

**THE PAROCHIAL CHURCH COUNCIL OF
THE ECCLESIASTICAL PARISH OF
HAMPSTEAD EMMANUEL WEST END**

**Annual Report
and
Financial Statements of the
Parochial Church Council**

For the year ended 31 December 2018

Incumbent: The Revd Jonathan Kester
The Vicarage
Lyncroft Gardens London NW6 1JU

Bank: Barclays Bank plc
St John's Wood & Swiss Cottage Branch

Independent examiner:
Miss P Nicholson FCA, DChA
30 Fitzwarren Gardens
London N19 3TP

Charity Reg. No. 1142383

Administrative Information

Emmanuel Church is situated in Lyncroft Gardens, West Hampstead. It is in the Deanery of North Camden, the Archdeaconry of Hampstead and the Episcopal Area of Edmonton, which is within the Diocese of London and the wider Church of England.

The correspondence address is:	The Vicarage, Lyncroft Gardens, London, NW6 1JU
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Email (Vicar)	frjonathan@mac.com .
Email (Parish Office)	emmanuelnw6@gmail.com
Parish website:	www.emmanuelnw6.com .

The Parochial Church Council ("PCC") is a charity registered with the Charity Commission.

PCC members who have served from 1 January 2018 until the date this report was approved are:

<i>Incumbent:</i>	The Revd Jonathan Kester	Chair
<i>SSM Assistant Priest:</i>	The Revd Annette Fritze-Shanks	Safeguarding Officer

Churchwardens:

Robert Cox
Harin Perera

Representatives on the Deanery Synod:

Casey Hammett
Diana Malzer
Steve McNeilly
Geoffrey Shaw

Elected members

Sarah Barabas	
Claire Bodanis	
Chris Boustred	
Anthony Edwards	
Clare Fuller	PCC Secretary
Claire Hammett	
Rob Marshall	PCC Treasurer
Jilly Morris	
Lydia Parker	
Doreen Nyamweha	
Lydia Parker	
Harin Perera	
Carrie Reiners	
Nishi Shirley	
Nadia Zaoui	

Structure, governance and management

Members of the PCC are either ex officio, elected by the Annual Parochial Church Meeting, or co-opted in accordance with the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

Aims and purposes

Emmanuel PCC has the responsibility of cooperating with the priest in charge, Fr Jonathan Kester, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for Emmanuel Church.

Objects and activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the Incumbent and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable each and every person to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of Emmanuel church.

Achievements and performance

Church attendance

For the year ending 2018, there are 269 parishioners on the Church Electoral Roll, some 85 of whom are not resident in the Parish. The average Sunday attendance during the year was 206 adults and children (200 in 2017), but this number increased significantly at festivals. Average attendance at weekday services (on Monday and Wednesday) was 10 and on Thursday during term time the whole school attended mass.

During the year 22 candidates were confirmed (4 adults and 18 children) compared with 17 candidates in 2018 (1 adult and 17 children). There were 19 baptisms (compared with 18 in 2017). There was 1 wedding (compared with 2 in 2017).

Review of the year

The full PCC met 6 times during the year with an average level of attendance of 80 per cent. Committees met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

We continued to be most grateful to our self-supporting priest, Mothers Annette Fritze-Shanks for all her time, pastoral care and wisdom as well as her sacramental and liturgical input throughout the year. During the year Father Regan O'Callaghan, priest and iconographer, who is resident at the Vicarage continued to serve as Honorary Associate Priest. Their ministry is very much appreciated by all of us.

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In May 2018, Fr Jonathan was appointed to serve as Area Dean of the whole of Camden, serving all the parishes in the north and the south of the Borough of Camden, liaising and working with community leaders and sub-deans and chairing the Camden Deanery Synod and Chapter.

Fr Jonathan continued as Priest in Charge of St Cuthbert's, West Hampstead assisted by Mother Alysoun Whitton as the priest with Pastoral Responsibility for that Church until May 2018. After a six-month period of interregnum Father Hugh Thomas was licensed to St Cuthbert's on 4 November 2018.

Fr Jonathan also serves as a Governor at Emmanuel School and as a trustee of the CARIS Camden, the Community Association of West Hampstead and the Fitzdale Trust.

At the APCM 2017, Robert Cox and Harin Perera were elected as Churchwardens. At the first meeting of the PCC immediately after the APCM, Rob Marshall was elected as treasurer and Clare Fuller as PCC Secretary.

Parish Office

The Parish Office continues to be housed in the upstairs Choir Room. Our Parish Administrator, Nicki Siddall oversees the bookings and administration of the Community Space.

Community Space

The community facilities at the west end of the Church were frequently in use in 2018 for a whole range of activities from baby music groups, a children's theatre and stage school, for tap dancing, acrobatics and Brazilian Jiu Jitsu, Pilates, Yoga, Meditation, the West Hampstead branch of the Women's Institute, WHAT committee, various residents' meetings, as well as for concerts and the regular rehearsals of the Fortune Green and Cantereas Choirs and a local polling station. We have also been the venue for various activities for the campaign to release local resident Nazanin Zaghari-Ratcliffe from prison in Iran. All this is demonstrating that the new space is fulfilling our vision to serve the whole community of West Hampstead in all its diversity.

Winter Night Shelter

For the third season we hosted the C4WS Winter Night Shelter for the homeless from our Borough of Camden on Tuesday nights from November to January. The facilities were well used and much appreciated by all our guests who stayed. We have the best shower and sleeping facilities of any Church who participates in the scheme. We are so grateful to all our volunteers who cooked, made beds, cleaned, to local restaurants and shops who generously donated food and to all who cared for those who stayed with us so well.

Children's Work

We continued our central work with children throughout the year, not only at our 9.15 am Joyful Noise Eucharist but in our Sunday School in term during the 10.30 am Sung Eucharist. Many thanks to Claire Hammett who coordinates this work so ably.

Work with our older members

In a parish so full of young life it is important that we remember our older and senior members who are much valued members of our parish family. Our monthly Fellowship lunch on the first Wednesday of each month grew in numbers through the year. Many thanks to Diana Malzer who coordinates the catering for and communication with this wonderful group of people.

Safeguarding

Mother Annette Fritze-Shanks served as Safeguarding Officer throughout the year and Casey Hammett served as Children's Champion. All relevant DBS checks were undertaken.

Financial Review

Our total income for the year was £142,025 (2017: £130,195) and the details are in the financial statements. Donations from parishioners still account for the largest share of our income, contributing £78,222 (2017: £78,997). Our income from investments was stable at £14,244 (2017: £14,204). The year brought continued growth in income from letting our community rooms, to £43,899 (2017: 33,131).

We are required to show our investments at their market value at the end of the year and the gain or loss is reported in our Statement of Financial Activities.

£152,488 (2017: £131,785) was spent to deliver Christian ministry from Emmanuel Church, including a contribution of £75,140 (2017: £72,800) to the diocesan parish share (the Common Fund), which provides the stipends and housing for the clergy, pension and national insurance contributions as well as contributing to the wider life and ministry of the Diocese of London and Church of England.

In 2018 we were pleased to reach our goal of becoming a self-funding parish, making our full contribution to the Common Fund. The increase in our offer has stretched the Parish finances for 2018, but we are striving to maintain a stable financial position through the generous stewardship of our congregation and further letting activity.

Reserves policy

It is PCC policy to maintain a balance of net current assets on unrestricted funds of approximately 4 months' unrestricted payments, to cover emergency situations that may arise from time to time.

Approved by the PCC on and signed on their behalf



by The Revd Jonathan Kester (PCC Chair)



Rob Marshall (PCC Treasurer)

Statement of Financial Activities for year ended 31 December 2018

	Note	Unrestricted funds	Restricted funds	2018 Total	2017 Total
		£	£	£	£
Income From:					
Donations	2(a)	73,450	4,772	78,222	78,997
Charitable activities	2(b)	4,739	621	5,360	3,863
Other trading activities	2(c)	44,199		44,199	33,131
Investments	2(d)	14,244		14,244	14,204
Total		136,632	5,393	142,025	130,195
Expenditure On:					
Charitable activities	3	148,945	3,543	152,488	131,785
Total		148,945	3,543	152,488	131,785
Operating Income		(12,313)	1,850	(10,463)	(1,590)
Gains / (Losses) on investments	4	6,698	-	6,698	6,396
Net Income / (Expenditure)		(5,615)	1,850	(3,765)	4,806
Reconciliation of Funds					
Total funds brought forward		283,943	5,994	289,937	285,131
Total funds carried forward		278,328	7,844	286,172	289,937

Balance Sheet as at 31 December 2018

		2018	2017
	Note	£	£
FIXED ASSETS			
Investment assets	5	<u>251,937</u>	<u>254,692</u>
CURRENT ASSETS			
Debtors	6(a)	6,129	6,634
Short term investments	6(b)	11,767	11,764
Cash at bank and in hand		18,469	19,693
TOTAL		<u>36,365</u>	<u>38,090</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	8	(2,130)	(2,845)
NET CURRENT ASSETS		<u>34,235</u>	<u>35,245</u>
NET ASSETS	6,9	<u>286,172</u>	<u>289,937</u>
FUNDS			
Unrestricted		278,328	283,943
Restricted		7,844	5,994
TOTAL		<u>286,172</u>	<u>289,937</u>

Notes to the Financial Statements

1 ACCOUNTING POLICIES

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland', the Charities Act 2011 and the Charities Act 2011. The financial statements have been prepared under the historical cost convention except for investments which are included at market value, as modified by the revaluation of certain assets

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

the requirements of Section 7 Statement of Cash Flows.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of church members.

Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Income tax recovered and recoverable under the Gift Aid scheme during the financial year has been accrued.

Grants and legacies to the PCC are accounted for when the PCC has legal entitlement to the funds.

Other ordinary income

Rental income from the letting of church premises is recognised in the period when the rental is due.

Income from investments

Dividends and interest are accounted for when receivable

Gains and losses on investments

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on revaluation of the investments at 31 December.

Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

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The diocesan quota or common fund is accounted for when payable. Any quota unpaid at 31 December is provided for in these accounts as an optional (though not a legal) liability and is shown as a creditor in the balance sheet.

Fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.10(2) (a) and (c) of the Charities Act 2011

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written-off as expenditure in the Financial Statements and separately disclosed.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,500 or less are written-off when the asset is acquired.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

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Financial Statements for the year ended 31st December 2018**

2. INCOME AND ENDOWMENTS FROM:

	2018		2017	
	Unrestricted funds	Restricted funds	Total funds	Total funds
2(a) Donations	£	£	£	£
Regular pledged giving	22,241	-	22,241	23,050
Collections (open plate) at all services	26,262	-	26,262	23,960
Sundry donations	14,598	2	14,600	7,231
Gift aid reclaim	9,881	-	9,881	19,002
Grants received	468	-	468	-
Specific donations	-	4,770	4,770	5,753
TOTAL	73,450	4,772	78,222	78,997
2(b) Charitable activities				
Fees received	1,845	-	1,845	3,071
Fundraising events	2,894	621	3,515	-
Votive Candles	-	-	-	792
TOTAL	4,739	621	5,360	3,863
2(c) Other trading activities				
Letting income	43,899	-	43,899	28,815
Other income	300	-	300	4,316
TOTAL	44,199	-	44,199	33,131
2(d) Income from investments				
Dividends & Interest	14,244	-	14,244	14,204
TOTAL INCOMING RESOURCES	136,632	5,393	142,025	130,195

3. EXPENDITURE

	2018		2017	
	Unrestricted funds	Restricted funds	Total funds	Total funds
Charitable activities:	£	£	£	£
Gifts, donations & mission	573	1,261	1,834	980
Common Fund	75,140	-	75,140	72,800
Utilities & insurance	18,079	1,099	19,178	16,699
Lettings administration	6,976	-	6,976	-
Maintenance & gardening	4,047	19	4,066	7,301
Cost of services	2,755	-	2,755	1,928
Domestic, cleaning & social	4,869	767	5,637	4,030
Sundry costs	1,801	397	2,198	2,895
Organist & organ maintenance	4,958	-	4,958	5,165
Newsletter, printing & advertising	735	-	735	1,227
Church management & administration	1,382	-	1,382	7,020
Costs of fundraising events	535	-	535	-
Icons and artwork	-	-	-	5,100
Refurbishment, fixtures, fittings & equipment	27,095	-	27,095	6,640
Total	148,945	3,543	152,488	131,785

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4. GAINS AND LOSSES ON INVESTMENTS

	2018	2017
	£	£
Realised gain / (loss) on investments sold during the year	172	-
Unrealised gain / (loss) on investments held at year end	6,526	6,396
TOTAL	6,698	6,396

5. INVESTMENTS

	2018	2017
	£	£
CBF Church of England Property Fund units at market value	251,937	254,692

6(a) DEBTORS

	2018	2017
	£	£
Income tax claimed	2,616	2,891
Investment dividends	3,513	3,652
Other debtors	-	90
TOTAL	6,129	6,634

6(b) SHORT TERM DEPOSITS AND INVESTMENTS

	Unrestricted funds	Restricted funds	2018 Total	2017 Total
	£	£	£	£
Deposits	-	5,382	5,382	5,379
Dorothe King Bequest	6,385	-	6,385	6,385
TOTAL	6,385	5,382	11,767	11,764

Deposits are held at the CBF Church of England Deposit Fund
The balance of £7,844 Restricted Funds was held by restricting £2,462 cash at hand

7. LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Charitable activities:		
Gifts, donations and mission	-	-
Utilities and insurance	-	(696)
Maintenance, garden, organ, fixtures & fittings	-	-
Cost of services	-	(605)
Domestic, cleaning and food	-	(53)
Sundry	-	(782)
Organist and Choir	-	(375)
Newsletter, printing and advertising	-	(334)
Prepayment	(1,547)	-
Refurbishment	(583)	-
Total	(2,130)	(2,845)

8. RESTRICTED FUNDS MOVEMENTS

	At 1 Jan 2018	Income	Expended	Transfer	At 31 Dec 2018
	£	£	£	£	£
Alfreda Hayes	-	181	-	-	181
Freda Kitchen	2,376	-	-	-	2,376
Church Organ	500	-	-	-	500
Pew Cushions	360	-	-	-	360
Electric Piano	176	-	-	-	176
Children's Society	61	550	(611)	-	(0)
Christian Aid	5	30	(30)	-	5
Night Shelter	2,443	2,545	(1,867)	-	3,121
British Legion	-	621	(621)	-	-
Syrian Refugees	-	1,051	-	-	1,051
Flowers	73	396	(395)	-	74
Maintenance Box	-	19	(19)	-	-
TOTAL	5,994	5,393	(3,543)	-	7,844

9. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted funds	Restricted funds	2018 Total	2017 Total
	£	£	£	£
Fixed assets	251,937	-	251,937	254,692
Current assets	28,521	7,844	36,365	38,090
Current liabilities	(2,130)	-	(2,130)	(2,845)
BALANCE	278,328	7,844	286,172	289,937

10. SOFA COMPARATIVES

	Unrestricted funds	Restricted funds	2018 Total
	£	£	£
Income From:			
Donations	73,244	5,753	78,997
Charitable activities	3,863	-	3,863
Other trading activities	31,420	1,711	33,131
Investments	14,200	4	14,204
Total	122,727	7,468	130,195
Expenditure On:			
Charitable activities	125,472	6,313	131,785
Total	125,472	6,313	131,785
Operating Income	(2,745)	1,155	(1,590)
Gains / (Losses) on investments	6,396	-	6,396
Net Income / (Expenditure)	3,651	1,155	4,806
Reconciliation of Funds			
Total funds brought forward	280,292	4,839	285,131
Total funds carried forward	283,943	5,994	289,937

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE PAROCHIAL
CHURCH COUNCIL OF EMMANUEL CHURCH, WEST HAMPSTEAD

I report on the accounts for the year ended 31 December 2018 set out herein.

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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 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 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 statements 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

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to 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.

Patricia Nicholson

Patricia Nicholson (May 18, 2019)

Miss Patricia Nicholson FCA DChA
30 Fitzwarren Gardens, London N19 3TP

19th May 2019