



The Parish of St Matthew and St Nathanael, Bristol

**ANNUAL REPORT & FINANCIAL STATEMENTS OF THE PAROCHIAL CHURCH COUNCIL
FOR THE YEAR ENDED 31 DECEMBER 2017**

Registered Charity Number 1134719

**THE PAROCHIAL CHURCH COUNCIL OF
THE ECCLESIASTICAL PARISH OF ST MATTHEW AND ST NATHANAEL, BRISTOL
(REFERRED TO IN THIS REPORT AS 'ST MATTHEW'S CHURCH' OR 'ST MATTHEW'S')**

THE VISION OF ST MATTHEW'S CHURCH

'Living for Jesus'

STATEMENT OF PUBLIC BENEFIT

St Matthew's benefits the local and wider community by:

1. Providing Christian religious worship services through two services each Sunday and special services at times of celebration (e.g. Easter, Christmas etc)
2. Providing resources for moral, spiritual 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, youth groups, playgroup, 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: toddlers, brownies, guides, choirs, local interest groups, work with ex-prisoners and environmental groups
5. Providing weddings, funerals and baptisms
6. Providing a place for prayer and support

The Trustees (Parochial Church Council referred to below as 'the PCC') 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's.

The Trustees believe that this report, taken as a whole, provides further evidence that St Matthew's work in 2017 furthered its charitable purposes for the public benefit.

THE TRUSTEES

The Trustees of St Matthew's Church are the PCC, which has the responsibility of co-operating with the incumbent, 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 Marcus Nelson (Chairperson) until September 2017	
Wardens	Mr Philip May	
	Dr Alison Edmonds	until April 2017
	Mrs Laura Pendlebury	from April 2017
Representatives on the Diocesan Synod		
	Mrs Vanessa Conte	from September 2015
	Mr Andrew Lucas	Chair of the Diocesan Board of Finance
Representatives on the Deanery Synod		
	Mrs Ann Baker	from April 2014 until April 2017
	Mrs Vanessa Conte	from April 2013 until April 2017
	Mr Nigel Currie	from April 2017 until April 2020
	Mr James Taylor	from April 2017 until May 2017
	Miss Julia Dunn	from April 2017 until October 2017
Elected members	Mrs Helen Aberdeen	from April 2016 until 2018
	Mrs Ann Baker	from April 2017 until 2020
	Mr Nigel Currie	from April 2016 until April 2017
	Mr Vianet Djenguet	from April 2017 until October 2017
	Mr Kyle Douglas	from April 2013 until 2019
	Mr Simon Pugh-Jones	from April 2016 until 2019
	Mr James Rimmer	from April 2014 until 2020
	Mr Chris Smith	from April 2013 until 2019
	Mrs Sally Taylor	from April 2016 until April 2017
	Miss Polly Wingate-Saul	from April 2015 until 2018
	Mr Andrew Wood (Treasurer)	from April 2012 until 2018
Co-opted	Katheryn Caithness (Secretary) from January 2015 until 2018	
Assistant Curate	Rev Dr Minty Hull (Associate Local Minister from July 2017)	
Assistant Curate	Rev Dr Richard Pendlebury (Ordained Licensed Minister)	

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 FCA DChA, Burton Sweet Chartered Accountants,
The Clock Tower, 5 Farleigh Court, Old Weston Road, Flax Bourton Bristol
BS48 1UR

THE COMMITTEE STRUCTURE

The full PCC met 7 times during 2017 with an average attendance of 14.

The PCC operates through a number of sub-committees, which meet between full meetings of the PCC. All these teams report to, and are overseen by PCC.

Standing Committee : It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It meets as part of Leadership Team (see below)

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 group also promotes awareness of mission in the church by keeping the congregation up to date with news and encouraging members of the church who sense a calling to mission. It met infrequently during 2017, but has become more active again in 2018

Playgroup Management Committee: It has responsibility for the management of the Playgroup on behalf of the PCC.

Building Team: It works with the wardens in the co-ordination and implementation of the care of the fabric of the church building and grounds including oversight of the audio-visual and computer equipment.

Leadership Team: It met twice in early 2017, with the Vicar, to oversee the day-to-day business of the church on behalf of the PCC. The Leadership Team had consisted of the Standing Committee, being the vicar, the churchwardens, and two members of the PCC and other co-opted members.

Staff Team: The staff team comprises:

- the Vicar, Marcus Nelson (until September 2017)
- Assistant Curate and Associate Local Minister (from July 2017), Minty Hull (honorary position)
- Assistant Curate and Ordained Licensed Minister, Richard Pendlebury (honorary position)
- Children's, Families and Youth Minister, Kirsty Chapple (until October 2017), succeeded by John Stilwell (from October 2017)
- Young Adults and Worship Minister Sam Chapple (until October 2017).
- Church Administrator, Helen Djenguët (until November 2017), succeeded by Julia Wright

Growth: The PCC is seeking to encourage growth in Christ through the strategic leadership and oversight. We are thankful to God for the growth provided during the past year and continue to pray and prioritise areas of ministry to ensure efficient and proper use of resources to enable that growth.

Worshipping and Deepening Discipleship Report

As a church we seek to respond to our vision of 'Living for Jesus by seeking to know God the Father in Jesus through the power of the Holy Spirit'. 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

In 2017, our 9a.m. and 10.30a.m. Sunday worship services continued to be well attended. Our preaching continued to be a source of challenge and encouragement. We are very blessed by the large number of creative and talented musicians in our church community, supported by a Worship Minister (until October 2017) to organise this key area of worship throughout 2017.

Prayer

Prayer remains an important element of church life. A church prayer meeting is held monthly, and the prayer cycle is widely used.

Children's and Youth Work

On Sunday morning we have excellent children's and youth groups. The TAB continued to meet on Sunday evenings for Youth Alpha, games and food.

Our Easter Eggsplare and our Christmas Christingle services continue to be very well attended.

Midweek Discipleship

Our mid-week groups give an opportunity to share, worship, pray, and learn together. During 2017, there were a small number of groups meeting midweek with around half our regular adult attendees taking part in them.

The STAT group, for Students and others in their 20s and 30s, continued to meet in 2017 (until October 2017, when it ceased) and the monthly group for women, called Gather, which aims to be an informal and relaxed time for women to explore God's heart through worship, creativity, discussion and friendship, also continued to meet.

Attendance Figures

The Church of England assesses the size of the church community by counting the Electoral Roll and Average Sunday Attendance (ASA). ASA is our October average. Figures are set out below.

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Electoral Roll	127*	124	135	134	133	143	158*	155	141	149	145
All Age ASA	142	158	150	174	178	167	172	147	129	128	114
Adult ASA	116	124	120	136	149	140	145	129	108	103	93
Child ASA	25	34	30	38	29	27	27	18	21	25	21

*indicates complete renewal of the Electoral Roll

A different measure of attendance is usual Sunday attendance. This is calculated by looking at the attendance across the whole year and taking out 'unusual' figures (e.g. Festivals, Baptisms). This figure decreased for adults from 98 in 2016 to 88 in 2017, and child attendance decreased, from 25 in 2016 to 19 in 2017. A number of regular attendees have left during 2017 (38 adults and 27 children) and 14 new adults and 9 new children have joined.

Festival and Messy Church Attendance

Service	2013		2014		2015		2016		2017	
Average attendance	Under 16	Adult	Under 16	Adult	Under 16	Adult	Under 16	Adult	Under 16	Adult
Messy Church	32	21	20	17	-	-	-	-	-	-
Eggsplore	38	41	43	37	32	28	27	20	-	-
Easter Day	32	234	59	223	34	152	33	140	32	154
Carol Service	20	245	29	255	24	206	25	182	14	171
Christingle	161	178	122	190	111	224	113	173	88	188
Christmas Day	28	158	39	123	32	144	44	166	13	86

For completeness our occasional office numbers are also set out below.

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Baptisms	6	3	7	15	6	7	7	10	2	3	2
Confirmations	0	5	0	5	1	1	0	0	0	0	0
Weddings	4	0	7	8	7	4	1	3	1	2	1
Funerals	1	2	3	5	4	4	3	1	1	2	0

Church Community Activities Report

Our aspiration is to ‘Live for Jesus by growing in numbers and depth of community’.

Welcome

We continue working to create a culture of welcome within the whole congregation to encourage the church community to welcome others and draw them into the life and ministry of St Matthews.

Small Groups (between 5-12 members) and Pastorate (between 12-30 Members)

We currently have 5 small groups, and 1 pastorate meeting regularly. The small groups meet in members homes and the pastorate meets in the Church. 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 members of the Pastoral Care Group and the small group and pastorate leaders. The first line of pastoral care is through the mid-week groups. The Vicar and Curates also support a number of other individuals in the parish. Pre-wedding and baptism visits and preparation continued to be undertaken by the Vicar and the Curates.

Church Community Lunches

Over the past year we have gathered together at church for breakfast at Easter, cake & coffee celebrations, and in homes for hospitality lunches.

In August, many of the church family shared a picnic together in the grounds of Blaise Castle. This provided an opportunity for an impromptu welcome for the new Trinity students and their families.

Outreach Activities Report

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

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 other one off events, including a Christmas party.

Tea and Chat

This is an older adults group that now meets on two Thursday afternoons a month. The group undertakes various activities, some led by workers from Alive, and occasional outings. Some of the residents of Knightstone House also attend this group.

Stay and Play

This ethnically diverse group meets weekly and outgrew its home in one of the blocks of flats on Dove Street. It now meets in The Elim Centre on King Square. It is led by volunteers from St Matthew's and run in partnership with the St Paul's Children's Centre who provide a play specialist to work specifically with the children. St Matthew's volunteers provide chat, tea and cakes for the parents.

King's Kids

St Matthew's provides a Toddler's group for young children and their parents or carers on a weekly basis under the leadership of our Children's, Young People's and Families' Minister. It is a lively, fun-filled morning which provides a great point of connection to the local community.

St Matthew's Playgroup

St Matthew's PCC runs an OFSTED-regulated playgroup that remains popular in the local area. The excellent staff team is led by Linda Mallard. The playgroup is managed by a sub-committee of the PCC.

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 2017, seven missionaries or societies were supported. Through use of our building and resources we also actively supported a number of locally-based charities including Sisters of the Church (based in St Paul's and serving those in need in the local community) and Friends of Alalay (Santa Cruz) (Children's charity).

Other

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

Child Protection and Vulnerable Adults

Our Parish Safeguarding Officer and Administrator for Disclosure and Barring Service (Alison Taylor) was available to deal with any concerns and dealt with the applications from those wishing to be involved with vulnerable adults, youth and children's work.

St Matthew's also has a nominated person for Vulnerable Adults (Val Jeal).

The Safeguarding policy, which covers Children and Vulnerable adults and children and addresses all areas of safeguarding in line with the Diocese of Bristol's policies, was last reviewed in July 2016. The updated St Matthew's Safeguarding Policy can be obtained from our website (www.stmatthews-bristol.org.uk) or from the church office.

Communications

Our website (www.stmatthews-bristol.org.uk) continued to be well-used and well-managed.

The welcome packs were also well used.

Weekly e-bulletins are sent to those who have requested them and all our sermons are available as a podcast.

The Building

The maintenance of the building was pursued with the usual care. 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, and Music Group and for Worship Band practices, prayer and other church group meetings. Our regular outside users were Brownies, Rainbows, Guides, the City of Bristol Choir and Phoenix Choir. These weekly/ fortnightly meetings meant not only that we had a regular income but that we maintained our links with a different sectors of the community. On many Saturdays, the hall was booked for children's parties.

Lay and Licensed Ministry in the Parish

In 2017 we enjoyed the ministry of our vicar (Rev Marcus Nelson, until September 2017), Assistant Curates (Rev Dr Minty Hull and Rev Dr Richard Pendlebury, Ordained Local Ministers). Richard was ordained priest in July 2017 and Minty, having finished her curacy, was appointed to be an Associate Local Minister, also in July 2017. Both of them are self-supporting ministers (SSMs). All continued to offer their considerable gifts through preaching, teaching and leading of all ages.

In addition the PCC employed one part-time and two full time (until October 2017) members of staff during 2017. Sam Chapple was our Young Adults and Worship Minister (until October 2017). Helen Djenguet was our part-time Administrator until August 2017, and succeeded by Julia Wright from November 2017. Kirsty Chapple was our Children's, Families and Youth Minister (until October 2017), when she was succeeded by John Stilwell, that same month.

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.

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.

Finance

2017 saw a 5.5% decrease in the planned giving of our donors, reflecting lower donor numbers, but this reduction was offset by the considerable receipt of a large legacy and the balance of a smaller legacy. Our designated missionary and charitable giving decreased by 6%, as this is based on a policy of 10% of regular giving, excluding one-off gifts and legacies, and our Diocesan Parish Share, given to the Diocese of Bristol, was reduced by approximately £15,000 in 2017, to £75,000, reflecting a marked decrease in regular income and donors.

Our Playgroup delivered another strong surplus in 2017, operating at high levels of child places being filled, and retains its Outstanding rating from OFSTED in 2015. There has been no adverse effect of government funding, for free childcare, increasing from 15 to 30 hours per week from September 2017. Please see the full accounts for more information.

Reserves Policy

The PCC endeavours to carry such reserves as it considers necessary to finance the work of the church, and also recognises that its largest outgoing, the Parish Share, is not a contractual obligation, and therefore could be reduced in the event of a material reduction in donated income from members, currently sufficient to maintain this intended commitment.

Because of this flexibility, if necessary, in paying the Parish Share each year, the Trustees believe the charity is a going concern.

Free reserves at 31st December 2017 were £95,805, up from £67,695 at December 2016, mainly due to the receipt of a large legacy in 2017 (£59,112) which was used to fund most of the building improvements during the year. The PCC's forecast expenditure for 2018 was around £13,600 per month, including a commitment of £6,600 per month for Parish Share, which is not a legally-binding liability. Therefore, the Free reserves represent just over 7 months of normal expenditure, including Parish Share, before regular standing order income is received.

Grant making policy

As set out in note 10 to the accounts, the PCC adopts a policy of setting aside 10% of its regular income from donations for the support of mission partners, who further the ministry and charitable objectives of the charity, both in the UK and abroad, and details of these organisations are set out in Note 9. Commitment is given to each mission partner for a period of 4 years, with a review on termination or extension towards the end of the third year, so that at least a year's notice is given of support not continuing. The mission committee receives and considers, and recommends to the PCC, any application for new mission partner funding.

The Future

Unfortunately the Revd Marcus Nelson resigned his position in September 2017, just over 2 years after his appointment, with his appointment finishing, legally, in March 2018, following which the position went into vacancy. We are now delighted to have welcomed the Revd Ian Tomkins, as Vicar, with effect from 20th September 2018, and are positive about the future and look forward to all that God is calling us into and will fulfil in and through us in this new phase of the Church's life. We pray that the remainder of 2018 and 2019 will bring challenges of growth.

FINALLY

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.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Parochial Church Council

Laura Pendlebury
Churchwarden

Chris Smith
Churchwarden

26th October 2018

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

Following the grant of the required Faculty, a major refurbishment project (Project Shine) was undertaken this year. The Project envisaged refreshing and reconfiguring parts of the lobby, entrance area and hall with a view to making them more welcoming and accessible to visitors and users. The principal structural works were concluded over the summer, involving the installation of new children's toilets and a new storage room in the hall, the reshaping of the hall stage, the expansion of the office, the opening up of an office/reception hatch and the repositioning of the kitchen door. Over the following months further work was done - the complete redecoration of the hall, office and entrance area, the installation of glass entrance doors, the fitting of new folding/sliding doors to the stage and the erection of new-style noticeboards. The overall effect is extremely good.

Other standard routine maintenance work on the building was undertaken throughout the year.

As noted in last year's Fabric Report, whilst the Quinquennial Inspection undertaken in 2013 concluded that the building is structurally sound and generally in good condition, the tower roof is nearing the end of its life and will require replacement at some point soon. The PCC has been informed and it has been recommended that a specific fund be created to contribute towards the associated cost. In the meantime some general maintenance and minor repair works have been undertaken. As also noted in that Report some minor works are also required on the external stonework. A further Quinquennial Inspection has been undertaken in 2018, following which the overall position will be reviewed.

The gardens have been well-maintained. A dedicated group has attended to regular mowing, weeding and tending of the flower beds. The appearance is extremely attractive and the gardens enhance the amenity of the neighbourhood significantly. They are well-used not only for church events but also by a number of other groups, including the playgroup.

Independent examiner's report to the trustees of PCC of St Matthew and St Nathanael, Bristol

I report to the trustees on my examination of the accounts of the PCC of St Matthew and St Nathanael, Bristol ("the Charity") for the year ended 31 December 2017.

Responsibilities and basis of report

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ed Marsh, FCA, DChA
Burton Sweet Chartered Accountants
The Clock Tower
5 Farleigh Court
Old Weston Road
Flax Bourton
Bristol BS48 1UR

Date: 26th October 2018

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

STATEMENT OF FINANCIAL ACTIVITIES
For the year ending 31 December 2017

		General Fund	Designated Funds	Restricted Funds	TOTAL FUNDS	
	Note	£	£	£	2017 £	2016 £
INCOME FROM:						
Donations and Legacies	2(a)	150,292	61,044	12,709	224,045	191,728
Charitable Activities	2(b)	10,435	16,314	92,764	119,513	91,529
Investments	2(c)	9	49	612	670	617
TOTAL INCOME		160,736	77,407	106,085	344,228	283,874
EXPENDITURE ON:						
Charitable activities						
Grants	3(a)	-	13,720	-	13,720	14,604
Activities directly relating to the work of the church	3(b)	130,872	12,028	78,802	221,702	212,799
Church management & administration	3(c)	16,459	-	-	16,459	18,617
TOTAL EXPENDITURE		147,331	25,748	78,802	251,881	246,020
NET INCOME/(EXPENDITURE BEFORE TRANSFERS		13,405	51,659	27,283	92,347	37,854
TRANSFERS BETWEEN FUNDS	10	(5,345)	7,845	(2,500)	-	-
NET MOVEMENT IN FUNDS		8,060	59,504	24,783	92,347	37,854
BALANCES BROUGHT FORWARD AT 1 JANUARY		34,803	32,892	7,393	75,088	37,234
BALANCES CARRIED FORWARD AT 31 DECEMBER		42,863	92,396	32,176	167,435	75,088

The comparatives funds are shown in note 5
The Charity has no recognised gains or losses other than the results for the year as set out above.
All of the activities of the charity are classed as continuing

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

BALANCE SHEET AT 31 DECEMBER 2017

	Note	2017 £	2016 £
FIXED ASSETS			
Tangible Assets	7	39,454	-
CURRENT ASSETS			
Debtors	8	14,976	15,851
Short term deposits			
CBF - PCC Deposit		17,505	17,456
CBF - Educational Foundation		2,627	2,598
CBF - Mission Fund		8,265	7,682
CAF Cheque Account		70,844	31,902
Nat West Current Account		21,931	3,196
Playgroup Current Account		20,555	1,697
		<u>156,703</u>	<u>80,382</u>
LIABILITIES			
Creditors: Amounts falling due within one year	9	(28,722)	(5,294)
NET CURRENT ASSETS		127,981	75,088
TOTAL		<u><u>167,435</u></u>	<u><u>75,088</u></u>
FUNDS			
Unrestricted:			
General		42,863	34,803
Designated	10	92,396	32,892
Restricted	10	32,176	7,393
		<u><u>167,435</u></u>	<u><u>75,088</u></u>

Approved by the Parochial Church Council on 26th October 2018 and signed on its behalf by:

Chris Smith
Churchwarden

Laura Pendlebury
Churchwarden

The notes on pages 14 to 22 form part of these accounts

1 ACCOUNTING POLICIES

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, it is also the first year that they have been prepared under FRS102 (2016) as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP(FRS102)).

The accounts have also been prepared under the historical cost convention except for investment assets, which are shown at market value.

The trustees consider that there are no material uncertainties about the Church's ability to continue as a going concern because over 70% of its unrestricted income is made up of giving by standing order, which reflects an ongoing commitment to continue giving in future.

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.

Income

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.

Expenditure

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 Parish Share 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.

Governance

Governance costs represent the expenditure related to statutory requirements such as audit or independent examination and legal advice. They have been included within support costs relating to charitable activities.

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 benefice 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, costing less than £10,000, is expensed in the year in which it is incurred, for clarity. Any equipment above this limit is depreciated on a straight line basis over 4 years.

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.

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

	Unrestricted			TOTAL FUNDS	
	General	Designated	Restricted	2017	2016
	Fund	Funds	Funds	£	£
	£	£	£		
2. INCOME					
2(a) <i>Donations and legacies</i>					
Standing Orders	99,522	-	780	100,302	105,062
Envelopes	312	-	-	312	312
CAF donations	5,802	-	-	5,802	4,112
Income tax recoverable on					
Standing Orders, Envelopes,					
and Sundry Donations	28,170	-	195	28,365	32,272
Cash Collections	3,119	-	1,734	4,853	3,001
Gift Day	-	-	-	-	11,770
Legacies	-	60,284	-	60,284	17,208
Grant received - youth work	-	-	10,000	10,000	-
One-off Donations	13,367	760	-	14,127	17,991
	<u>150,292</u>	<u>61,044</u>	<u>12,709</u>	<u>224,045</u>	<u>191,728</u>
2(b) <i>Charitable activities</i>					
Bookstall	-	-	-	-	64
Church and Hall lettings	9,881	-	-	9,881	11,105
Fees	554	-	-	554	1,061
Playgroup	-	16,314	92,764	109,078	79,299
	<u>10,435</u>	<u>16,314</u>	<u>92,764</u>	<u>119,513</u>	<u>91,529</u>
2(c) <i>Investments</i>					
Dividends and interest	9	49	612	670	617
	<u>9</u>	<u>49</u>	<u>612</u>	<u>670</u>	<u>617</u>
TOTAL INCOME	<u>160,736</u>	<u>77,407</u>	<u>106,085</u>	<u>344,228</u>	<u>283,874</u>

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

	Unrestricted General Fund £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2017 £	2016 £
3. EXPENDITURE ON					
3(a) <i>Grants (see note 8)</i>					
Missionary and charitable giving:					
Church overseas					
- missionary societies	-	3,520	-	3,520	4,520
- relief and development agencies	-	5,000	-	5,000	5,000
Home mission & other Church societies	-	5,200	-	5,200	5,000
Other PCC grants	-	-	-	-	84
	<u>-</u>	<u>13,720</u>	<u>-</u>	<u>13,720</u>	<u>14,604</u>
3(b) <i>Activities directly relating to the work of the Church</i>					
<i>Ministry:</i>					
Diocesan Parish Share	75,000	-	-	75,000	90,180
Incumbent's expenses	703	-	-	703	1,688
Sundry Support	236	-	-	236	74
Assistant Staff (Children & Youth work) :					
Salary	29,692	-	10,975	40,667	29,466
Playgroup:					
Salaries	-	11,824	60,958	72,782	62,804
Other expenses	-	-	6,869	6,869	983
<i>Church running expenses:</i>					
Heating and lighting	6,226	-	-	6,226	6,205
Cleaning & domestic	5,034	-	-	5,034	5,542
Insurance	5,309	-	-	5,309	5,126
Church maintenance	3,084	-	-	3,084	3,984
<i>Upkeep of services:</i>					
Music	1,498	-	-	1,498	2,004
Altar & other requisites	295	-	-	295	133
<i>Support costs:</i>					
Training	846	-	-	846	-
Children's & Young People's Work	862	204	-	1,066	1,542
Church Events	(110)	-	-	(110)	271
Church meals	463	-	-	463	220
Equipment	798	-	-	798	1,605
<i>Governance costs:</i>					
Independent Examiner's Fees	936	-	-	936	972
	<u>130,872</u>	<u>12,028</u>	<u>78,802</u>	<u>221,702</u>	<u>212,799</u>

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

	Unrestricted General Fund £	Designated Funds £	Restricted Funds £	TOTAL FUNDS 2017 £	2016 £
3. EXPENDITURE ON (continued)					
3(c) <i>Church Management and administration</i>					
Bank Charges	503	-	-	503	450
Printing, stationery and office expenses	2,487	-	-	2,487	2,029
Telephone	1,883	-	-	1,883	1,694
Sundry Administrative Costs	1,384	-	-	1,384	2,215
Salaries	10,202	-	-	10,202	12,229
	<u>16,459</u>	<u>-</u>	<u>-</u>	<u>16,459</u>	<u>18,617</u>
TOTAL EXPENDITURE	<u>147,331</u>	<u>25,748</u>	<u>78,802</u>	<u>251,881</u>	<u>246,020</u>

4. STAFF COSTS	2017 £	2016 £
Wages & Salaries	120,073	102,943
Employer's National Insurance contributions	<u>3,578</u>	<u>1,556</u>
	<u>123,651</u>	<u>104,499</u>

No employee was paid more than £60,000 per annum and no members of staff received any monetary benefit, other than statutory employer pension contributions at the minimum statutory rate. The Incumbent, who is a Trustee, was paid £703 in expenses, but no other Trustees were paid any expenses during the year.

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

	2017	2016
Playgroup	6.83	7.00
Administration (Office Administrator)	1.00	1.00
Ministry (Youth and Children, Worship and Young Adults)	1.68	1.67
Total	<u>9.51</u>	<u>9.67</u>

The PCC delegates the day-to-day running of St Matthews to the staff team which consists of the above staff (excluding Playgroup), working under the line management of the Incumbent, and the Assistant Curates. In addition, the Churchwardens are closely involved in various day-to-day matters, where required. The total amount of salaries and benefits received by key management personnel was £46,939 (2016: £45,222)

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

5. COMPARATIVE FUNDS

	General Fund £	Designated Funds £	Restricted Funds £	Total Funds 2016 £
INCOME FROM				
Donations and Legacies	172,694	18,059	975	191,728
Charitable Activities	12,230	18,341	60,958	91,529
Investments	9	82	526	617
TOTAL INCOME	<u>184,933</u>	<u>36,482</u>	<u>62,459</u>	<u>283,874</u>
EXPENDITURE ON:				
Charitable activities				
Grants	-	14,520	84	14,604
Activities directly relating to the work of the church	147,680	3,186	61,933	212,799
Church management & administration	18,617	-	-	18,617
TOTAL EXPENDITURE	<u>166,297</u>	<u>17,706</u>	<u>62,017</u>	<u>246,020</u>
 NET EXPENDITURE BEFORE TRANSFERS	 18,636	 18,776	 442	 37,854
TRANSFERS BETWEEN FUNDS	(5,520)	5,520	-	-
NET MOVEMENT IN FUNDS	<u>13,116</u>	<u>24,296</u>	<u>442</u>	<u>37,854</u>
 BALANCES BROUGHT FORWARD AT 1 JANUARY	 21,687	 8,596	 6,951	 37,234
BALANCES CARRIED FORWARD AT 31 DECEMBER	<u><u>34,803</u></u>	<u><u>32,892</u></u>	<u><u>7,393</u></u>	<u><u>75,088</u></u>

6. RELATED PARTY TRANSACTIONS

The Vicar is remunerated by the Bristol Diocesan Board of Finance, to which Parish Share is paid. No member of the PCC received any payment during the year

During 2017 donations received (excluding gift aid recovered) from PCC members and their close family members (spouses, parents, siblings, and children) was £53,191 (2016: £44,290). The increase was a result of changes in PCC membership, not significant changes in individual giving by PCC members.

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

7. FIXED ASSETS

	2017	2016
	£	£
Cost		
At 1 January 2017	-	-
Additions	39,454	-
At 31 December 2017	<u>39,454</u>	<u>-</u>
Net book value		
At 31 December 2017	<u>39,454</u>	<u>-</u>
At 31 December 2016	<u>-</u>	<u>-</u>

Note: additions in 2017 were reconfiguration works to the entrance and ground floor of the church, funded out of some specific donations but also legacy gifts during the year.

8. DEBTORS

	2017	2016
	£	£
Income tax recoverable	13,321	2,078
Other debtors	800	12,923
Prepayments	855	850
	<u>14,976</u>	<u>15,851</u>

9. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Diocesan Parish Share	25,000	-
Other creditors	3,722	5,294
	<u>28,722</u>	<u>5,294</u>

10. 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 Bell-ringing Fund (Restricted) holds funds specifically donated for maintenance of the bells.
- f) The Playgroup Fund (Restricted) relates to revenues from the Local Education Authority.
- g) The Mission Fund (Designated) holds funds specifically designated for external mission.
- h) The Building Fund (Designated) holds funds designated for upkeep of the church building.
- i) The Legacies Fund (Designated) holds the balance of funds remaining on legacies received, where the donor has not restricted their use but the PCC wishes to ensure they are used for specific purposes and not general day-to-day expenditure, typically something of a lasting nature
- j) The Toddler Funds (Designated) holds funds raised from donations, designated to be spent on Toddler activities.
- k) The Playgroup Fund (Designated) holds the balance of income from parents and expenditure on childcare activity.

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NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ending 31 December 2017

10. FUND DETAILS (continued)

Restricted Funds: Movement on these funds was as follows:

	Balance at 1.1.17 £	Income £	Transfers to General Fund £	Expenditure £	Balance at 31.12.17 £
Special collections	2,461	1,734	(2,500)	-	1,695
Youth Worker	-	10,975	-	(10,975)	-
Educational Foundation	2,598	29	-	-	2,627
St Matthews Mission	2,200	583	-	-	2,783
Bell-ringing Fund	134	-	-	-	134
Playgroup	-	92,764	-	(67,827)	24,937
	<u>7,393</u>	<u>106,085</u>	<u>(2,500)</u>	<u>(78,802)</u>	<u>32,176</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:

	Balance at 1.1.17 £	Income £	Transfers from/(to) General Fund £	Expenditure £	Balance at 31.12.17 £
Mission Fund	1,918	-	13,720	(13,720)	1,918
Building Fund	780	49	-	-	829
Fixed Asset NBV	-	-	39,454	-	39,454
Legacies	18,746	60,284	(36,329)	-	42,701
Toddlers	1,341	760	-	(204)	1,897
Playgroup	10,107	16,314	(9,000)	(11,824)	5,597
	<u>32,892</u>	<u>77,407</u>	<u>7,845</u>	<u>(25,748)</u>	<u>92,396</u>

The Missions Group allocated £13,720 in grants this year, allocating to overseas mission societies and individuals: £2,000 to each of the Busoga Trust, Crosslink, A Rocha Trust, and Alalay, and £1,520 to Church Mission Society, plus to home missions: £2,000 to each of Changing Tunes & CPAS and £200 to the Bristol Christian Union

The balance of the Mission Fund is reviewed on an annual basis by the Mission Committee. The Transfer of £13,720 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)
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10. FUND DETAILS (comparative year: 2016)

Restricted Funds: Movement on these funds was as follows:

	Balance at 1.1.16 £	Income £	Transfers to General Fund £	Expenditure £	Balance at 31.12.16 £
Special collections	2,545	-	-	(84)	2,461
Youth Worker	-	975	-	(975)	-
Educational Foundation	2,568	30	-	-	2,598
St Matthews Mission	1,704	496	-	-	2,200
Bell-ringing Fund	134	-	-	-	134
Playgroup	-	60,958	-	(60,958)	-
	<u>6,951</u>	<u>62,459</u>	<u>-</u>	<u>(62,017)</u>	<u>7,393</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:

	Balance at 1.1.16 £	Income £	Transfers from/(to) General Fund £	Expenditure £	Balance at 31.12.16 £
Mission Fund	1,918	-	14,520	(14,520)	1,918
Building Fund	698	82	-	-	780
Legacies	1,538	17,208	-	-	18,746
Toddlers	847	851	-	(357)	1,341
Playgroup	3,595	18,341	(9,000)	(2,829)	10,107
	<u>8,596</u>	<u>36,482</u>	<u>5,520</u>	<u>(17,706)</u>	<u>32,892</u>

The Missions Group allocated £14,520 in grants this year, allocating to overseas mission societies and individuals: £2,000 to each of the Busoga Trust, Crosslink, A Rocha Trust, £1,000 to each of Peter Kent, b.Friend, and Alalay, and £1,520 to Church Mission Society, plus to home missions: £2,000 to each of Changing Tunes & CPAS

The balance of the Mission Fund is reviewed on an annual basis by the Mission Committee. The Transfer of £14,520 from the General Fund follows a policy, set by the PCC, of allocating 10% of General Giving to mission support

The transfer of £9,000 from the Playgroup fund to the General Fund is a charge of £9,000 per annum for use of the church hall.

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For the year ending 31 December 2017

11. INVESTMENTS HELD AS CUSTODIAN TRUSTEES

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

	Market Value	
	2017	2016
	£	£
54 CBF Fixed Interest Fund Shares	91	91
40 CBF Investment Fund Shares	656	601

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 £17,237 at 31st December 2017 (2016: £15,849).

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