

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS OF THE
PAROCHIAL CHURCH COUNCIL**

For the year ended 31 December 2011



**ST MICHAEL AND ALL ANGELS CHURCH
BEDFORD PARK**

**ANNUAL REPORT
AND
FINANCIAL STATEMENTS
OF THE
PAROCHIAL CHURCH COUNCIL
for the year ended 31st December 2011**

Incumbent

**Father Kevin J. Morris
c/o The Parish Office
Priory Avenue
London W4 1TX
Tel: 020 8994 1380**

Email: parishoffice@smaa.org.uk

Website: www.smaa.org.uk

Bank:

Barclays Bank PLC
Chiswick Branch
Hammersmith Business Centre Group
PO Box 738
London W6 9HY

Independent Examiner

Mr Nicholas Ridge
Bryan and Ridge
The Gatehouse
2 Devonhurst Place
Heathfield Terrace
London W4 4JD

The Church is a charity registered with the Charity Commission No 1133805

**ST MICHAEL AND ALL ANGELS CHURCH
PCC ANNUAL REPORT FOR 2011**

Background

St Michael and All Angels PCC has the responsibility of cooperating with the incumbent, Father Kevin Morris, in promoting within the ecclesiastical parish, the whole mission of the church – pastoral, evangelistic, social and ecumenical. This includes responsibility for the administration and finances of the parish, the acquisition and management of church property, the framing of an annual budget for maintenance of the church's work, and the care, maintenance, preservation and insurance of the fabric of the church and its grounds, together with its goods and ornaments.

All this is done within the framework of the church's mission statement:

*St Michael's exists within the Anglo-Catholic tradition:
To offer worship to God, to proclaim the Gospel and share the experience
of the love of God with all people*

Members of the PCC are either *ex-officio* (The Vicar, the Curate, the Wardens and Deanery Synod Representatives) or elected at the Annual Parochial Church Meeting to serve a term of three years, in accordance with The Church Representation Rules. Since the last APCM on 10 April 2011 the following have served as members:

Ex-officio Members

Incumbent	Father Kevin Morris – Chairman
Curate	Father Stephen Stavrou
Churchwardens	Mrs Helen Wareham (Vice Chair) Mr Michael Robinson
Representatives on the Deanery Synod	Mr Michael Robinson Mrs Helen Wareham

Elected Members

Mr Tony Simkin – Treasurer
Mrs Jane Blanckenhagen* – Secretary
Ms Cathy Millin
Mrs Vicky Brooke
Ms Dinah Garrett
Mrs Carol Douglas
Mrs Jane Trigle
Mr Christopher Bradley
Mr John Howard
Mr Sion Hughes Carew

* Will step down at the APCM on 22 April 2012

Committees

The PCC is assisted in its work by a number of committees. Each committee has an individual remit and to each a PCC member is appointed as a liaison person.

- **Standing Committee** – This is the only committee required by law. It is made up of the Vicar, the Wardens, the Treasurer and the Secretary. It has the power to transact the business of the PCC between meetings – subject to any directions given by the PCC
- **Finance Committee** – Chaired by Alan Trigle, it assists the Treasurer in overseeing the financial dimension of the work of St Michael's by monitoring income and expenditure, budgeting and applying appropriate financial controls and co-ordinating the planned giving scheme
- **Charities Group** - co-ordinates the church's charitable giving
- **Children's Church Group** – attends to matters related to children's worship
- **Baptism Visitors Group** – undertakes Baptismal visits and preparation within the parish in co-operation with the Vicar and Curate
- **Publicity Committee** – Promotes media coverage and co-ordinates all publicity, both internal and external.

Church Attendance

Average Attendance at church services

The average number of communicants at the 10 o'clock Sunday Mass during 2011 was 160.

The Electoral Roll

The Electoral Roll is revised annually and on 1 April 2011 there were 383 people on the Roll, a net increase of 12 from April 2010. In the year from April 2010 to April 2011, one person had left the Roll and there were 13 new joiners.

Review of the year 2011

The full PCC met nine times and average attendance was 76%. The PCC continues to review the work undertaken by the various activity groups. Designated members act as a link between these groups and the PCC.

At most PCC meetings a specific topic was discussed, as well as the on-going parish work. Topics included:

- Choice of charities for support in 2011
- Christmas and Easter worship
- Fabric of the church
- Finance
- Planned giving/time, talents and money campaign
- The church Organ and Vestry Rooms project and the fundraising strategy
- Green Days, the Bedford Park Festival and the Book Festival.

Most of these are reported upon in greater detail in individual reports within this document.

Each meeting of the PCC started with Mass and consideration of a passage from Scripture and its meaning for our parish community.

PCC Annual Conference 2011

The PCC Away Day is a 'retreat day' away from the Church and our usual activities. It is a time set aside to pray, to study, to reflect, to share and discuss, to plan and to get to know one another better too. This year the conference was held at the Kairos Centre, Roehampton where we again received a warm welcome.

The theme of the day was commitment to Christ. We began with a beautiful and contemplative guided Mass in the Chapel. It was a very special start to the day.

Then, having read the scriptures in advance, we had a period of Bible Study looking at Chapter 12 of St Paul's Letter to the Romans: developing our understanding of what it means to be 'A Living Sacrifice, Holy and acceptable to God'. We began our consideration of the importance of each member of our community making a commitment of time, talents and money to God and of the ministry of building teams.

After midday prayer and lunch the afternoon session took the theme of 'God's Co-workers: Building Teams' and we began another period of Bible Study based on St Paul's 1st Letter to the Corinthians. We reflected on what it means to be co-workers with God and not just in getting tasks done efficiently. We discussed our ministry to encourage others to give of themselves in ministry, to work with them. How do we build groups, ministry teams and what do we need to lead them effectively?

The PCC then planned the launch of an autumn campaign to encourage our congregation in the giving of Time, Talents and Money for the worship and ministry of our church.

It was an intense but enjoyable day and Father Kevin and Father Stephen were thanked for the thought and planning which had given it such value.

Clergy

Father Kevin Morris remains our Vicar, Father Graham Morgan and Father Neil Evans our honorary assistant priests and Father Stephen Stavrou our curate.

Health and Safety

This is kept under constant review and in 2011 the PCC:

- reaffirmed the Child Protection Policy, in accordance with the London Diocesan Child Protection Guidelines 2001 and re-appointed Jane Thomson as the Children's Advocate; and
- approved the written Health and Safety Policy and re-appointed Mr Chris Bradley as Health and Safety Officer.

Farewell

At the 2012 APCM Helen Wareham will be stepping down as Churchwarden after several years of effective and loyal service to the PCC and to our community. We thank her warmly for all that she has contributed.

Jane Blanckenhagen will also be stepping down after serving the customary three-year term.*

Conclusion

It was a challenging but successful year for the PCC with much planning for the organ and vestry room project, including the grant of the Faculty. We have begun to implement our fundraising strategy and to progress a project which has the potential to bring great benefit to both the parish of St Michael and All Angels and a much wider community.

Jane Blanckenhagen

PCC Secretary

March 2012

*The PCC notes its thanks to Jane for her time and commitment to the PCC, particularly latterly her hard work and efficiency as PCC Secretary.

Independent Examiner's Report

To the PCC of St Michael and All Angels Church, Bedford Park

I report on the accounts of St Michael and All Angels Church, Bedford Park for the year ended 31 December 2011, which are set out on pages 1 to 13.

Respective responsibilities of trustees and examiner

The PCC members are responsible for the preparation of the accounts. The PCC members 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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- to 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 charity 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 and taking account of the additional income of £16,667 referred to in note 13, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; 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.



Nicholas Ridge, FCA

The Gatehouse
2 Devonhurst Place
Heathfield Terrace
London
W4 4JD

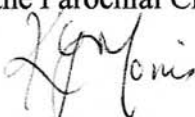
Date: 25/3/12.....

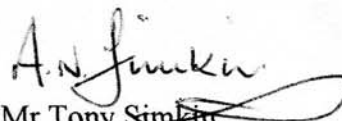
St Michael and All Angels

Balance Sheet at 31st December 2011

	Notes	2011 £	2010 £
Fixed Assets	5	748,317	749,521
Current Assets			
Debtors & Prepayments	7	19,655	17,361
Cash at Bank			
+ unrestricted		111,741	140,967
+ designated			70,775
		131,396	229,103
Current Liabilities			
Creditors & Accruals	8	29,691	68,671
		29,691	68,671
Net Current Assets		101,705	160,432
Net Assets		850,022	909,953
Funds			
Unrestricted Funds	2 & 3	845,022	839,178
Designated Funds	4	5,000	70,775
		850,022	909,953
		850,022	909,953

Approved by the Parochial Church Council on 25th March 2012 and signed on its behalf by:


 The Revd Kevin Morris
 Incumbent


 Mr Tony Simkin
 Treasurer

The notes on pages 2 to 13 form part of these accounts

St Michael and All Angels

Statement of Financial Activities For the Year ended 31st December 2011

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
					2011 £	2010 £
Incoming Resources						
Incoming resources from donors	2a	137,834	2,620		140,454	134,928
Other voluntary incoming resources	2b	2,570		16,165	18,735	21,509
Income from charitable & ancillary trading	2c	229,693			229,693	267,223
Other ordinary incoming resources	2d	3,506			3,506	8,884
Income from investments	2e	25			25	287
Total Incoming Resources		373,628	2,620	16,165	392,413	432,831
Resources Used						
Donations to Missions & Good Causes	3a	23,696		16,165	39,861	52,573
Activities directly relating to the work of the Church	3b	134,816			134,816	190,581
Fund raising and Publicity	3c	139,707	114,782		254,489	159,547
Church management & administration	3d	23,178			23,178	23,828
Total Resources Used		321,397	114,782	16,165	452,344	426,529

St Michael and All Angels

Statement of Financial Activities For the Year ended 31st December 2011

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note	£	£	£	2011 £	2010 £
Excess of Income over Expenditure	52,231	-112,162		-59,931	6,302
Balance as at 1st January 2011	839,178	70,775		909,953	903,651
Intra-fund transfers	-46,387	46,387		-	-
Balance as at 31st December 2011	845,022	5,000		850,022	909,953

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 2		£	£	£	2011	2010
		£	£	£	£	£
Incoming resources from donors						
Voluntary income	2a					
Planned giving		108,151			108,151	107,525
Collections at all services		22,395			22,395	20,368
Donations		7,288	2,620		9,908	7,035
		137,834	2,620		140,454	134,928
 Other voluntary incoming resources	 2b					
Candles		1,377			1,377	863
Fees		1,193			1,193	1,123
Special Appeals				16,165	16,165	19,523
		2,570		16,165	18,735	21,509

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

Note 2 (continued)	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
	£	£	£	2011	2010
	£	£	£	£	£
Incoming resources from donors					
Income from charitable & ancillary trading			2c		
Bedford Park Festival	93,172			93,172	121,154
Book Festival	10,880			10,880	8,949
Rentals,concerts & other trading activities	12,466			12,466	5,149
Parish Hall Lettings	113,175			113,175	131,971
	229,693			229,693	267,223
Other ordinary incoming resources			2d		
Insurance claims					5,000
Miscellaneous	3,506			3,506	3,884
	3,506			3,506	8,884

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 2 (continued)	£	£	£	2011	2010
	£	£	£	£	£
Incoming resources from donors					
Income from investments	2e				
Dividends & Interest					
Unrestricted	25			25	287
	25			25	287
Total Incoming Resources	373,628	2,620	16,165	392,413	432,831

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 3	£	£	£	2011 £	2010 £
Resources Used					
Donations	3a				
Missionary & charitable giving:					
Church overseas:					
missionary societies			7,412	7,412	14,591
Home missions & other Church Societies	14,943			14,943	25,045
Secular charities	8,753		8,753	17,506	12,937
	23,696		16,165	39,861	52,573

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 3 (continued)	£	£	£	2011 £	2010 £
Resources Used					
Activities directly relating to the work of the Church Ministry:	3b				
Ministry:					
Diocesan quota	92,143			92,143	91,925
Clergy expenses	5,565			5,565	5,638
Education	776			776	1,718
Worship	6,105			6,105	4,627
Music	10,977			10,977	14,045
Publications	498			498	1,451
Church ongoing	13,831			13,831	68,062
Maintenance	4,921			4,921	3,115
	134,816			134,816	190,581

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2011 £	2010 £
Note 3 (continued)						
Resources Used						
Fund raising and publicity:	3c					
Costs of Bedford Park Festival		55,243			55,243	55,308
Costs of Book Festival		4,075			4,075	3,974
Organ Fund expenses			114,782		114,782	
Costs of Hall lettings		80,389			80,389	100,265
		139,707	114,782		254,489	159,547
Church management & administration	3d					
Administrator Salaries & overheads		23,178			23,178	23,828
		23,178			23,178	23,828
		321,397	114,782	16,165	452,344	426,529
Total Resources Used						
Net Incoming/ (Outgoing) Resources		52,231	-112,162		-59,931	6,302

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

Note 4 Designated Funds

Analysis of Funds

	Designated Funds			Restricted
	Organ Fund	Hall Repainting Fund	Total	Special Appeals
	£		£	£
Balance as at 1st January	65,775	5,000	70,775	-
Incoming resources from donors Activities for generating funds	2,620		2,620	16,165
	2,620	-	2,620	16,165
Cost of generating funds Expenditure	114,782		114,782	16,165
	114,782	-	114,782	16,165
Net operational surplus	-46,387		-41,387	
Intra-fund transfers	46,387		46,387	
Balance 31st December		5,000	5,000	-

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

Note 5 Fixed Assets

	Parish Hall	Parish House	Office Equipment	Total
	£	£	£	£
Gross Book Value				
At 1 January	589,407	158,910	33,371	781,688
Costs in 2010	<u>589,407</u>	<u>-</u>	<u>33,371</u>	<u>781,688</u>
Depreciation				
At 1 January	-	-	32,167	32,167
Charge for the year	<u>-</u>	<u>-</u>	<u>1,204</u>	<u>1,204</u>
	<u>-</u>	<u>-</u>	<u>33,371</u>	<u>33,371</u>
Net Book Value 2011	<u>589,407</u>	<u>158,910</u>	<u>-</u>	<u>748,317</u>
Net Book Value 2010	<u>589,407</u>	<u>158,910</u>	<u>1,204</u>	<u>749,521</u>

The Parish House

The freehold land and buildings represents the parish house situated at 33 Quick Road, Chiswick.

The Parish Hall

The valuation of the Parish Hall represents the cumulative costs to 31 December 2011 of the redevelopment.

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

Note 6 Analysis of Net Assets by Fund

	Unrestricted	Designated	Total Funds	
	Funds	Funds	2011	2010
	£	£	£	£
Fixed Assets	748,317		748,317	749,521
Current Assets	131,396		131,396	229,103
Current Liabilities	-29,691		-29,691	-68,671
	<u>850,022</u>		<u>850,022</u>	<u>909,953</u>

Note 7 Current Assets

Within Current Assets:

+ Sundry Debtors & Prepayments	19,655	19,655	17,361
	<u>19,655</u>	<u>19,655</u>	<u>17,361</u>

Note 8 Current Liabilities

Within Current Liabilities:

+ Creditors & Accruals	29,691	29,691	68,671
	<u>29,691</u>	<u>29,691</u>	<u>68,671</u>

Note 9 PCC Employees & Members

The PCC employs two parish managers on a job share. In addition, the PCC employed an organist, a part-time organist for part of the year, a cleaner and a caretaker, none of whom were paid £50,000 for these services

The vicar and curate were paid a total of £5,565 in expenses, fees and allowances in 2011.

St Michael and All Angels

Notes to the Financial Statements For the Year ended 31st December 2011

Note 10 Independent Examiner's remuneration

The Independent Examiners, Bryan & Ridge were paid £ 1,680 inclusive of VAT

Note 11 Related Party Transactions

Fr Kevin Morris is a trustee of The St Michael & All Angels Church Bedford Park Trust, a registered charity (number 1099117) founded in 2003. The other trustees are Eileen McGregor (a former member of the PCC and former churchwarden) and John Little (a former PCC Treasurer). The objects of the trust are i) to further the religious and pastoral work of the Church of England in the ecclesiastical parish of St Michael & All Angels, Bedford Park, and ii) to support the ecclesiastical parish of St Michael & All Angels, Bedford Park in its responsibility for maintaining and developing the fabric of the buildings used by the parish in its worship and other aspects of its ministry. The PCC has received the declaration of trust and the audited financial statements of the trust for the year ending 31st December 2011.

It is the current policy of the PCC that all legacies received be passed on to the Trust; in 2011, no legacies were received (2010: £5,000) In addition, a sum of £ 8,753 (2010:£19,014) will be paid over to the Trust representing 25% of the surplus from Green Days and the Bedford Park Festival.

Note 12 Capital Expenditure Commitments

The PCC has signed a contract with Organ Manufacturers St-Martin S.A for the construction of a new organ amounting to CHF 750,000 Two instalments amounting in total to CHF 225,000 have been paid and are reflected in these accounts

Note 13 Post Balance Sheet Event

Since the year end £16,667 has been received in respect of hall lettings fees relating to 2011.