

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS  
For The Year Ended  
31 DECEMBER 2009  
FOR  
THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

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for the Year Ended 31 DECEMBER 2009**

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**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

**REPORT OF THE TRUSTEES  
for the Year Ended 31 DECEMBER 2009**

**Administrative information**

The Parochial Church Council (PCC) is constituted under the Parochial Church Councils (Powers) Measure 1956 as the body charged with running the activities of the Parish churches. The Parochial Church Council (PCC) is registered as a charity with the Charity Commission. The registered number is 1133759, and the date of registration was 26/01/10.

The Parish of St Stephen and St Thomas, with St Michael and St George is one of 19 Parishes in the Deanery of Hammersmith and Fulham, which is in the Area of the London Diocese under the Bishop of Kensington. The Kensington Area contains the 5 Boroughs of the Archdeaconry of Middlesex

The Parish comprises two churches with two congregations. The incumbent of the parish is based at St Stephen & St Thomas and has two colleagues, an Associate Vicar (AV), who is licensed to St Michael & St George, White City and currently a Non Stipendiary Minister (NSM) who is licensed to St Stephens. The whole parish has a high Urban Priority Area index in the London Diocese

The correspondence address is 1 Coverdale Road, London, W12 8JJ.

PCC members who have served from 1<sup>st</sup> Apr 2009 until the date this report was approved are:

**Incumbent:** The Revd Dr Bob Mayo

**Associate Vicar:** Rev Ben Humphries

**Curate:** Rev Anne Cowley

**Lay Chair:** Juliet Byford

**Treasurer:** Barry Clarke

**Wardens:** Marjorie Bedasse, Fred Sackey

**Deputy Wardens:** Michael Melichar (St Stephen and St Thomas') Eunice Greene (St Michael and St George's)

**Representatives on the Deanery Synod:** Steve Purcell, Flicks Sainsbury

**Elected members:** Tim Turnbull, Fiona Minors, Elizabeth Nsefik, Edd Stock

**Independent examiner:** Alistair Wem, Wem & Co, Savoy House, Savoy Circus, London W3 7DA

**Bankers:** St Stephen and St Thomas, HSBC, 21 Kings Mall, Kings Street, London W6 0QF  
St Michael and St George, CAF Bank Ltd, 25 Kings Hill Avenue, West Malling,  
Kent ME19 4JQ

## **Structure, governance and management**

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

## **Objectives and Activities**

The primary object of the PCC is to promote the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC for the Parish of St Stephen and St Thomas with St Michael and St George has the responsibility of co-operating with the Vicar, the Revd Bob Mayo, the Associate Vicar, The Rev Ben Humphries and the curate Anne Cowley in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

At St Stephen and St Thomas, the parish has responsibility for the church, the new church hall (due to be completed March 2010) and a house (35 Bloemfontein Avenue, W12), currently let. At St Michael and St George there is one building, which is a combined Church and Church Hall.

## **Achievements and Performance**

### Church attendance

In 2009 the electoral roll for St Stephens was 106 (64 residents and 42 non-residents). Average adult Sunday attendance (Oct 2009): 110, of whom 81 were communicants. Average children attending: 25. Weekly evening service 6 people attended & school Eucharist for St Stephen's C of E School: 34 people attended.

In 2009 the electoral roll for St Michaels was 97 (57 residents and 40 non-residents). Average Sunday Attendance (October 2009) was 49, of whom 36 were communicants. Weekday mass: average attendance: 4 people.

### Review of the year

#### St Stephen's

- We are a local community church - There was one occasion when I asked whether there was someone with a car who could take an older member of the congregation home. On that particular Sunday there was no one in a congregation of 100 people who had a car because they had all walked to church.
- The Church and School have continued to grow together as a self styled 'village in the city'. Over the last year we have been able to complete the Nursery for the school and the Hall for the Church. The buildings flow into each other with people moving around the sites at different points during the day. Parents and Toddlers, Breakfast Clubs and After School Clubs supplement the work of the school and nursery. The people who come to church on Sunday meet and greet each other in the Uxbridge Road on Mondays.
- We had some fun events to raise money for the church: A quiz evening (organized by Kate Morris and Clare Howard-Vyse), A sponsored run (starting from and finishing in the Sunday church

service - organized by Ellie Findlater), A drinks night and auction (Adam and Tabi Jay), A concert 'Sam Unplugged' (Solveig Nepstad, Sam Swallow, Jo & Steve Charrington, Sylvie Mayo), Fashion Sale (Emily Miller) & Gift Day in church (all).

- 'Christenings are the new weddings' since children have replaced marriage as the significant point of social transition for young parents. During my (5 year) period as vicar in the parish have seen an increase of 500% in the numbers of people coming forward for baptism.
- Hospitality is a key part of our church life: Rev Anne, Sylvie and I began the process of inviting everyone in the parish for dinner - so far we have hosted 84 people at the vicarage. We held an open house in the vicarage from 4pm till midnight. At 11.30pm one elder member of the congregation was dancing, another was sitting on the sofa squealing with laughter. Edd (aged 24) was dressed as Father Christmas with a pillow stuffed under his red costume and Sam (aged 28 and a half) was playing rock and roll on his keyboard. It was our Gospel version of the office Christmas party.
- A big thank you to members of the St Stephens Committee and to everyone involved in the running of the church - Juliet Byford, Michael Melichar, Cosmo Lush, Barry Clarke, Marjorie Bedassee, Shireen Bedassee, Caroline Allen, Anne Cowley, Fiona Minors, Tim Turnbull, Phillippa Robb, Mhairi Hopkins, Edd Stock, Paula Aitcheson-Walker, James Larney, Louise Bowman, Elwyn Taylor, Sarah Newlands
- Finally my parish life has been transformed by the arrival of two miniature longhaired dachshunds. Counselling conversations are a whole lot easier when the two of you are sitting on the kitchen floor with a dog asleep on each of your laps (why was that never mentioned in the pastoral handbooks!).

#### St Michaels

- The Sunday services were greatly enhanced through the year though the contributions made by the Sunday School, choir, stewards, servers, readers, intercessors, lay assistants and by those who arranged the flowers.
- We are all very thankful for the ministry of our visiting preachers and celebrants, who this year have included The Revd Gray Feathestone, The Revd Tim Ditchfield and Fr Graham Morgan, and Maggie Rich from USPG.
- It was a great occasion last St Michael's Day 2009 when we welcomed the new Bishop of Kensington, Rt Revd. Paul Williams to our church.
- We went to St Paul's cathedral for the confirmation of Luke Carling, Peter Carling, Natasha Lynch and Leone White.
- We have continued the practice of having occasional All-Age worship; with particularly special services for Christingle, Harvest and Easter.
- We are grateful for our continued friendship with Our Lady of Fatima - the Palm Sunday procession was a tremendous start for Holy Week last year; and our Walk of Witness to Shepherd's Bush Green on Good Friday last year with St Stephen's, St Luke's, and St Simon's was a great success. We have also built up links with the Pentecostal fellowships that meet around the Estate or which share our building. We had a service to mark the Women's' World day of Prayer.
- The Youth Fellowship went to Whipsnade Zoo and we had mini-bus trips to St Albans and Sion Park. We went to the Royal Albert Hall to hear Handel's Messiah. We also enjoyed our usual Bring and Share lunch at Michaelmas, and had another fantastic Christmas together.
- We had small group bible studies during Lent and Advent and we welcome more people to join them.

- Hiring of our hall continues to be our most important mission to this Estate. This entire mission could not happen without the organisational skills of Steve Purcell, and Stephanie Agunpopo who manage all aspects of our Hall Hire.
- The Mother's Union and Men's' Fellowship continued to meet
- 12 baptisms took place in church during 2009.
- One wedding took place in church during 2009.
- 3 funerals took place in church during 2009.

### **Reserves policy**

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months unrestricted payments, to cover emergency situations that may arise from time to time.

It is PCC policy to invest funds earmarked for the building of St Stephen's new hall with the CBF Church of England Deposit Fund through CCLA Investment Management Ltd.

**Approved by the PCC on 30th June 2010 and signed on their behalf by Rev Dr Bob Mayo (Incumbent)**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

I report on the accounts for the year ended 31 December 2009 set out on pages seven to fourteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 required.

It is my responsibility to:

- examine the accounts under Section 43(3)(a) 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 the 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 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 1993 Act; and
  - to prepare accounts which accord with the accounting records and to 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.

A I Wem BSc, FCA  
Wem & Co  
Savoy House  
Savoy Circus  
London  
W3 7DA

Date: July 2010

**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 DECEMBER 2009**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Incoming resources</b>					
Incoming resources from generated funds	4,000	—	—	4,000	5,960
Voluntary income	48,878	3,745	—	52,623	48,145
Activities for generating funds	12,785	—	—	12,785	2,481
Investment income	24,376	12,444	—	36,820	69,875
Incoming resources from charitable activities	19,714	1,188	—	20,902	18,996
Other incoming resources	2,802	—	—	2,802	—
<b>Total incoming resources</b>	<b>112,555</b>	<b>17,377</b>	<b>—</b>	<b>129,934</b>	<b>145,457</b>
<b>Resources used</b>					
Cost of generating funds					
Cost of generating voluntary income	347	—	—	347	276
Fundraising trading cost of goods sold and other costs	22	—	—	22	—
Charitable activities	79,838	3,070	—	82,909	89,180
Governance costs	2,949	—	—	2,949	—
<b>Total resources used</b>	<b>83,156</b>	<b>3,070</b>	<b>—</b>	<b>86,228</b>	<b>89,457</b>
<b>Net incoming / outgoing resources before transfer</b>	<b>29,399</b>	<b>14,307</b>	<b>—</b>	<b>43,706</b>	<b>55,999</b>
<b>Transfers</b>					
Gross transfers between funds – in	—	2,936	—	2,936	
Gross transfers between funds – out	( 2,936)	—	—	( 2,936)	—
<b>Net incoming / outgoing before other gains / losses</b>	<b>26,466</b>	<b>17,243</b>	<b>—</b>	<b>43,706</b>	<b>55,999</b>
<b>Other recognised gains / losses</b>					
Gains / losses on investment assets	—	317	419	736	—
Gains on revaluation, fixed assets, charity's own use	—	—	—	—	—
<b>Net movement in funds</b>	<b>26,466</b>	<b>17,560</b>	<b>419</b>	<b>44,443</b>	<b>55,999</b>
<b>Reconciliation of funds</b>					
<b>Total funds brought forward</b>	<b>1,121,987</b>	<b>532,701</b>	<b>23,760</b>	<b>1,678,449</b>	<b>1,622,449</b>
<b>Total funds carried forward</b>	<b>1,148,453</b>	<b>550,258</b>	<b>24,180</b>	<b>1,722,892</b>	<b>1,678,449</b>

The notes form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

**BALANCE SHEET  
AT 31 DECEMBER 2009**

	<b>Total Funds £</b>	<b>Prior Year Funds £</b>
<b>Fixed assets</b>		
Tangible assets	1,259,665	779,228
Investments	24,180	23,760
	1,283,845	802,988
<b>Current assets</b>		
Stocks and work in progress	5,413	4,196
Debtors	4,869	4,661
Investments	3,770	3,071
Cash at bank and in hand	428,271	866,941
	442,326	878,870
<b>Liabilities</b>		
Creditors: Amounts falling due in one year	3,280	3,409
	439,046	875,460
<b>Net current assets less current liabilities</b>	439,046	875,460
<b>Total assets less current liabilities</b>	1,722,892	1,678,449
<b>Total net assets less liabilities</b>	1,722,892	1,678,449
<b>Represented by</b>		
<b>Unrestricted</b>		
Unrestricted - General fund	1,032,026	1,011,063
<b>Designated</b>		
Designated - STST Church Buildings Fund	89,160	76,240
Designated - STST Dorothy Ramsay Estate	144	7,021
Designated - STST Fabric Fund	26,269	26,269
Designated - STST Social Fund	852	1,394
Designated - SSMG Youth Group	—	—
Designated - Old St Stephens Hall/Rooms/Glebe	—	—
Designated - St Stephen and St Thomas New Hall	—	—
Designated - STST Old Ridley hall Youth Fund	—	—
<b>Restricted</b>		
Restricted - SSMG LBHF Bouncy Castle	968	1,107
Restricted - Agency collection	—	—
Restricted - STST Ridley Hall Youth Fund	2,350	2,167
Restricted - STST E M Wright Accumulated Income	6,350	5,980
Restricted - SSMG Christmas Lunch Fund	288	—
Restricted - SSMG Youth Group	285	270
Restricted - STST Old Mission Hall Permanent Endowment	—	—
Restricted - STST Old Ridley hall Youth Fund	—	—
Restricted - STST OLD E W Wright Non Permanent Endowment	—	—
Restricted - SSMG Building Fund	1,898	499
Restricted - SSMG Charities Fund	8	—
Restricted - SSMG LBHF Garden Fund	1,398	1,424

The notes form part of these financial statements

Restricted - STST Ivy Bowers Estate	3,981	3,981
Restricted - SSMG Mother & Toddler Group	97	334
Restricted - SSMG Mothers Union	500	—
Restricted - Mission Hall Accumulated Income	3,770	3,071
Restricted - STST New Hall Fund	528,360	513,865
<b>Endowment</b>		
Endowment - STST Mission Hall Permanent Endowment	5,891	5,471
Endowment - STST EM Wright Non Permanent Endowment	18,289	18,289
<b>Funds of the church</b>	<u>1,722,892</u>	<u>1,678,449</u>

The financial statements were approved by the Board of Trustees on 30<sup>th</sup> June 2010 and were signed on its behalf by:

Steve Purcell

Barry Clarke

Trustees

**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
WITH ST MICHAEL AND ST GEORGE**

**NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 DECEMBER 2009**

**1. ACCOUNTING POLICIES**

**Accounting presentation**

A new accounting system was installed during the year as a result of which certain layouts and headings have changed. It is hoped that the new system will reduce the amount of time and cost needed to produce the financial statements in the future.

**Classification of investments**

The classification of investments has changed this year as it is considered that the new presentation more fairly reflects the actual position in relation to the funds investments.

**Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2008), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life. Freehold property is not depreciated as in the opinion of the Trustees proper maintenance reduces the actual depreciation to an insignificant amount.

Hall equipment	-15% on reducing balance
Computer equipment	-33.33% on cost

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Council.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are particular types of restricted funds and may be permanent where the capital must be held permanently or non permanent (expendable) where the capital may be spent in certain circumstances.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Consecrated land and buildings**

Consecrated and beneficial property is excluded from the accounts by s96(2)(a) of the Charities Act 1993.

**THE PAROCHIAL CHURCH COUNCIL OF  
ST STEPHEN AND ST THOMAS  
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
for the Year Ended 31 DECEMBER 2009**

**2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2009 nor for the year ended 31 December 2008. Mrs E Greene, a member of a church council, was paid £952 (2008:£850) for church hall caretaking and cleaning services.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 December 2009 nor for the year ended 31 December 2008.

**3. DESCRIPTION OF FUNDS**

**Mission Hall fund**

The Mission Hall fund is a permanent endowment fund towards the church's mission hall.

**EM Wright legacy**

The EM Wright legacy is an expendable (non permanent) endowment towards the inside fabric of the church.

**St Stephen and St Thomas' New Hall**

The New Hall fund is money raised for the building of a new hall.

**Ivy Bowers Estate**

The Ivy Bowers Estate fund is for the upkeep of the church and to support church groups such as Sunday School.

**Ridley Hall**

The Ridley Hall fund contains monies to be spent on youth work.

**St Michael & St George rebuilding fund**

The rebuilding fund carries a reserve against future repairs to the building.

**Youth group fund**

The Youth group fund contains monies earmarked to cover the running expenses of Church Youth activities.

**Bouncy castle fund**

This fund is for monies specifically donated or allocated towards the purchase of a bouncy castle for occasional use in the church garden.

**Garden fund**

This holds specific donations to cover major landscaping and re-stocking of the church garden.

**Mother and Toddler Group fund**

This holds funds specifically donated or allocated towards the equipment and running expenses of the group.

**Fabric Fund**

The Fabric Fund is used for looking after the church building.

**Church Buildings Fund**

The Church Buildings Fund is used for looking after the other buildings owned by the church.

**Social Fund**

The Social Fund is used to make discretionary gifts to members of the community and the congregation.

**Dorothy Ramsay Fund**

The Dorothy Ramsay Fund received as a legacy has been designated towards furniture and fitting out of the new church hall.

<b>Fund</b>	<b>Fund balances brought forward</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>Gains and Losses</b>	<b>Fund balances carried forward</b>
General - General fund	1,011,063	98,520	74,620	( 2,936)	—	1,032,026
<b>Designated</b>						
STST Church Buildings Fund	76,240	12,920	—	—	—	89,160
STST Dorothy Ramsay Estate	7,021	—	6,877	—	—	144
STST Fabric Fund	26,269	—	—	—	—	26,269
STST Social Fund	1,394	1,115	1,656	—	—	852
<b>Restricted</b>						
SSMG LBHF Bouncy Castle	1,107	—	138	—	—	968
STST Ridley Hall Youth Fund	2,167	183	—	—	—	2,350
E M Wright Accumulated Income	5,980	370	—	—	—	6,350
SSMG Christmas Lunch Fund	—	1,025	736	—	—	288
SSMG Youth Group	270	250	353	119	—	285
STST Old Ridley hall Youth Fund	—	991	991	—	—	—
SSMG Building Fund	499	1,384	—	15	—	1,898
SSMG Charities Fund	—	286	277	—	—	8
SSMG LBHF Garden Fund	1,424	300	325	—	—	1,398
STST Ivy Bowers Estate	3,981	—	—	—	—	3,981
SSMG Mother & Toddler Group	334	14	250	—	—	97
SSMG Mothers Union	—	500	—	—	—	500
Mission Hall Accumulated Income	3,071	382	—	—	317	3,770
STST New Hall Fund	513,865	11,682	—	2,802	—	528,360
<b>Endowment</b>						
STST Mission Hall Permanent Endowment	5,471	—	—	—	419	5,891
STST EM Wright Non Permanent Endowment	18,289	—	—	—	—	18,289
<b>Totals</b>	<b>1,678,449</b>	<b>129,934</b>	<b>86,228</b>	<b>—</b>	<b>736</b>	<b>1,722,892</b>