3,445 to Peter Kent, £5,034 to Richard Thompson, and £350 to Bryony Budd, plus to home missions: £1,880 to each of Changing Tunes & CPAS, and £1,520 to the CMS.

The balance of the Mission Fund is reviewed on an annual basis by the Mission Committee. The Transfer of £14,845 from the General Fund follows a policy, set by the PCC, of allocating 10% of General Giving to mission support

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**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**For the year ending 31 December 2011**

**9. INVESTMENTS**

The incumbent and wardens are administrative trustees of the following investments held with the Central Board of Finance:

	Market Value	
	2011	2010
	£	£
54 CBF Fixed Interest Fund Shares	88	84
40 CBF Investment Fund Shares	413	438

Income from these investments is applied to the church's General Fund.

The incumbent and wardens, together with City Council representatives, are trustees of an Educational Foundation associated with the parish of St. Matthews, Kingsdown. It holds 1,054 income shares in the CBF Church of England Investment Fund, with a market value of £10,883 at 31st December 2011 (2010: £11,551).

This Educational Foundation does not form part of the assets under the direct ownership and control of the PCC.