

## **Independent Examiner's Report to the Parochial Church Council of St. Matthew's, Harwell**

This report on the financial statements of the PCC for the year ended 31 December 2015, which are set out on pages 2 to 6 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.43 of the Charities Act 1993 ('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 s.43(2) of the Act does 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 s.43(7)(b) of the Act and to be found in the Church guidance, 2006 edition. 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 consideration of 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed)



Jane Moreton  
Harrow House  
Burr Street  
Harwell  
OXON

17/2/2016

**St. Matthew's Church, Harwell**  
**Financial Statements for the Year Ended 31 December 2015**

**Receipts & Payments Account**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Receipts</b>					
Voluntary Receipts					
Planned Giving (note 5a)	52,728		0	52,728	59,139
Collections at Services	3,817			3,817	3,894
Other voluntary receipts (note 5b)	6,764	0	32,389	39,153	91,687
Non-recurring income (note 5c)	1,230			1,230	0
Gift Aid received	14,618		6,663	21,281	18,311
Activities for generating funds (note 5d)	0	0	158	158	144
Investment income (note 5e)	198	366	0	564	333
Receipts from Church activities (note 5f)	8,147	0	11,584	19,731	17,467
<b>Total Receipts</b>	<b>87,502</b>	<b>366</b>	<b>50,794</b>	<b>138,662</b>	<b>190,975</b>
<b>Payments</b>					
Church Activities					
Diocesan Parish Share	45,661			45,661	46,133
Ministry (note 5g)	32,423	0	561	32,984	13,259
Maintenance, Utilities & Insurance (note 5h)	19,084	0	134	19,219	28,732
Administration & Stationery (note 5i)	4,274			4,274	3,034
Missions & Charities	9,675			9,675	10,060
Other (note 5j)	1,680	0	16,862	18,542	17,090
<b>Total Payments</b>	<b>112,797</b>	<b>0</b>	<b>17,558</b>	<b>130,355</b>	<b>118,308</b>
<b>Excess of Receipts over Payments</b>	<b>-25,295</b>	<b>366</b>	<b>33,237</b>	<b>8,307</b>	<b>72,667</b>
Transfers Between Funds	3,283	20,000	-23,283	0	0
<b>Excess of Receipts over Payments after Transfers</b>	<b>-22,012</b>	<b>20,366</b>	<b>9,954</b>	<b>8,308</b>	<b>72,667</b>
Bank current and deposit accounts 1 Jan	32,558	70,120	12,914	115,592	42,925
Excess receipts over payments after trfers	-22,012	20,366	9,954	8,308	72,667
Bank current and deposit accounts 31 Dec	10,546	90,486	22,868	123,900	115,592

## Statement of Assets and Liabilities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Cash Funds</b>					
Bank Current and Deposit Account:	10,544	12,330		22,875	15,113
CBF deposit fund	0	78,156	22,869	101,025	100,479
<b>Total Cash Funds</b>	10,544	90,486	22,869	123,900	115,592
<b>Debtors</b>					
Gift Aid recoverable	3,844		1,138	4,982	6,075
LPW grant - VAT reclaim				0	1230
ODBF Fees			160	160	0
<b>Total Debtors</b>	3,844	0	1,298	5,142	7,305
<b>Assets Retained for Church Use</b>					
Church Hall (note 2)				137,644	137,644
<b>Liabilities</b>					
ODBF Fees				0	54
Funeral Collections			306	306	0
<b>Total Liabilities</b>	0	0	306	306	54

The attached notes on pages 4 to 6 form part of these financial statements.

These financial statements were approved by the Parochial Church Council on 12th January, 2016 and signed on their behalf by

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Chairman

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Trustee (and Treasurer)

Jonathan Mobey

Peter Barclay-Watt

## Notes

- 1 The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
- 2 Fixed asset retained for church use is the Church Hall, built in 1994, at cost.
- 3 Movements in designated and restricted funds (including tax reclaimed where applicable as part of income) over the year were:

	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
<b>Designated</b>					
Church Interior	2,000				2,000
Bell Repairs	217				217
Chancel Re-ordering	0			6,000	6,000
Improved Heating	0			5,000	5,000
Missionary Giving	0			1,100	1,100
Talbot Legacy	67,403	366		-12,100	55,669
CFW Commitment	0			20,000	20,000
Insurance excess	500				500
	<u>70,120</u>	<u>366</u>	<u>0</u>	<u>20,000</u>	<u>90,486</u>
<b>Restricted</b>					
Administrator Fund	0	6,436		-6,436	0
Altar frontal fund	1,660	1,092			2,752
Bookkeepers fund	398	224	622		0
Church Fabric/Redecoration	0	900			900
CAP	0	1,306	296		1,010
CFW fund	8,447	15,958		-16,847	7,558
Chilton joint account	0	6,226	6226		0
Dominic School fees	896	3,150	4130		-84
Funeral Collections	0	611			611
ODBF Fees	54	5,358	5,572		-160
Memorial Fund	868	0	0		868
Outreach	0	6,875	0		6,875
Rector's Discretionary fund	360		16		345
Sound System Upgrade	0	1,500			1,500
Tower Floodlighting	231	158	134		255
Youth Fund	0	1,000	561		439
					<u>0</u>
	<u>12,914</u>	<u>50,794</u>	<u>17,557</u>	<u>-23,283</u>	<u>22,869</u>

- 4 Boxes in homes raised £461 for CMS.  
Harvest Sale raised £568 for Tear Fund

5 Receipts and Payments Analysis (Receipts exclude Gft Aid received)

<b>Receipts</b>	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
(a) Planned Giving					
Gift-aided Planned Giving	49,192			49,192	55,257
Other Planned Giving	3,536			3,536	3,882
<b>Total Planned Giving</b>	<b>52,728</b>	<b>0</b>	<b>0</b>	<b>52,728</b>	<b>59,139</b>
(b) Other Giving and Donations					
General	6,764			6,764	3,307
Administrator			5,448	5,448	0
Bookkeepers Fund			224	224	800
Children & Family worker			12,992	12,992	13,523
Dominic School Fees			2,540	2,540	3,140
Memorial Fund				0	324
Altar Frontal Fund			905	905	955
CAP			1,270	1,270	0
Outreach			5,500	5,500	0
Church Maintenance			400	400	2,000
Talbot legacy				0	67,223
Rector's Discretionary Fund				0	415
Funeral Collections			611	611	0
Sound System Upgrade			1,500	1,500	0
Youth Fund (Kids Church)			1,000	1,000	0
<b>Total Donations</b>	<b>6,764</b>	<b>0</b>	<b>32,389</b>	<b>39,153</b>	<b>95,581</b>
(c) Non-recurring income					
VAT reclaim - LPW grant	1,230			1,230	0
(d) Activities for Generating Funds					
Tower Floodlighting			158	158	144
<b>Total Activities for Generating Funds</b>	<b>0</b>	<b>0</b>	<b>158</b>	<b>158</b>	<b>144</b>
(e) Receipts from Investments					
Bank interest	18			18	15
CBF Deposit fund interest	180	366		546	318
<b>Total Receipts from Investments</b>	<b>198</b>	<b>366</b>	<b>0</b>	<b>564</b>	<b>333</b>
(f) Receipts from Church activities					
Fees	3,388		5,358	8,746	7,297
Prepayment of weddings and funerals				0	417
Church Hall income	4,759			4,759	5,363
Chilton joint account			6,226	6,226	4,390
<b>Total Receipts from Church Activities</b>	<b>8,147</b>	<b>0</b>	<b>11,584</b>	<b>19,731</b>	<b>17,467</b>

Payments	Unrestricted	Designated	Restricted	Total	Total
	Funds	Funds	Funds	2015	2014
	£	£	£	£	£
<b>(g) Ministry</b>					
Minister's Expenses	473			473	724
Assistant Minister's Expenses	378			378	469
Children and Families Worker	16,980			16,980	6,173
Curates Expenses	466			466	0
Visiting Speaker	0			0	13
Administrator	10,499			10,499	3,509
Youth Work and Kids Church	766		561	1,327	253
Outreach	1,767			1,767	818
Services	600			600	905
Organist	495			495	396
<b>Total Ministry</b>	<b>32,423</b>	<b>0</b>	<b>561</b>	<b>32,984</b>	<b>13,259</b>
<b>(h) Maintenance and Utilities</b>					
Bell Repairs				0	228
Church Maintenance	7,125			7,125	9,725
Church Utilities	1,392		134	1,526	4,006
Church Hall Maintenance and Cleaning	3,797			3,797	8,183
Church Hall Utilities	1,569			1,569	2,232
Church Insurance	4,489			4,489	3,753
Church Hall Insurance	712			712	605
<b>Total Maintenance and Utilities</b>	<b>19,084</b>	<b>0</b>	<b>134</b>	<b>19,219</b>	<b>28,732</b>
<b>(i) Administration &amp; Stationery</b>					
GA Envelopes	54			54	53
Bank charges	200			200	200
Stationery	526			526	469
Office costs	1,505			1,505	900
Website	1,478			1,478	784
Outsourced Printing	511			511	627
<b>Total Administration and Stationery</b>	<b>4,274</b>	<b>0</b>	<b>0</b>	<b>4,274</b>	<b>3,034</b>
<b>(j) Other</b>					
Gifts, Subs and Courses	1,472			1,472	751
Miscellaneous	208			208	132
Alter Frontal Fund				0	1,258
Bookkeepers Fund			622	622	603
Children & Family Worker Fund				0	432
O.D.B.F. fees			5,572	5,572	4,257
Chilton Joint Account			6,226	6,226	4,390
Dominic School Fees			4,130	4,130	3,930
Memorial Fund				0	1,139
Rectors Discretionary Fund			16	16	200
CAP			296	296	0
<b>Total Other</b>	<b>1,680</b>	<b>0</b>	<b>16,862</b>	<b>18,542</b>	<b>17,090</b>