

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

**For the year ended 31 December 2010**



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

**ANNUAL REPORT  
AND  
FINANCIAL STATEMENTS  
OF THE  
PAROCHIAL CHURCH COUNCIL  
for the year ended 31<sup>st</sup> December 2010**

**Incumbent**

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

Email: [parishoffice@smaaa.org.uk](mailto:parishoffice@smaaa.org.uk)

Website: [www.smaaa.org.uk](http://www.smaaa.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*

# ST MICHAEL AND ALL ANGELS CHURCH

## PCC ANNUAL REPORT FOR 2010

### 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 by 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 18 April 2010 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	Mrs Anne Mower* Mrs Helen Wareham

### Elected Members

Mr Tony Simkin – Treasurer  
Mr Kevin Wilson\* – Secretary  
Mrs Elaine Carew Broke\*  
Mr Matthew Hickley\*  
Mrs Jane Blanckenhagen  
Ms Cathy Millin  
Mrs Vicky Brooke  
Ms Dinah Garrett  
Mrs Carol Douglas

\* Will step down at the APCM on 10 April 2011

## **Committees**

The PCC is assisted in its work by a number of committees. These committees each have an individual remit and a PCC member is appointed as a liaison person to each of the groups/committees.

- **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.
- **Pastoral Visitors Group** – undertakes pastoral visits 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 2010 was 185, an increase on the number during 2009 .

### **The Electoral Roll**

The Electoral Roll is revised annually and on 1<sup>st</sup> April 2010 there were 371 people on the Roll, a net increase of 12 from April 2009. In the year from April 2009 to April 2010, 8 people had left the Roll, while there were 20 new joiners.

### **Review of the year 2010**

The full PCC met 8 times and average attendance was 79%. 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. During the past year some of the topics covered were:

- Choice of charities for 2011
- Fabric of the church
- Consecration of women to the Episcopate
- Finance
- Planned giving/time & talents
- Discussion on the church organ and vestry room project and the fundraising strategy.

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 the pre-reading undertaken by members. This year the PCC studied Luke's Gospel with help from Mark L. Strauss's commentary.

### **PCC Annual Conference 2010**

The PCC Away Day is a time set aside to pray, to study, to reflect, to share and discuss, and to get to know one another better too. This year the conference was held at St. Michael's Convent, Ham which has beautiful gardens surrounding the building.

The Council split into two groups to discuss feedback on the designated Bible study passages (*Luke's Gospel 1.1 - 2.38*). A Plenary session was then followed by a detailed study given by Fr Kevin on the Birth of Jesus in Bethlehem. It was centred on the verse "There was no room at the inn", using the insights of Middle Eastern Culture from the work of Kenneth Bailey. Fr Stephen reminded us of the themes of Luke's Gospel and how they were represented in the opening chapters and then the groups discussed how, where and to whom the Gospel was proclaimed in these passages.

After midday prayer and lunch the afternoon session took the theme of 'Proclaiming the Gospel in our Ministry' and focused on our liaison ministries with various groups in our congregation. In groups the PCC shared their experiences and reflections of interacting with the groups for which they have particular responsibilities.

The PCC then discussed ministries under three thematic headings: welcome, education and pastoral care. A number of our ministries fall into all three categories and that it was necessary for us to be aware of this and make our groups aware of how they connect to the whole life and ministry of our church. Overall, the PCC members enjoyed the day and particularly the discussion of the Christmas story away from the Christmas period. Father Kevin and Father Stephen were thanked for the effort put into organising the day.

### **Clergy**

Father Kevin Morris remains our Vicar, Father Graham Morgan and Father Neil Evans our honorary assistant priests and Father Stephen our curate. Father Stephen was ordained priest on 27<sup>th</sup> June at St. Mary Abbots, Kensington, by the Bishop of Kensington, Paul Williams. He celebrated his first Mass at St. Michael and All Angels the following week.

### **Health and Safety**

This is kept under constant review and in 2010 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 2010 APCM we have to say goodbye to four PCC members who take with them a wealth of experience and service.

Anne Mower steps down after several years of loyal service to the PCC. Elaine Broke, Matthew Hickley and Kevin Wilson also step down after each serving the customary three-year term. Thanks are extended to all of them for their contribution to the PCC during that time.

## **Conclusion**

It was a challenging but successful year for the PCC with the signing of the new organ contract the culmination of many years' efforts. Now the work begins as we implement our fundraising strategy and embark on a project which will transform the music and worship of the St. Michael and All Angels.

**Kevin Wilson**  
**PCC Secretary**

**March 2010**

## **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 2010, which are set out on pages 2 to 14.

#### Respective responsibilities of trustees and examiner

The PCC are responsible for the preparation of the accounts. The PCC members consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 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, 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 41 of the 1993 Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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

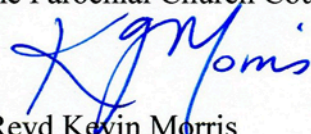
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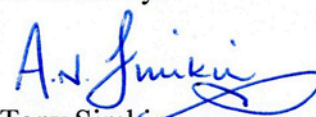
## St Michael and All Angels

### Balance Sheet at 31st December 2010

	Notes	2010 £	2009 £
<b>Fixed Assets</b>	<b>5</b>	749,521	752,778
<b>Current Assets</b>			
Debtors & Prepayments	7	17,361	12,575
Cash at Bank			
+ unrestricted		140,967	88,117
+ designated		70,775	66,933
		229,103	167,625
<b>Current Liabilities</b>			
Creditors & Accruals	8	68,671	16,752
		68,671	16,752
<b>Net Current Assets</b>		160,432	150,873
<b>Net Assets</b>		<b>909,953</b>	<b>903,651</b>
<b>Funds</b>			
Unrestricted Funds	2 & 3	839,178	836,718
Designated Funds	4	70,775	66,933
		909,953	903,651
		<b>909,953</b>	<b>903,651</b>

Approved by the Parochial Church Council on 27.3.2011 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

**Statement of Financial Activities**  
**For the Year ended 31st December 2010**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
					2010 £	2009 £
<b>Incoming Resources</b>						
Incoming resources from donors	2a	134,928			134,928	134,043
Other voluntary incoming resources	2b	1,986		19,523	21,509	21,709
Income from charitable & ancillary trading	2c	267,223			267,223	241,261
Other ordinary incoming resources	2d	8,884			8,884	6,110
Income from investments	2e	287			287	47
<b>Total Incoming Resources</b>		<b>413,308</b>		<b>19,523</b>	<b>432,831</b>	<b>403,170</b>
<b>Resources Used</b>						
Donations to Missions & Good Causes	3a	33,050		19,523	52,573	19,877
Activities directly relating to the work of the Church	3b	136,391	54,190		190,581	147,242
Fund raising and Publicity	3c	159,547			159,547	155,061
Church management & administration	3d	23,828			23,828	23,009
<b>Total Resources Used</b>		<b>352,816</b>	<b>54,190</b>	<b>19,523</b>	<b>426,529</b>	<b>345,189</b>

**Statement of Financial Activities**

**For the Year ended 31st December 2010**

	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>2010</b>	<b>2009</b>
<b>Note</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Excess of Income over Expenditure</b>	60,492	-54,190		6,302	57,981
<b>Balance as at 1st January 2010</b>	836,718	66,933		903,651	845,670
<b>Intra-fund transfers</b>	-58,032	58,032		-	-
<b>Balance as at 31st December 2010</b>	<b>839,178</b>	<b>70,775</b>		<b>909,953</b>	<b>903,651</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

		Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 2		£	£	£	2010	2009
		£	£	£	£	£
<b>Incoming resources from donors</b>						
<b>Voluntary income</b>	<b>2a</b>					
Planned giving		107,525			107,525	108,400
Collections at all services		20,368			20,368	17,764
Donations		7,035			7,035	7,879
		<b>134,928</b>			<b>134,928</b>	<b>134,043</b>
<b>Other voluntary incoming resources</b>	<b>2b</b>					
Candles		863			863	1,109
Junior Choir						806
Fees		1,123			1,123	2,524
Special Appeals				19,523	19,523	17,270
		<b>1,986</b>		<b>19,523</b>	<b>21,509</b>	<b>21,709</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

Note 2 (continued)	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2010 £	2009 £
<b>Incoming resources from donors</b>					
<b>Income from charitable &amp; ancillary trading</b>	<b>2c</b>				
Bedford Park Festival	83,898			83,898	91,516
Butterfly Ball	37,256			37,256	
Book Festival	8,949			8,949	9,373
Rentals,concerts & other trading activities	5,149			5,149	5,624
Parish Hall Lettings	131,971			131,971	134,748
	<b>267,223</b>			<b>267,223</b>	<b>241,261</b>
<b>Other ordinary incoming resources</b>	<b>2d</b>				
Insurance claims	5,000			5,000	3,942
Miscellaneous	3,884			3,884	2,168
	<b>8,884</b>			<b>8,884</b>	<b>6,110</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 2 (continued)	£	£	£	2010	2009
	£	£	£	£	£
<b>Incoming resources from donors</b>					
<b>Income from investments</b>	<b>2e</b>				
Dividends & Interest					
Unrestricted	287			287	47
	<b>287</b>			<b>287</b>	<b>47</b>
 <b>Total Incoming Resources</b>	<b>413,308</b>		<b>19,523</b>	<b>432,831</b>	<b>403,170</b>

# St Michael and All Angels

## Notes to the Financial Statements For the Year ended 31st December 2010

Note 3	Unrestricted	Designated	Restricted	Total Funds	
	Funds	Funds	Funds	2010	2009
	£	£	£	£	£

<b>Resources Used</b>
-----------------------

### Donations

3a

Missionary & charitable giving:

Church overseas:

missionary societies	6,832		7,759	14,591	1,980
Home missions & other Church Societies	19,014		6,031	25,045	15,603
Secular charities	7,204		5,733	12,937	2,294
	<b>33,050</b>		<b>19,523</b>	<b>52,573</b>	<b>19,877</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	
Note 3 (continued)	£	£	£	2010 £	2009 £
<b>Resources Used</b>					
<b>Activities directly relating to the work of the Church Ministry:</b>	<b>3b</b>				
Ministry:					
Diocesan quota	91,925			91,925	84,135
Clergy expenses	5,638			5,638	5,958
Education	1,718			1,718	1,659
Worship	4,627			4,627	9,063
Music	14,045			14,045	14,445
Publications	1,451			1,451	3,012
Church ongoing	13,872	54,190		68,062	14,759
Maintenance	3,115			3,115	14,211
	<b>136,391</b>	<b>54,190</b>		<b>190,581</b>	<b>147,242</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
Note 3 (continued)					2010 £	2009 £
<b>Resources Used</b>						
<b>Fund raising and publicity:</b>	<b>3c</b>					
Costs of Bedford Park Festival		44,378			44,378	62,200
Costs of Butterfly Ball		10,930			10,930	
Costs of Book Festival		3,974			3,974	2,526
Organ Fund expenses						10,807
Costs of Hall lettings		100,265			100,265	79,528
		<b>159,547</b>			<b>159,547</b>	<b>155,061</b>
<b>Church management &amp; administration</b>	<b>3d</b>					
Administrator Salaries & overheads		23,828			23,828	23,009
		<b>23,828</b>			<b>23,828</b>	<b>23,009</b>
		<b>352,816</b>	<b>54,190</b>	<b>19,523</b>	<b>426,529</b>	<b>345,189</b>
<b>Total Resources Used</b>						
<b>Net Incoming/ (Outgoing) Resources</b>		<b>60,492</b>	<b>-54,190</b>		<b>6,302</b>	<b>57,981</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

#### Note 4 Designated Funds

##### Analysis of Funds

	Designated Funds			Restricted
	Organ Fund	Hall Repainting Fund	Total	Special Appeals
<b>Balance as at 1st January</b>	£ 61,933	5,000	£ 66,933	£ -
Incoming resources from donors Activities for generating funds				19,523
	-	-	-	19,523
Cost of generating funds Expenditure	54,190		54,190	19,523
	54,190	-	54,190	19,523
Net operational surplus	7,743		12,743	
Intra-fund transfers	58,032		58,032	
<b>Balance 31st December</b>	<b>65,775</b>	<b>5,000</b>	<b>70,775</b>	<b>-</b>

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

#### Note 5 Fixed Assets

	<b>Parish Hall</b>	<b>Parish House</b>	<b>Office Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Gross Book Value</b>				
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>
<b>Depreciation</b>				
At 1 January	-	-	28,910	28,910
Charge for the year	<u>-</u>	<u>-</u>	<u>3,257</u>	<u>3,257</u>
	<u>-</u>	<u>-</u>	<u>32,167</u>	<u>32,167</u>
Net Book Value 2010	<u>589,407</u>	<u>158,910</u>	<u>1,204</u>	<u>749,521</u>
Net Book Value 2009	<u>589,407</u>	<u>158,910</u>	<u>4,461</u>	<u>752,778</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 2010 of the redevelopment.

## St Michael and All Angels

### Notes to the Financial Statements For the Year ended 31st December 2010

#### Note 6 Analysis of Net Assets by Fund

	Unrestricted	Designated	Total Funds	
	Funds	Funds	2010	2009
	£	£	£	£
Fixed Assets	749,521		749,521	752,778
Current Assets	158,328	70,775	229,103	167,625
Current Liabilities	-68,671		-68,671	-16,752
	<u>839,178</u>	<u>70,775</u>	<u>909,953</u>	<u>903,651</u>

#### Note 7 Current Assets

Within Current Assets:

+ Sundry Debtors & Prepayments	17,361	17,361	12,575
	<u>17,361</u>	<u>17,361</u>	<u>12,575</u>

#### Note 8 Current Liabilities

Within Current Liabilities:

+ Creditors & Accruals	68,671	68,671	16,752
	<u>68,671</u>	<u>68,671</u>	<u>16,752</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 £5,638 in expenses, fees and allowances in 2010.

# St Michael and All Angels

## Notes to the Financial Statements For the Year ended 31st December 2010

### **Note 10 Independent Examiner's remuneration**

The Auditors, Bryan & Ridge were paid £ 2,000 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 2010.

It is the current policy of the PCC that all legacies received be passed on to the Trust; in 2010, legacies of £5,000 were received (2009: 500) In addition, a sum of £ 19,014 (2009:£500) 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 A first instalment of CHF 75,000 has been paid and is reflected in these accounts