

St. MATTHEW'S CHURCH, HARWELL
FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2004

General Fund Receipts and Payments Account

	2004		2003	
	£	£	£	£
<i>Receipts</i>				
<u>Donations</u>				
Planned Giving		34,824		33,714
Tax Recovered		10,082		10,808
Loose Alms		6,644		8,046
Donations/Legacies		1,220		8,060
Transfers from Designated Funds		735		0
Donations for Church Hall		140		217
	<u>53,645</u>		<u>60,845</u>	
<u>Other Income</u>				
Fees		992		1,228
Rent		455		0
Interest		1,981		1,772
Contributions from Chilton PCC		4,800		3,788
Voided Payments		126		0
	<u>8,354</u>		<u>6,788</u>	
Total Receipts	<u>61,999</u>		<u>67,633</u>	
 <i>Payments</i>				
<u>Joint Expenses with Chilton</u>				
<u>Ministry</u>				
Ministerial Expenses		3,965		3,623
Assistant Minister's Expenses		1,686		1,634
Visiting Speaker		117		50
Secretary's Salary & Expenses		3,718		3,492
	<u>9,486</u>		<u>8,799</u>	
<u>Administration</u>				
Stationery		933		601
Office Costs		780		981
Subscriptions and courses		598		908
Broadsheet		1,461		1,540
Vision		393		179
	<u>4,165</u>		<u>4,209</u>	
	<u>13,651</u>		<u>13,008</u>	
 <u>Harwell PCC Expenses</u>				
<u>Parish Share and Mission Giving</u>				
Parish Share		34,301		32,865
Mission Giving		9,250		9,300
Charity + Emergency Giving		900		0
	<u>44,451</u>		<u>42,165</u>	
 <u>Buildings Committee</u>				
Maintenance & Minor Repairs		2,158		2,889
Electricity, Cleaning & Water		1,877		1,924
Insurance		3,125		3,126
Hall Maintenance & Services		1,739		1,695
Hall Insurance		496		496
Transfers to Designated Funds		329		0
	<u>9,724</u>		<u>10,130</u>	
<u>Administration</u>				
Administration		105		170
Bank Charges		200		200
Services		663		1,163
Organist's Remuneration		348		474
Subscriptions & Courses		259		1,138
Youth Work		857		889
Miscellaneous		104		102
	<u>2,536</u>		<u>4,136</u>	
	<u>56,711</u>		<u>56,431</u>	
Total	<u>70,362</u>		<u>69,439</u>	
Excess of Receipts over Payments		(8,363)		(1,806)
Bank current and deposit accounts at 1/01/2004	<u>43,845</u>		<u>45,651</u>	
Bank current and deposit accounts at 31/12/2004	<u>35,482</u>		<u>43,845</u>	

Altar Frontal Fund Receipts and Payments Account – Designated Fund

<i>Receipts</i>	0	0
<i>Payments</i>	0	1,200
Excess of Receipts over Payments	(0)	(1,200)
Bank current account at 1 January 2004	0	1,200
Bank Current Account at 31 December 2004	0	0

Assorted Collections Fund Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	898	535
<i>Payments</i>	898	535
Excess of Receipts over Payments	(0)	0
Bank current account at 1 January 2004	0	0
Bank Current Account at 31 December 2004	0	0

Alpha Courses Receipts and Payments Account – Designated Fund

<i>Receipts</i>	0	154
<i>Payments</i>	12	186
<i>Transfer to General Fund</i>	285	0
Excess of Receipts over Payments	(297)	(32)
Bank current account at 1 January 2004	297	329
Bank current account at 31 December 2004	0	297

Bell Repairs Fund Receipts and Payments Account – Designated Fund

<i>Receipts</i>	1,300	0
<i>Payments</i>	1,200	0
<i>Transfer to General Fund</i>	100	
Excess of Receipts over Payments	(0)	0
Bank current account at 1 January 2004	0	0
Bank Current Account at 31 December 2004	0	0

BibleLands Collections Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	66	173
<i>Payments</i>	66	173
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2004	0	0
Bank current account at 31 December 2004	0	0

Children's Society Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	68	64
<i>Payments</i>	68	64
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2004	0	0
Bank current account at 31 December 2004	0	0

CMS Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	482	633
<i>Payments</i>	482	633
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2004	0	0
Bank current account at 31 December 2004	0	0

Funeral Collections Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	593	2,175
<i>Payments</i>	593	2,175
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2004	0	0
Bank current account at 31 December 2004	0	0

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

<i>Receipts</i>	95	0
<i>Payments</i>	75	1,263
Excess of Receipts over Payments	20	(1,263)
Bank current account at 1 January 2004	3,737	5,000
Bank current account at 31 December 2004	3,757	3,737

New Sound System Fund Receipts and Payments Account – Designated Fund

<i>Transfer from General Fund</i>	161	0
<i>Payments</i>	2,563	0
Excess of Receipts over Payments	(2,402)	0
Bank current account at 1 January 2004	2,402	2,402
Bank current account at 31 December 2004	0	2,402

ODBF Statutory Fees Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	1,932	1,800
<i>Payments</i>	1,758	1,863
Excess of Receipts over Payments	174	(63)
Bank current account at 1 January 2004	132	195
Bank current account at 31 December 2004	306	132

Tear Fund Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	287	447
<i>Payments</i>	287	447
Excess of Receipts over Payments	0	0
Bank current account at 1 January 2004	0	0
Bank current account at 31 December 2004	0	0

Tower Floodlighting Receipts and Payments Account – Restricted Fund

<i>Receipts</i>	0	222
<i>Payments</i>	84	30
Excess of Receipts over Payments	(84)	192
Bank current account at 1 January 2004	326	134
Bank current account at 31 December 2004	242	326

West End Furniture Fund Receipts and Payments Account – Restricted Fund		
<i>Receipts</i>		
<i>Transfer from General Fund</i>	813	2,000
<i>Payments</i>	168	0
Excess of Receipts over Payments	2,246	1,735
Bank current account at 1 January 2004	(1,265)	265
Bank current account at 31 December 2004	1,265	1,000
	0	1,265

Youth Fund Receipts and Payments Account – Designated Fund		
<i>Receipts</i>		
<i>Transfer to General Fund</i>	0	350
Excess of Receipts over Payments	350	0
Bank current account at 1 January 2004	(350)	350
Bank current account at 31 December 2004	350	0
	0	350

Summary of Restricted and Designated Funds

Excess of Receipts over Payments	(4,204)
Bank current and deposit accounts at 1/01/2004	<u>8,509</u>
Bank current and deposit accounts at 31/12/2004	<u>4,305</u>

The Alpha Courses Fund was closed, with the balance of £297 transferred to the general fund; there is now a Vision budget which includes Alpha courses. The Youth Fund was closed with the balance of £350 transferred to the general fund. Both the Sound System and West-End furniture funds were closed; both were overspent by a small amount – the balances of £161 and £168 were found from the general funds. Two cheques from 2003, to a total of £126, have had to be voided as they were uncashed. The Baggs Tree Fund charity receipts are now shown as Rent income; in previous years they were included with Donations.

Statement of Assets and Liabilities at 31 December 2004

Monetary assets

	General Fund	Tower Floodlighting	ODBF Statutory Fees	Kitchen/Disabled Toilet Fund	Total 2004	Total 2003
Bank current account	4,713	242	306	0	5,261	4,614
CBF Deposit Fund	30,769	0	0	3,757	34,526	47,740
Total cash	35,482	242	306	3,757	39,787	52,354

Other Assets (included at purchase price)

Church Hall (1994)	137644	0	0	0	137644	137644
Photocopier (2002)	4,406	0	0	0	4,406	4,406
Computer (2002)	1,037	0	0	0	1,037	1,037
Modular Units (2004)	2,233	0	0	0	2,233	0

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 2004, when the claim is put in after April 5th, 2005.

Liabilities

Overestimated Chilton PCC contributions of £516 which will be taken into account in the calculation of their contributions for 2005

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:

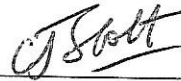
- Moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the 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



Rev. C.J. Stott

8 March 2005

Date

Financial Statement for the year ended 31 December 2004

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 2004 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:

- (1) 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 8th, 2005