

St. MATTHEW'S CHURCH, HARWELL

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2003

General Fund Receipts and Payments Account

	2003		2002	
	£	£	£	£
<i>Receipts</i>				
<u>Donations</u>				
Planned Giving		33,714		32,253
Tax Recovered		10,808		9,483
Loose Alms		8,046		7,814
Donations/Legacies		8,060		8,610
Transfer from Designated Funds		0		7,032
Donations for Church Hall		217		360
	<u>60,845</u>		<u>65,552</u>	
<u>Other Income</u>				
Insurance claims		0		0
Fees		1,228		1,153
Interest		1,772		1,766
Contributions from Chilton PCC		3,788		5,441
	<u>6,788</u>		<u>8,360</u>	
Total Receipts	<u>67,633</u>		<u>73,912</u>	
<i>Payments</i>				
<u>Joint Expenses with Chilton</u>				
<u>Ministry</u>				
Ministerial Expenses		3,623		2,879
Assistant Minister's Expenses		1,634		854
Visiting Speaker		50		40
Secretary's Salary & Expenses		3,492		2,860
	<u>8,799</u>		<u>6,633</u>	
<u>Administration</u>				
Stationery		601		823
Office Costs		981		5,508
Subscriptions and courses		908		576
Broadsheet		1,540		1,354
Miscellaneous		0		181
Vision		179		0
	<u>4,209</u>		<u>8,442</u>	
	<u>13,008</u>		<u>15,075</u>	
<u>Harwell PCC Expenses</u>				
<u>Parish Share and Mission Giving</u>				
Parish Share		32,865		29,947
Mission Giving		9,300		8,500
	<u>42,165</u>		<u>38,447</u>	
<u>Buildings Committee</u>				
Maintenance & Minor Repairs		2,889		1,634
Electricity, Cleaning & Water		1,924		1,718
Insurance		3,126		2,949
Hall Maintenance & Services		1,695		2,587
Hall Insurance		496		496
Designated to West End Furniture and Kitchen/Toilet Fund		0		6000
	<u>10,130</u>		<u>15,384</u>	
<u>Administration</u>				
Administration		170		200
Bank Charges		200		199
Services		1,163		306
Visiting Team		0		0
Organist's Remuneration		474		450
Subscriptions & Courses		1,138		85
Sunday Schools, Pathfinders, GB, Scouts		889		747
Miscellaneous		102		619
Designated to new Sound System Fund		0		2000
	<u>4,136</u>		<u>4606</u>	
	<u>56,431</u>		<u>58,437</u>	
Total	<u>69,439</u>		<u>73,512</u>	
Excess of Receipts over Payments		(1,806)		400
Bank current and deposit accounts at 1/01/2003		<u>45,651</u>		<u>45,251</u>
Bank current and deposit accounts at 31/12/2003		<u>43,845</u>		<u>45,651</u>

Altar Frontal Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	0
<i>Payments</i>	1,200	0
<i>Transfer to General Fund</i>	0	0
Excess of Receipts over Payments	(1,200)	0
Bank current account at 1 January 2003	1,200	1,200
Bank Current Account at 31 December 2003	0	1,200

Assorted Collections Fund Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	535	0
<i>Payments</i>	535	0
Excess of Receipts over Payments	(0)	0
Bank current account at 1 January 2003	0	0
Bank Current Account at 31 December 2003	0	0

Alpha Courses Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	154	637
<i>Payments</i>	186	541
Excess of Receipts over Payments	(32)	96
Bank current account at 1 January 2003	329	233
Bank current account at 31 December 2003	297	329

Bell Repairs Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	0
<i>Payments</i>	0	358
<i>Transfer to General Fund</i>	0	142
Excess of Receipts over Payments	0	(500)
Bank current account at 1 January 2002	0	500
Bank Current Account at 31 December 2002	0	0

New Bellropes Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	1200
<i>Payments</i>	0	529
<i>Transfer to General Fund</i>	0	671
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2002	0	0
Bank Current Account at 31 December 2002	0	0

New Photocopier Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	0
<i>Transfer to General Fund</i>	0	1700
Excess of Receipts over Payments	0	(1700)
Bank current account at 1 January 2002	0	1700
Bank Current Account at 31 December 2002	0	0

New Nave Chairs Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	0
<i>Payments</i>	0	500
Excess of Receipts over Payments	0	(500)
Bank current account at 1 January 2002	0	500
Bank current account at 31 December 2002	0	0

BibleLands Collections Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	173	95
<i>Payments</i>	173	95
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2003	0	0
Bank current account at 31 December 2003	0	0

Bishop's Outreach Fund Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	0	354
<i>Payments</i>	0	354
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2002	0	0
Bank current account at 31 December 2002	0	0

Children's Society Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	64	156
<i>Arrears from 1998</i>	0	168
<i>Payments</i>	64	324
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2003	0	0
Bank current account at 31 December 2003	0	0

CMS Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	633	586
<i>Arrears from 1999</i>	0	258
<i>Payments</i>	633	844
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2003	0	0
Bank current account at 31 December 2003	0	0

Donations for Mission from Sunday School Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	0	45
<i>Payments</i>	0	45
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2002	0	0
Bank current account at 31 December 2002	0	0

Funeral Collections Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	2,175	1,283
<i>Payments</i>	2,175	1,283
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2003	0	0
Bank current account at 31 December 2003	0	0

Heating and Lighting Project Receipts and Payments Account – Designated Fund

<i>Receipts</i>	0	90
<i>Income Tax recovered</i>	0	0
<i>Payments</i>	0	811
<i>Transfer to General Fund</i>	0	4,518
Excess of Receipts over Payments	0	(5,239)
Bank current account at 1 January 2002	0	5,239
Bank current account at 31 December 2002	0	0

Joy's Leaving Present Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	0	282
<i>Payments</i>	0	282
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2002	0	0
Bank current account at 31 December 2002	0	0

Kitchen/Toilet Refurbishment Fund Receipts and Payments Account – Designated Fund

<i>Receipts</i>	0	0
<i>Transfer from General Fund</i>	0	5,000
<i>Payments</i>	1,263	0
Excess of Receipts over Payments	(1,263)	5,000
Bank current account at 1 January 2003	5,000	0
Bank current account at 31 December 2003	3,737	5,000

New Sound System Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	0	0
<i>Transfer from General Fund</i>	0	2,000
<i>Payments</i>	0	0
Excess of Receipts over Payments	0	2,000
Bank current account at 1 January 2003	2,402	402
Bank current account at 31 December 2003	2,402	2,402

ODBF Statutory Fees Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	1,800	1,800
<i>Payments</i>	1,863	1,889
Excess of Receipts over Payments	(63)	(89)
Bank current account at 1 January 2003	195	284
Bank current account at 31 December 2003	132	195

Tear Fund Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	447	491
<i>Payments</i>	447	491
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2003	0	0
Bank current account at 31 December 2003	0	0

Tower Floodlighting Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	222	11
<i>Payments</i>	30	120
Excess of Receipts over Payments	192	(109)
Bank current account at 1 January 2003	134	243
Bank current account at 31 December 2003	326	134

Village Hall Collection Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	0	200
<i>Payments</i>	0	200
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2002	0	0
Bank current account at 31 December 2002	0	0

West End Furniture Fund Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>	2,000	0
<i>Transfer from General Fund</i>	0	1,000
<i>Payments</i>	1,735	0
Excess of Receipts over Payments	265	1,000
Bank current account at 1 January 2002	1,000	0
Bank current account at 31 December 2002	1,265	1,000

Youth Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>	350	0
<i>Payments</i>	0	0
Excess of Receipts over Payments	350	0
Bank current account at 1 January 2002	0	0
Bank current account at 31 December 2002	350	0

The Altar Frontal fund was closed with the purchase of the two frontals. In the table below Development Funds indicates the Kitchen/Toilet Refurbishment, the New Sound System and the West End Furniture funds. The Tower Floodlighting fund benefited from an Appeal in January 2003 to all in the village who appreciated the lights.

Statement of Assets and Liabilities at 31 December 2003

Monetary assets

	General Fund	Tower Floodlighting	Alpha Courses + Youth Fund	ODBF Statutory Fees	Development funds	Total 2003	Total 2002
Bank current account	3,509	326	647	132	0	4,614	4,848
CBF Deposit Fund	40,336	0	0	0	7,404	47,740	51,063
Total cash	43,845	326	647	132	7,404	52,354	55,911

Other Assets (included at purchase price)

Church Hall (1994)	137644	0	0	0	0	137644	137644
Photocopier (2002)	4,406	0	0	0	0	4,406	4,406
Computer (2002)	1,037	0	0	0	0	1,037	1,037

Church furnishings are included in the Inventory and vested in the wardens on special trust.

It is estimated that £6,000 will be recovered from the Inland Revenue for April-December 2003, when the claim is put in after April 5th, 2004.

Liabilities

Overestimated Chilton PCC contributions of £266 which are taken into account in the calculation of their contributions for 2004.

Accounting policies

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 using the Receipts and Payments basis.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. These include funds designated for a particular purpose by the PCC. The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body, nor those that are informal gatherings of Church members. Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost exceeded £1,000.
- Amounts owing from the Inland Revenue where a formal claim has been made.
- Any other amounts owing to the PCC including insurance claims.
- Legacies where formal notification of entitlement and amount has been received at 31 December by the PCC.

Closing bank balances as shown in the receipts and payments account.

The following liabilities are recognised in the Statement of Assets and Liabilities:

- Creditors for goods or services where the supply has been received and invoiced by December 31.

Approved by the PCC and signed on its behalf by the Chairman

C.J. Stott

Rev. C.J. Stott

25 March 2004

Date

Financial Statement for the year ended 31 December 2003

Independent Examiner's Report to the PCC of St. Matthew's, Harwell

This report on the accounts of the PCC for the year ended 31 December 2003 which are set out on pages 1 to 5, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 to 2001 ('the Regulations') and S.43 of the Charities Act 1993 ('the Act').

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of Regulation 3(3) and section 43(2) of the Act do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

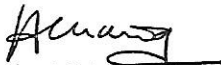
Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishop's 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 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 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.



Alison Manning A.C.A.

Brook House, Blenheim Hill, Harwell

March 9th, 2004