St Maryle-Bow Church

Annual Accounts 2021

### ST MARY-LE-BOW REFERENCE AND ADMINISTRATIVE INFORMATION AS AT 31 DECEMBER 2021

#### **Charity Number**

1130098

### **Objects and Public Benefit**

The purpose of the church is promoting in the parish the whole mission of the Church. The PCC members have taken full recognition of the requirements of section 17 of the Charities Act 2011 in regard to public benefit.

### **Governing Document**

The Church is governed by the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 (as amended)).

### **Members of the Parochial Church Council (PCC)**

Rector & Chair: The Revd George R. Bush (ex officio)

Churchwardens: Giles French (ex officio)

David Saunders (ex officio)

The churchwardens were elected on 27 May 2021 and

serve for one year.

Clerk of Works: Antoine West (until 2024)

Representatives to the City Deanery Synod: Dan Hedley (until 2023)

Dan Ryan (until 2023)

Elected Members: Margaret Burtt (until 2022) - PCC Secretary &

Electoral Roll Officer

Michael Wainwright (until 2022) Aaron Burchell (until 2023) William Dempster (until 2023) Dan Hedley (until 2023) Dan Ryan (until 2023)

James Sanders (until 2023) - Hon. Treasurer

Vicky Snow (until 2023) Oliver Boundy (until 2024) Alan Hovell (until 2024)

#### **Parish Officers**

Verger: Richard Swann (until January 2021)

Parish Secretary & Pastoral Assistant: Matthew Power (until July 2021)
Operations Officer: Danniella Downs (from June 2021)

## ST MARY-LE-BOW REFERENCE AND ADMINISTRATIVE INFORMATION (continued) AS AT 31 DECEMBER 2021

### Office Address

Cheapside London EC2V 6AU

#### **Bankers**

HSBC City of London Branch 60 Queen Victoria Street London EC4N 4TR

## **Independent Examiner**

Nik Fisher Simia Wall Devonshire House 582 Honeypot Lane Middlesex HA7 1JS

## **Quinquennial Inspecting Architect**

Alex Sherratt
Matthew Lloyd Architects LLP
1B The Hangar
Perseverance Works
38 Kingsland Road
London E2 8DD

# Surveyor

Bob Wilson Edwards Wilson The Gallery St Margaret Pattens Rood Lane London EC3H 1HS

### ST MARY-LE-BOW PCC REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

### Responsibilities of the Parochial Church Council (PCC) in relation the Financial Statements

The PCC is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The Church Accounting Regulations 2006 and the law applicable to charities in England and Wales require the Members of the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the PCC and of the incoming resources and application of resources of the PCC for that period. In preparing these financial statements, the PCC are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are responsible and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern unless it is inappropriate to presume that the charity will continue in business.

The Members are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with The Church Accounting Regulations 2006 and S.145 of the Charities Act 2011. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Risks**

The Trustees have reviewed the risks of St Mary-le-Bow during the year and believe that existing controls and procedures are best suited to meet its objectives.

Approved by the PCC on 24<sup>th</sup> March 2022

and signed on its behalf by:

James Sanders Hon. Treasurer

### INDEPENDENT EXAMINER'S REPORT TO THE PCC OF ST MARY-LE-BOW

I report on the accounts of St Mary-le-Bow for the year ended 31 December 2021, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

### Respective Responsibilities of the PCC and Examiner

As members of the PCC you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act:
- follow the procedures laid down in the general directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- 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 PCC 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 2011 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.

Nik Fisher SIMIA WALL

Independent Examiner Chartered Accountants

Date: 15th Mark 2022

## ST MARY-LE-BOW STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR-ENDED 31 DECEMBER 2021

	Note	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	TOTAL 2021 (£)	TOTAL 2020 (£)
INCOME						
Voluntary income	1	73,790	31,000	-	104,790	58,265
Investment income	1	5,591	40,730	-	46,321	42,292
Other income	1	77,143	65,748	-	142,891	56,561
TOTAL INCOME		156,524	137,478	-	294,002	157,118
TOTAL EXPENDITURE	2	(85,427)	(127,193)	-	(212,620)	(124,400)
NET INCOME BEFORE REVALUATIONS		71,097	10,285	-	81,382	32,718
Gains/ (losses) on investment revaluation	8	27,078	-	101,141	128,219	(146,389)
NET MOVEMENT IN FUNDS BEFORE EXCEPTIONAL ITEM		98,175	10,285	101,141	209,601	(113,671)
Transfers	11	21,787	(21,787)	-	-	-
Exceptional items (Tower Project)	3	87,276	-	-	87,276	(8,906)
NET MOVEMENT IN FUNDS AFTER EXCEPTIONAL ITEM		207,238	(11,502)	101,141	296,877	(122,577)
Total Funds as at 1 January 2021	3	290,199	26,892	756,091	1,073,182	1,195,785
Total Funds as at 31 December 2021		497,437	15,390	857,232	1,370,059	1,073,208

## ST MARY-LE-BOW BALANCE SHEET AT 31 DECEMBER 2021

	Note	2021 £	2020 £
Fixed Assets			
Tangible assets	6	-	-
Investments	8	1,075,644	947,425
		1,075,644	947,425
Current Assets			
Debtors	9	11,679	2,684
Cash at bank		287,843	125,663
Current Liabilities		299,522	128,347
Creditors: Amounts falling due within one year	10	(5,107)	(2,590)
Net Current Assets		294,415	125,757
TOTAL FIXED ASSETS AND NET CURRENT ASSETS	1,370,059	1,073,182	
Parish Funds			
General funds		497,437	290,199
Restricted funds		15,390	26,892
Endowment funds		857,232	756,091
TOTAL FUNDS		1,370,059	1,073,182
Approved by the Pereshiel Church Council and authorized	for icoup on	24 <sup>th</sup> March	2022

James Sanders Hon. Treasurer

Approved by the Parochial Church Council and authorised for issue on ......

#### **ACCOUNTING POLICIES**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below:

#### **Basis of accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities and applicable accounting standard FRS102.

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.

#### Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due and they can be quantified with reasonable certainty. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

#### **Resources expended**

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and accounted for gross, and is allocated between activities on the basis of the resources used.

### Movable church furnishings

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

## Consecrated land and buildings

Consecrated land and benefice property is excluded from the financial statements under S10.2 of the Charities Act 2011.

### **ACCOUNTING POLICIES (continued)**

### **Equipment, fixtures and fittings**

Equipment used within the church premises is depreciated on a straight line basis over three years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

#### **Investments**

Investments are stated at market value at 31 December 2021. Any gains or losses arising on revaluations are transferred to the Statement of Financial Activities.

Cash is held on deposit with HSBC, Unity Trust and Metrobank to be used in church business on a continuing basis.

#### **Fund accounting**

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance of that fund. The PCC does not usually invest separately for each fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

1.	Incoming Funds	Unrestricted funds	Restricted Funds £	Total 2021 £	Total 2020 £
	Voluntary income				
	Regular congregational giving Collections (open plate) Grants Donations, appeals & legacies Collection boxes Gift Aid and VAT recovered	25,843 3,815 4,250 18,578 4,760 16,544	31,000	25,843 3,815 35,250 18,578 4,760 16,544	26,670 2,701 4,250 11,257 2,499 10,888
	Total voluntary income	73,790	31,000	104,790	58,265
	Income from investments				
	Bank interest and dividends Other investments	5 5,586	40,730	5 46,316	25 42,267
	Total investment income	5,591	40,730	46,321	42,292
	Other incoming resources				
	Sundry income Parish fees Christmas card commission Voluntary church rates (unrestricted) Music income Licence fees City Parochial Fund Just Share Rector's Discretionary Fund Other Restricted income  Total other income	47,833 1,033 - 5,385 1,504 20,092 1,296 - - -	9,329 3,738 52,681	47,833 1,033 5,385 1,504 20,092 1,296 9,329 3,738 52,681	5,834 1,945 1,622 4,974 3,167 12,772 1,296 8,529 3,624 12,798
	Total excluding Tower income	156,524	137,478	294,002	157,118
	Tower Project income	90,000	-	90,000	3,671
	Total including Tower income	246,524	137,478	384,002	160,789

# Sundry Income

Sundry income of £47,833 (2020: £5,834) includes payments totalling £29,076 relating to the erection of scaffolding on the church's grounds by two neighbouring commercial properties. It also includes a rebate of £12,960 received from HSBC relating to a twelve-year period during which HSBC had overcharged the parish for banking fees.

### **Grants**

Subventions received under the Job Retention Scheme were accounted for as reductions in staff cost expenditure. See Note 5 for further details.

General Grants of £4,250 (2020: £4,250) relate to amounts received from the Grocers' Company and the Mercers' Company. We record our gratitude to both companies for their continued support.

Restricted Grants of £31,000 (2020: £0) relate to amounts received under the DCMS Cultural Recovery Scheme (to assist with staff costs and professional fees) and from the Bernard Sunley Foundation (to assist with replacing the carillon). We record our gratitude to both funders for their generosity.

2.	Funds Expended	Unrestricted funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
	Common Fund	48,000	-	48,000	35,052
	Parish expenses	3,252	_	3,252	3,471
	Major repairs	13,597	-	13,597	1,962
	Repairs & renewals	317	-	317	935
	Rates & water	425	-	425	459
	Electricity & gas	7,440	-	7,440	6,402
	Office costs	5,365	-	5,365	5,029
	Music expenses	1,639	-	1,639	1,421
	Sacristy	922	-	922	508
	Depreciation	-	-	-	127
	Legal, professional & examiner fees	4,077	-	4,077	2,707
	Bank charges & interest	393	-	393	367
	Just Share	-	7,913	7,913	5,643
	Rector's Discretionary Fund	-	3,264	3,264	1,522
	Other restricted expenses	-	75,286	75,286	18,332
	Verger & Finance Officer costs	-	20,507	20,507	16,537
	Other staff costs & employer NI	-	20,223	20,223	23,926
	Total excluding Tower expenditure	85,427	127,193	212,620	124,400
	Tower Project expenditure	2,724	-	2,724	12,577
	Total including Tower expenditure	88,151	127,193	215,344	136,977

# Verger & Finance Officer Costs

See Note 5 which explains the categorisation of these costs as restricted.

# Other Staff Costs & Employer NI

See Note 5 which explains the categorisation of these costs as restricted.

#### 3. Tower Project

The church was engaged between 2017 and 2021 in a project to undertake essential repairs to its tower.

Because of the size and unusual nature of the sums involved, all income and expenditure relating to the Tower Project over those years has been shown as an Exceptional Item on the Statement of Financial Activities (the Income-and-Expenditure account).

The Tower Project concluded in 2021 and the nature of the fund used to account for the project was changed from Restricted to General. To reflect that change in these accounts:

- (1) The opening balance (£21,787) on the Tower fund has been transferred from Restricted Funds to General Funds see Note 11:
- (2) Net income of £87,276 realised on the Tower fund during 2021 (2020: (£8,906)) has been accounted for as an Exceptional movement on General Funds. In previous years it had been accounted for as an Exceptional movement on Restricted Funds.

#### 4. Licence Fees

During the year licence fee payments of £20,092 (2020: £12,772) were received from the Café Below, Bow Wine Vaults, Taberna Etrusca, the Coptic Orthodox Church, the flower and shoeshine stalls, and a number of other groups.

5.	Staff Costs	2021 £	2020 £
	Wages and salaries Pension (Nest)	27,533 1,047	26,717 1,686
		29 590	28 403

The salary and pension costs stated here <u>include</u> those of the Verger (until January 2021), the Operations Officer (from June 2021), the Parish Secretary (until July 2021), the Director of Music, and the Cleaner.

The salary and pension costs stated here <u>exclude</u> those of the Just Share officer (whose salary is charged against a specific restricted fund) and the Finance Officer, who is paid on an invoice-rendered basis.

The costs are stated <u>net</u> of subventions received during the year from HMRC under the Job Retention Scheme and from DCMS under the Cultural Recovery Fund. The gross salary cost of the Verger, Operations Officer, Parish Secretary, Director of Music and Cleaner totalled £36,680 in 2021 (2020: £50,720). A redundancy payment made to the Parish Secretary in July 2021 increased the gross salary cost of these members of staff to £45,045.

The subsidy received under the Job Retention Scheme for these members of staff was £7,317 (2020: £24,003). The salary element of the subsidy received from the Cultural Recovery Fund for these members of staff was £10,195 (2020: £0). This reduced the parish's outlay to £27,533 (2020: £26,717)

Fees invoiced by the Finance Officer came to £11,400 (2020: £10,600), in relation to which a subsidy was received under the Cultural Recovery Fund of £2,250 (2020: £0).

The gross salary paid to the Just Share Coordinator of £9,500 (2020: £9,500) was subsidised by payments under the Job Retention Scheme of £1,113 (2020: £4,275) and the Cultural Recovery Scheme of £688 (2020: £0).

#### Change of policy regarding part-funding of the Verger's salary from Voluntary Rate income

Voluntary rate income of £22,356 was realised in the current year (2020: £4,974). Of this, £16,971 (2020: £0) was credited to a restricted fund because certain payers stipulated that their contributions could only be applied to fabric-related expenditure.

In previous years 27.5% of the Verger's annual salary had been charged against those restricted voluntary rate contributions. That practice was discontinued in 2021.

#### Sale of Silver Fund income

Income realised from the Sale of Silver Fund during the year totalled £40,763 (2020: £36,907)

As noted above, subventions against staff salaries were received during the year from the Government's Job Retention Scheme and under the DCMS Cultural Recovery Fund. These reduced the salary costs of the Verger, Operations Officer and Finance Officer to £240, £11,117 and £9,150 respectively.

All three of the above payments, totalling £20,507, have been treated as restricted expenditure covered by the restricted income of £40,763 arising from the Sale of Silver Fund.

Income from the Sale of Silver Fund was also used to characterise the £20,223 of 'Other Staff Costs' as restricted expenditure.

The remaining £33 of income realised from the Sale of Silver Fund is included within the £5,586 of general income from Other Investments.

#### **Payments to PCC Members**

An immaterial portion of the expenses paid to the incumbent may have related to his services as chairman of the PCC. No other payments or expenses were paid to any other PCC member, persons connected with them or related parties.

There were 3 (2020: 4) employees at St Mary-le-Bow as at 31 December 2021.

6.	Tangible Fixed Assets	Equipment Fixtures & Fittings £	Movable Church Furns £	Total £
	Cost At 1 January 2021 and at 31 December 2021	7,452	3,016	10,468
	<b>Depreciation</b> At 1 January 2021	7,452	3,016	10,468
	Provision for the year	0	0	0
	At 31 December 2021	7,452	3,016	10,468
	Net book value At 1 January 2021	0	0	0
	At 31 December 2021	0	0	0

### 7. Fund details

The restricted funds include 4,465 units of the Sale of Silver fund which are subjected to direction from the Court and therefore are not permitted to be withdrawn.

The endowment fund includes the balance of units on the Sale of Silver fund (50,620 units) which as outlined in Note 5 are used to fund salaries and related expenses of the Operations Officer (previously the Verger) and the Finance Officer. They may also be used on a discretionary basis for the salaries of other members of staff.

8.	Investments – UK	2021 £	2020 £
	Market value at 1 January 2020 Net gain (loss) on revaluation	947,425 128,219	1,093,814 (146,389)
	At 31 December 2020	1,075,644	947,425
	Managed funds Cash	1,075,644	947,425
		1,075,644	947,425

Historical cost of the managed funds at 31 December 2021 was £229,258 (2020: £229,258).

9.	Debtors		2020 £
	Debtors	11,679	2,682

10.	Amounts falling due within one year	2021 £	2020 £
	Creditors and accrued expenses	5,107	2,590

### 11. Transfers

The project to repair the church tower concluded during 2021 and the nature of fund used to track income and expenditure on that project was then changed from Restricted to General. The transfer of £21,787 reflects the adjustment of the opening balance on that account.

#### 12. Unrestricted funds

	01-01-2021	_	Expended	Revaluation/ Transfers £	31-12-2021
Unrestricted fund	290,199	243,800	(85,427)	48,865	497,437

#### 13. Restricted funds

	01-01-2021	Resources	Expended	Revaluation/ Transfers £	_
Restricted funds	26,892	137,478	(127,193)	(21,787)	15,390

The Consistory Court directed in April 2009 that the proceeds of the Sale of Silver Fund may be used to indemnify the PCC for employing persons to do the work of a verger and other functions. Since that date in no single year has the income of the fund exceeded the expenses of relevant salaries.

## 14. Endowment Funds:

				Revaluation/		
	01-01-2021	Resources £	•	Transfers	31-12-2021	
	£	£	£	£	£	
Sale of Silver Fund	756,091	-	-	101,141	857,232	

## 15. Commitments under operating leases

At 31 December 2021 the Parochial Church Council had an annual commitment under operating lease in respect of a photocopier as follows:

	2021	2020
	£	£
Expiry date: 2 – 5 years	756	756

## 16. Funds held as Custodian Trustee

At the year-end the church held an amount of US\$ 23,928 on behalf of the Trinity Church in New York for the purpose of contributing towards the cost of conferences and meetings with similar church leaders.