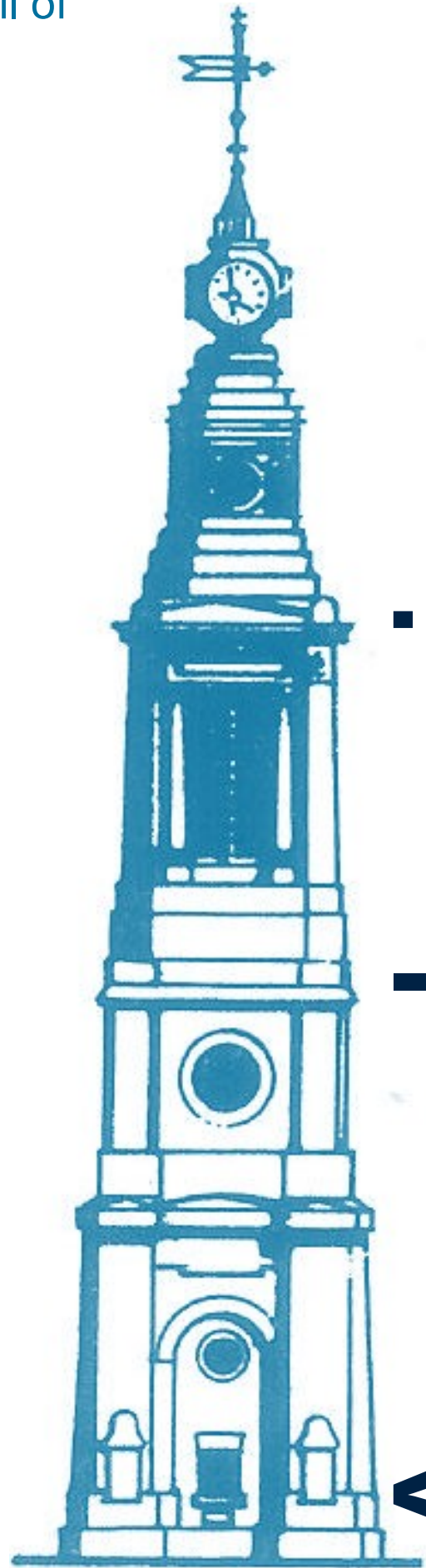


Annual report and financial statements  
of the Parochial Church Council of  
St Anne's Church, Soho



# Annual review 2008



**St. Anne's Church, Soho**

The Church of England Parish Church of Soho

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## Part 2 Financial Statement to follow after Audit



## The Rector's APCM Report

Our APCM falls on Passiontide Sunday. We are brought to the stark reality that Christ is walking purposely towards the cross. We want to shout “don't go there, be sensible you don't want the pain - we know this part of the story and it is unbearable”. But without the cross there would be no resurrection or Easter day. And the pain of Good Friday must come before the joy of Easter day; suffering and death before the joyful resurrection. In the holy Gospel set for today, it is no accident that Jesus says “unless a grain of wheat falls into the earth and dies, it remains just a single grain; but if it dies, it bears much fruit”. Grain kept in a jar or a sack is useless but to achieve something it must be scattered, sacrificed, planted and forgotten about. Only then can new life come. As we review this last year we need to look for fruit, not just in terms of numbers, but also spiritual growth. There has been pain with the loss of the former rector, turmoil, and change and a new rector who isn't Clare and who does things differently. It doesn't make one way right and another way wrong - they are different.

Change hasn't been nice for any of us. There has been pain as the ground has been ploughed; soil is turned and things that hinder growth are brought to the surface and removed. The security of the past might not feel the same and maybe as we, the seed, are placed once again under the dark soil it is not a nice to be in—but it is in the darkness that we grow and it is in the dark places that God meets us. During this last year I have asked (probably like many) has this appointment been a mistake or is God at work here? Is he at work in my life and in all our lives? Does God make mistakes and can he use our mistakes even when they seem so disastrous? I don't believe God makes mistake when He calls us—but God's call can be uncomfortable.

It hasn't been nice for many but in the midst of this process we need to ask—How have we as a parish grown more like Christ. It is very easy to say 'I can't or wont worship' but the church is here for people to gather and worship God and reach out into the community with that love. What does dying mean in order to bring new life. There are signs of life in the parish if we but look - the church is open during the day and people come in to visit, pray or just to find a scared space. Morning prayer happens every day for the parish and on occasions others drop in to start their day with prayer. During the year we have had 4 infant baptisms; our children have been prepared to receive the sacrament and they show an understanding above their years. 5 children and one adult were confirmed in St Paul's Cathedral on 1st November 08. This is part of the ongoing work of the church and to continue the analogy of seed, St Paul talks about harvesting what others have sown. There have been additions to the electoral role and people attend the weekday services (from other parishes as well) with Tuesday numbers reaching 14 people at times.

2 Eucharistic ministers had licenses granted and the other Eucharistic ministers had their license renewed. To accommodate one of the Eucharistic ministers communion is held in the traditional manner form.

School work continues and as the local rector and a governor I attend school assembly on a weekly basis and in the name of St Anne's Church the Christian faith is talked about with 149 children either through assembly or as in the last term through class religious education. However our lack of a formal Sunday School makes it difficult to build up the number of children and families attending worship.

Relationships have been built with the Chinese community and one young man has sought instruction in the Christian faith and is seeking baptism and confirmation later in 2009.

Our Patronal festival welcomed The Revd Canon Roger Royale who, along with a quartet singing music by Bruckner, Mozart and Rutter enabled us to have a delightful service followed by a bring and share lunch. In the evening a Taize style service of prayer and meditation was offered for the Lambeth Conference. At Harvest music again featured with a small group of Children from the Parish school accompanied by Rachel Ernshaw the Head Teacher and the delight of Anna Butterworth singing John Rutter's "All things Bright and Beautiful". The service was followed by a soup lunch which raised £100 toward the School Charity "Action Aid." Through this the school will sponsor a child in Africa.

Remembrance Sunday on the 9th November saw members of the Community and police join with us for the traditional Act of Remembrance in Church and at the War memorial in St Anne's Garden. As we remembered those who paid the supreme sacrifice we also prayed for the peace of the World.

During Advent a meditative group met in the Allen Room focusing on some of the main people in the Christmas Story and how they said "yes" to God. A Carol Service, 2 productions of the School Nativity play and the Christingle Service were held at the Chapel of St Barnabas. In mid December, over 100 of us braved the cold to sing carols in St Anne's Gardens and were thrilled to have the Parish School Choir, The London University Choir and music by Kenny Clayton. A collection raised over £300.00 for school funds and the sharpness of the cold was removed by the heat of the mulled wine.

The traditional 9 Lessons and carols took place the Sunday before Christmas with music by an impromptu choir. Midnight Mass and Christmas Day Service celebrated the birth of our Lord.

The House of St Barnabas saw joy on Christmas day with some of their life skills members, some of our older people who were on their own and 6 rough sleepers joining together for an amazing lunch. One of the rough sleeper recently spoke to me in Brewer St and said it "was the best day of my life".

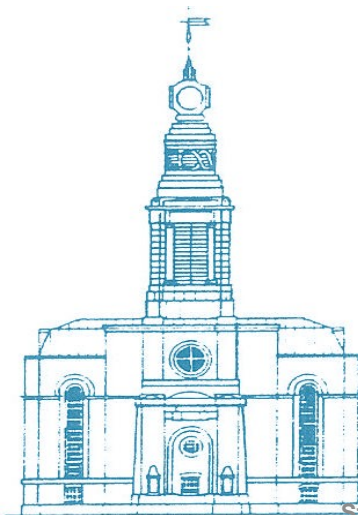
The refurbishing of the Kitchen in the main hall was completed by the end of November and was in the main due to the generous Legacy left by Bryan Burrough. The Kitchen was dedicated on the 17th December and it was a joy to welcome Bryan's sister Pauline and her husband Peter to that service. There will also be a new Ciborium presented for use on the altar in memory of Bryan by His sister and brother-in-law later on in 2009.

Financially we as a parish have had to tighten our belt for 2009 and with the down turn in income

during 2008 of £12,000 and the increase of expenditure of £48,000 we need to make savings and things will be extremely tight if we are going to be able to fulfil our obligations as a parish. We also need to start to think about raising money not only through direct giving and stewardship but as a parish commencing a fundraising campaign to ensure we not use up all our reserves but rather replenish them in order that we can continue to maintain this building and ensure it for generations to come and remain the church in Soho. Once set budgets will have to be adhered to and the PCC will have to examine whether an expense is necessary and if we can afford it.

During the year we have seen a number of people move on most recently our assistant priest, the Revd Simon Buckley has decided to move on after nearly 4 years in this parish. He has touched many hearts and lives during his time here and his farewell was testimony to the particular gifts he has brought to this parish. We wish Simon well for his professional work and priestly ministry. Frances Hiller, the Parish Reader will be made deacon on the 3rd June 2009 in the Diocese of Europe. She is on placement at present and we pray for her during this time of preparation. David Franklin Kitchen retired as organist after 12 years at St Anne's and moved away from London.

So what does the future hold for us? Recently at PCC I used the story of the respected Chinese Wise Man and the young man. The young man went to the meeting place one day where the wise man held court. Inside his hand the young man had a small bird and decided to ask the wise man whether it was alive or dead. If the wise man said alive, he would swiftly break the neck of the bird and show a dead bird and if the wise man said dead, he would let the bird fly free. Either way it was a win-win situation for the young man and the wise man would appear a fool and be discredited as a fraud. When the old man was asked the question he looked intently at the young man and said "the answer lies in your hands." May we in all our activities seek the life of this parish.



Handwritten signature of David S Gilmore in blue ink.

**David S Gilmore**  
Rector & Chair of the PCC  
March 2009

# Report of the PCC

## **Rector**

Revd. David S Gilmore  
(from 28th April 08)

## **Assistant Priest**

The Revd Simon Buckley  
(Until 15th March 09)

## **Reader**

Ms Francis Hiller  
(until December 08)

## **Church Wardens**

Michael Moran, Richard Abraham

## **Treasurer**

Nigel Percival (until 8th Jan 09)  
Patrick Thomson (from 11th Jan 09)

## **PCC Secretary**

Mr Bob O'Dell

## **PCC Deanery Synod Representatives**

Alex Norish

Michael Moran

## **Elected Representatives of The Parochial Church Council**

Mark Allen

Maria Froggatt

Becky Haigh

Michael Harvey

Colin McNeill

Robert O'Dell

Andy Stone

Patrick Thomson

Janet Vance

## **Parish Administrator**

Mr Stephen Grey

The Full PCC met on 12 occasions (including two ad hoc PCC meetings) during the year and met subject to rule 23 of the Church representative Rules on one occasion. The meeting commences with evening prayer .

The PCC discussions included the following issues:

- The refurbishment of the Hall Kitchen
- Soho Green's plans for St Anne's Gardens
  - Child Protection Policy review
  - Buildings and Grounds
    - Lettings and rates
    - Berlin visit 08
  - Mission Action Plan
    - Advertising
    - Health & Safety
- Children & Holy Communion & Children's Ministry
  - Eucharistic Ministers
    - Vestments
  - Year Six School leavers Gift
- Saturday Morning Coffees during the Summer
  - Premises Drinks License
  - Soho Society Dinners
  - Soho Community Centre Trust
    - The role of the PCC
  - World Aids Day Service
    - Fundraising
  - Church Flowers & Flower Fund
- PCC registration with the Charity Commission
  - Leases
- Purchasing from Local Merchants
  - Fair-trade
  - Inclusive Church
  - Soho Theatre
  - Chattels & Furnishing
  - The Parish Finances
    - Faculties
  - Insurance and Alarms



This by no means is an exhaustive list but it has been exhausting on many evenings!  
The Parochial Church Council is a Board of Trustees for the Church and following the APCM in 2009 all members must be registered with the Charity Commission. The Parochial Church Council ("PCC") is a corporate body with perpetual succession established by the Church of England. We operate under the PCC (Powers) Measure. The appointment and election of PCC members is governed by the Church Representation Rules. Currently serving elected members were elected at the Annual Parochial Church Meeting (APCM) on 25 March 2008. The PCC advises new PCC members on their responsibilities. The PCC appoint a Children's Advocates and adheres to the Diocesan protocol in the protection of children. We invite representatives to attend training sessions arranged by the Diocese of London to keep us up to date with our responsibilities.

**David S Gilmore**  
Rector & Chair of the PCC

# Report on the Fabric, Goods and Ornaments of the Church

## Fabric

The building is now 18 years old and is generally in sound order. In part this is because the building is relatively new and because the PCC has made a conscious decision to continue to invest in the upkeep of the building and site.

A continuing issue of concern and expense, however, is St. Anne's House, and more specifically leaks in the basement. The parish has expended thousands of pounds to continue to try to waterproof/seal the basement. Insurance companies will not cover us for this type of water ingress.

Over the past year the PCC has made three significant investments in the site:

We have renewed the floor in the Allen room and have also replaced the carpets in the Church Office, outside of the vestry and on the ground floor of St. Anne's House.

We also renewed the kitchen in the Community Hall - a significant investment from Bryan's legacy (circa £30,000), but one that will ensure the community and others have a serviceable kitchen for years to come. We learnt much from this experience – while three quotes were sought, costs did escalate. However, we are indebted to our Administrator, Stephen Grey, for his work in managing this process.

Finally we invested £11,000 in in-coming works for the rectory in advance of the arrival of the new Rector. It would be noted that the diocese invested significant sums in ensuring the fabric of the building was brought up to standard (their responsibility), and the Rector also made a significant contribution. This should ensure the Rectory, except for incidental work, should be free from major expenditure for many years to come, although the Parish should continue to ensure on-going maintenance is done.

As noted last year in the Treasurer's report, the majority of our funds come from our leases and rentals – without them the parish is not viable. Part of that work is managing leases and rentals. Again we owe our thanks to Stephen, our Administrator, who has professionalised the way we manage leases and rentals. As previously noted, his work with the Centrepont Lease alone has ensured we receive thousands more from this lease that will allow us to carry out our mission. But there is more to do. In 2008 the Rector took a keen interest in continuing to strengthen our financial position through a review and re-assessment of our leases. As we renew leases in the coming years, these efforts will put St. Anne's in a stronger financial position.

## Goods and Ornaments

We still have two large chests of Goods and Ornaments and these are currently located in Scotland. See last year's report for an overview of how the boxes ended up in Scotland. In short the boxes are still secure and we are now looking to move them back to London.

## Conclusion

I would like to acknowledge the work done by Stephen and Steve to keep this place in good repair, as well as the PCC and Standing Committee for their work on oversight and direction.

**Richard Abraham, Churchwarden**

March 2009



Memorial brass of St Anne at Deerhurst, c.1400

## DEANERY Synod Report WESTMINSTER (ST. MARGARET) DEANERY

We represented St. Anne's on the Deanery Synod for the past year. The Deanery is comprised of 20 parish churches. There are at least 11 other churches in the Deanery as well. The Area Dean is The Revd Philip Chester, St. Matthew, Westminster. The Lay Chairman is David Richards and the Deanery Treasurer continues to be Jonathan Bell.

### DEANERY SCHOOLS CONTRIBUTION

The PCC received a letter in August last year thanking us for our contribution to the Deanery for the funding of Church of England schools within its boundaries. Our contribution is in proportion to our Common Fund contribution and is a sign of our common commitment to the Church schools in our Deanery. - our contribution this year being £431.97 .

### 10 JULY 2008 MEETING

The July meeting was held at Grosvenor Chapel during which Jonathan Bell (treasurer) talked about education finance and ways in which parishes can support the work of Deanery schools.

### 21 OCTOBER 2008 MEETING

We were welcomed in the newly refurbished St Martin in the Fields church by The Revd Liz Griffiths, the Associate Vicar, who explained to us what was done during the refurbishment and the building of the new extension and how consensus was reached by the congregation on what was and wasn't done. After Liz's presentation and a question and answer session we were given a tour of the new extension prior to the business meeting. New members were welcomed including Revd Mark Oakley, Grosvenor Chapel. In addition to welcoming Mark back to the Deanery Philip announced two additional new incumbents the Revds Luke Ervine-Capell at St. Gabriel's, Pimlico and Liz Russell at Holy Trinity, Kensington. Philip talked about the development of a WIKI website for sharing of information within the Deanery. Revd John Hicks, gave a report on the Deanery Education Group and gave a huge thanks to both laity and clergy for all their support to schools. A report of the July 2008 General Synod was provided by Philip who then fielded questions about the Synod and his report.

The meeting ended with a report by Philip on the Lambeth Conference.

### 3 FEBRUARY 2009 MEETING

The third meeting of the Triennium (2008-2011) was held at the St. Margaret's Drop-In Centre during which we received a presentation on the history, life and work of the Centre and were briefed on the year ahead within the Deanery (see above). As with our SCCT run charity for seniors, the St. Margaret's Drop-In Centre is operated by a charity (Radical). At the time of the meeting the only vacancy within the Deanery was at St. Mary-le-Strand.

The Deanery has an extensive diary of events scheduled for 2009. Already there have been two clergy chapters one in January and another the week before last and a Deanery Synod meeting at St. Margaret's Drop-in Centre in February. There are four more clergy chapters scheduled this year. There are two more Deanery Synod meetings scheduled this year – one in conjunction with a Garden Party, a joint affair with the City Deanery, at Master's Garden in June and another in October at St. Giles-in-the-Fields. There is also a Deanery Steeple Chase to raise money for the St. Margaret's Deanery Drop-In Centre on 16 May. During the year there is a reception for parish treasurers, for the deanery schools and for incumbents and churchwardens and two receptions for the deanery schools. In addition there is a Deanery Schools Leavers Service in July and a Deanery Schools Confirmation in November. The Bishop will hold a Study Day for Clergy in September and a Two Cities Area Clergy Conference in November. So you see we have a very active Deanery under the leadership of Philip Chester and David Richards.

### DEANERY STEEPLE CHASE

There's a great opportunity coming up on Sunday 17 May 09 for those who like visiting churches as well as walking, cycling, bussing and tubing as well as raising money for a good cause - the Deanery Steeple Chase fundraiser for the Deanery Drop-In Center at St. Margaret's. Those interested in participating are to contact:

[Gillie.Pascoe@jobcentreplus.gsi.gov.uk](mailto:Gillie.Pascoe@jobcentreplus.gsi.gov.uk)

## Electoral Roll Officers Report 2009 to the APCM

The electoral roll is our official list of those qualified to attend and vote at the Annual Parochial Church Meeting. It means people get to stay in touch with the church and play a part in the decision-making process. In other words, only members of St. Anne's electoral roll can attend this meeting or be part of any vote.

The Church Representation Rules tell us that each church has to prepare a new electoral roll every six years. We invite existing members to reapply, as well as encourage new members to join us.

Last year we had 83 people enrolled on our electoral roll.

Over the last year 12 people have joined the roll:

Trevor John Langford	[R]
Helen Martin	[R]
Iain Michael Statham	[NR]
Becky Burns	[NR]
Juanita Isadora Braithwaite	[NR]
Kristina Marie Murison	[NR]
Oliver Edmond John Hodge	[NR]
Rebecca Sue Redfern	[NR]
Edward Holland	[NR]
James Edward Mannon	[NR]
Fiona Julienne Rhys-Jenkins Bailey	[NR]
Jacqueline Elizabeth Cole.	[NR]

Jonathan James Bell and Nigel Percival have requested that their names on the electoral roll be removed.

The current total membership of St. Anne's Electoral Roll is 93 - an increase of 10 on last year.

25 members are residents of the parish.

67 are non-resident.

**Michael Harvey**  
**Electoral Roll Officer. March 2009**

## Mission Statement

### Our mission

St Anne's Church seeks to be a loving and accepting Christian community, exploring and celebrating the presence of God.

We're committed to being a prayerful oasis in Soho, accessible, open and engaged with the wider community.

### Activities: what we do

We hope to achieve our mission by:

**Celebrating God's presence** with church services which are accessible and reflective and to which we make everyone feel welcome.

**Welcoming and supporting each other**, whoever we are, and providing a place of prayer, hospitality and acceptance in Soho.

**Providing space in Soho** for groups

**Engaging widely** with the life of the Church: in London, in other countries and with other denominations.

**Providing Christian education**, discussion and fellowship groups for people to explore their faith.

**Giving financial support**, especially to local

St Anne's Church is a parish of the Church of England and exists to promote the Gospel of Christ in Soho.

The PCC works with the Rector in promoting in the parish the full pastoral, evangelistic, social and ecumenical mission of the Church.

The PCC also has maintenance responsibilities for the church and associated property at 55 Dean Street, London W1.

## Thank You

- An enormous thank you Stephen Grey (Parish Administrator), who makes this Parish flow smoothly and without whose diligence and care so much more work would fall on the shoulders of the rector and others. Thank you to Steve Goodall (Caretaker) and for all who contribute to the work of St Anne's

## Voluntary help

- Thank you to all who contribute to the life of the parish and give of their time and talents to assist in the work of the church.
- To the Revd Simon Buckley (SSF Priest)
- To Church Wardens and Members of PCC Janet Vance and Margaret Bailey for the flower arranging and for all they do for SCCT.
- The Friends of St Anne's and the Soho Society.
- Those who act as sacristan and servers, readers, intercessors, sides persons, and administer the chalice.
- Serving on church bodies such as the Company of Parish Clerks, Changing Attitude and the Deanery Synod.
- For side persons who welcome newcomers.



Memorial brass of St Anne  
at Morley, 1470



2008 saw a considerable downturn in the Parish finances and it was of concern that the parish finances dropped below its stated minimum reserves. This, coupled with a decrease in direct giving and the downturn in the economy, affected lettings and reduced income. The financial position looked concerning and the PCC recognised a need to set attainable budgets for 2009 and to curb spending except for emergencies.

## Income

Direct giving appeared to decrease as did gift aided donations, which was due to some significant donors moving from the parish. There was also a decrease in revenue from Hall lets which was considerably lower than was budgeted for.

## Expenditure

Expenditure rose during 2008 with considerable expenditure on the Rectory during the Interregnum and as a result of the Hall Kitchen project going over budget. For the 6th year in succession, the contribution to the Diocese of London was increased from £51,000 to £54,800. This is the largest single cost which contributes to our share of providing ministry in the Diocese and is a debt of honour any parish must pay to continue ministry in the parish. Charitable giving remained at the level of 2007.

## Investments

With the volatile outlook for the financial market, investments suffered considerably and some losses were incurred during the year. Investments have also provided a lower return. During the year some of the investments had to be realised by approximately £30,000 to deal with a considerable decline in parish finances and the increase in expenditure.

## Reserves and Investments

The PCC holds financial reserves in case of having to cover significant repair costs or in the event of losing a tenant. Reserves would help us to keep going in an emergency. The PCC reviews the reserves each year and during 2008 they dropped considerably towards the minimum range of £60,000 - £100,000. At the 31st December 2008, the financial reserves stood at £65,471.00 - including the ring-fenced amount of the Bryan Burrough Legacy (£22,537) this amount was below the target range. Financial reserves are invested wisely in the managed funds of the C.O.E.

## Risk Management

The PCC has identified and reviewed major risks to which we are exposed and has established procedures and identified systems to manage the risks.



9th December 2009

Patrick Thomson  
PCC Treasurer

### Independent Examiner's report to the Parochial Church Council of St Anne's Church, Soho

This report on the accounts of the PCC for the year ended 31 December 2008, which are set out on pages 12 to 17, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s43 of the Charities Act 1993 ('the Act').

#### Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 43(2) of the Act does not apply.

It is my responsibility to issue this report on those financial statements in accordance with the terms of the Regulations.

#### Basis of this 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, 2006 edition. 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 financial statements 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 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 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



12th December 2009

Jayne Proctor FCCA  
Independent Examiner

# Statement of financial activities

## For the year ended 31 December 2008

	Note	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	2007 £
<b>Incoming resources</b>					
Voluntary income	2a	21,355	3,071	24,426	94,109
Income from activities for generating funds	2b	37,651	-	37,651	31,724
Income from investments	2c	4,447	-	4,447	2,323
Income from church activities	2d	70,491	-	70,491	81,423
Other income	2e	8,667	-	8,667	8,000
<b>Total incoming resources</b>		<b>142,611</b>	<b>3,071</b>	<b>145,682</b>	<b>217,579</b>
<b>Resources expended</b>					
Cost of church activities	3a	(212,579)	-	(212,579)	(155,889)
Governance costs	3b	(306)	-	(306)	(490)
<b>Total resources expended</b>		<b>(212,885)</b>	<b>-</b>	<b>(212,885)</b>	<b>(156,379)</b>
<b>Net (outgoing)/incoming resources</b>		<b>(70,274)</b>	<b>3,071</b>	<b>(67,203)</b>	<b>61,200</b>
<b>Gains / (losses) on investment assets</b>					
on disposal	5	-	-	-	346
on revaluation	5	(4,202)	-	(4,202)	314
<b>Total gains / (losses) on investment assets</b>		<b>(4,202)</b>	<b>-</b>	<b>(4,202)</b>	<b>660</b>
<b>Net movement in funds</b>		<b>(74,476)</b>	<b>3,071</b>	<b>(71,405)</b>	<b>61,860</b>
Balances brought forward at 1 January		135,779	1,097	136,876	75,016
Balances carried forward at 31 December		61,303	4,168	65,471	136,876

# Balance Sheet

## At 31 December 2008

	Note	2008 £	2007 £
<b>Fixed assets</b>			
Tangible fixed assets	5	-	-
Investment assets	5	23,176	27,377
<b>Total fixed assets</b>		<b>23,176</b>	<b>27,377</b>
<b>Current assets</b>			
Debtors	6	7,685	9,312
Short term deposits	7	33,799	16,373
Cash at bank and in hand	7	3,593	84,054
<b>Total current assets</b>		<b>45,077</b>	<b>109,739</b>
Liabilities: amounts falling due within one year	8	(2,780)	(240)
<b>Net current assets</b>		<b>42,297</b>	<b>109,449</b>
<b>Total net assets</b>		<b>65,473</b>	<b>136,876</b>
<b>Parish funds</b>			
General (unrestricted) Fund		42,936	113,242
Rector's leaving collection (restricted fund)	3a	-	1,097
Designated fund for clock repairs (restricted fund)		22,537	22,537
<b>Total funds</b>		<b>65,473</b>	<b>136,876</b>

The notes on pages 14-17 form part of these accounts.

Approved by the Parochial Church Council on  
and received by the Annual Parochial Church Meeting on  
and signed on its behalf by



9th December 2009



David Samuel Gilmore  
Rector & Chairman of the PCC

Patrick Thomson  
PCC Treasurer

## 1. Accounting policies

### A. Basis of preparation

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with the applicable accounting standards, the Charities SORP 2005 and the "Church guidance" from the Finance Division of the Archbishops' Council.

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

### B. 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.

During 2008 some of the legacy from the Bryan Burrough fund was used to refurbish the kitchen in the main hall.

### C. Incoming resources

#### Voluntary income

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

Income tax recoverable on gift aid donations is recognised when the income is recognised.

Gifts in kind of £100 value or more are valued and shown as both incoming resources and resources expended in the financial statements.

#### Income from activities for generating funds & income from church activities

Rent from land and buildings owned by the PCC and leased by licence under faculty is recognised when the rental is due.

Rental income or income from lets to organisations whose aims *either*

accord with those of the PCC *or*

are supported by the PCC (especially by virtue of our Mission Action Plan)

is treated as 'income from church activities'.

All other rental income or income from lets is treated as income 'from activities for generating funds'.

#### Income from investments

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue. Any tax recoverable on such income is recognised when the income is recognised.

### D. Gains & losses on investments

Realised gains or losses are recognised when investments are sold.

Unrealised gains or losses are accounted for on revaluation of investments at 31 December.

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

### E. Resources expended

Any diocesan quota unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

### F. Fixed assets

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

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC and which require a faculty for disposal are accounted for as inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time. For inalienable property acquired prior to 2001 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £2,000 or on the repair of movable church furnishings acquired before 1 January 2001 is written off through the statement of financial activities.

### G. Investment assets

Investments are valued at market value at 31 December.

### H. 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 the 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.

## 2. Incoming resources

	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	2007 £
<b>2a</b> Gift Aid donations	5,473	-	5,473	7,695
Income tax recoverable*	-	-	-	2,171
Collections & donations not made under Gift Aid	7,636	3071	10,706	9,005
Grants & large donations	8,247	-	8,247	7,627
Legacies	-	-	-	67,611
<b>Total voluntary income</b>	<b>21,355</b>	<b>3,071</b>	<b>24,426</b>	<b>94,109</b>
<b>2b</b> South passage rental	13,000	-	13,000	13,000
Soho Society rental	3,300	-	3,300	3,300
Hall lettings	13,880	-	13,880	4,402
Allen Room lettings	5,473	-	5,473	10,312
Tower lettings	1,998	-	1,998	710
<b>Total income from activities for generating funds</b>	<b>37,651</b>	<b>-</b>	<b>37,651</b>	<b>31,724</b>
<b>2c</b> Dividends and interest including any reclaimed tax	4,447	-	4,447	2,323
<b>Total income from investments</b>	<b>4,447</b>	<b>-</b>	<b>4,447</b>	<b>2,323</b>
<b>2d</b> Centrepoint rental†	26,000	-	26,000	29,216
Westminster Advocacy Service for Senior Residents rental	10,500	-	10,500	10,500
Hall lettings	17,528	-	17,528	31,086
Allen Room lettings	15,600	-	15,600	10,141
Tower lettings	843	-	843	480
<b>Total income from church activities</b>	<b>70,491</b>	<b>-</b>	<b>70,491</b>	<b>81,423</b>
<b>2e</b> Rental for airspace above St Anne's Gardens, etc	8,667	-	8,667	8,000
Proceeds from insurance, etc	-	-	-	-
<b>Total other incoming resources</b>	<b>8,667</b>	<b>-</b>	<b>8,667</b>	<b>8,000</b>
<b>Total incoming resources</b>	<b>145,682</b>	<b>-</b>	<b>145,682</b>	<b>217,579</b>

- During 2009 tax was recovered from HM Revenue & Customs relating to gift aid which has been accrued in the accounts.

## 3. Resources expended

**3a** Principal grants made during the year: grants of £300 or more are shown below. No material grants were made to individuals.

	£		£
Soho Community Centre Trust	1,000	Deanery Church of England schools	431
Soho Parish School	1,000	Soho Community Centre Trust	1,000
Rector's Leaving Collection	1097		

### 3. Resources expended (continued)

	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	2007 £
<b>3a</b> Grants, gifts & alms	3,681	1,097	4,778	4,844
Contribution to the Common Fund of the Diocese of London	51,000	-	51,000	47,500
Ministry, including hospitality	2,780	-	2,780	6,576
Sanctuary goods	2,600	-	2,600	1,901
Provision of music at services	4,212	-	4,212	3,910
Heat, light & water costs	16,509	-	16,509	7,450
Caretaking	22,336	-	22,336	25,241
Cleaning	7,410	-	7,410	7,011
Small repairs, maintenance & gardening	20,841	-	20,841	8,258
Insurance	4,940	-	4,940	2,049
Major repairs & redecoration	28,409	-	28,409	7,311
Communications, printing & stationery	10,580	-	10,580	7,489
Site & parish administration	35,166	-	35,166	25,719
Computer & large office equipment	664	-	664	570
Other costs	270	-	270	-
Bank charges & loan interest	84	-	84	60
<b>Total cost of church activities</b>	<b>211,482</b>	<b>1,097</b>	<b>212,579</b>	<b>155,889</b>
<b>3b</b> Cost of producing and independently examining the annual review	306	-	306	490
<b>Total governance costs</b>	<b>306</b>	<b>-</b>	<b>306</b>	<b>490</b>
<b>Total resources expended</b>	<b>211,788</b>	<b>1097</b>	<b>212,885</b>	<b>156,379</b>

### 4. Staff costs

During the year the PCC employed an organist, caretaker and parish administrator plus a short-term parish administrator to cover a period of absence.

Two employees' emoluments fell in the band £20,000-£29,999.

	Unrestricted 2008 £	Restricted 2008 £	Total 2008 £	2007 £
Wages and salaries	50,577	-	50,577	48,075
Social security costs	9,270	-	9,270	4,043
<b>Total staff costs</b>	<b>59,847</b>	<b>-</b>	<b>59,847</b>	<b>52,118</b>

## 5. Fixed assets for use by the PCC

The PCC has no tangible fixed assets. See note 1 on accounting policies.

The PCC holds 1,405 units (2007: 1,405) in the CBF's Investment Fund. Units were valued at £9.35 each at 31 December 2008 (2007: £12.56), giving a total market value of £13,138 (2007: £17,646).

The PCC holds 6,227 units (2007: 6,227) in the CBF's Fixed Interest Securities Fund. Units were valued at £1.61 each at 31 December 2008 (2007: £1.56), giving a total market value of £10,036 (2007: £9,731).

## 6. Debtors

HM Revenue & Customs is a debtor in respect of income tax recoverable on income donated under Gift Aid to the PCC amounting to £4,564 (2007: £4,564). £2,773 was outstanding in respect of rent or fees for lets at the year end (2007: £4,400). A prepayment of £348 (2007: £348) is included relating to insurance.

## 7. Cash & short term deposits

The PCC holds short term deposits with the CBF deposit fund which amounted to £23,176 at 31 December (2007: £16,373). At 31 December the PCC held £3,464 with the Bank of Scotland (2007: £83,996) and held £128 as petty cash (2007: £58).

## 8. Creditors

During 2008 the PCC received a church fee for a marriage which had not been paid over to the Diocese at 31 December and is therefore shown as a creditor in the balance sheet of £240 (2007: £240).

## 9. Gifts in kind & intangible income

The PCC receives, and gratefully acknowledges, substantial voluntary help. In accordance with s8.45 of the Church guidance and s109 of the Charities SORP this intangible income is not accounted for in the financial statements.

## 10. Professional fees

Jayne Proctor was paid £300 by the PCC for her 2008 examination of the 2008 accounts.

## 11. Transactions with PCC members

No person connected with the PCC has been paid or is payable remuneration or other benefits from the funds of the PCC except as shown here.

- The Revd Simon Buckley is a member of the PCC and assistant priest licensed to the parish and received an honorarium of £250.
- The Revd David Gilmore was Chair of the PCC from 29th April 08 and Rector of the parish and did not take an honorarium.

Expenses have been reimbursed to PCC members only insofar as PCC members act as agents for the PCC.

## 12. Church fees

Fees receivable in respect of marriages, the witness of affidavits etc are paid over to the Diocese of London and are not accounted for as income in the SOFA. Any fee received and not paid over to the Diocese at the end of the year is treated as an amount owing in the balance sheet.

## 13. Reserves & investments policies

It is the PCC's policy to maintain sufficient financial reserves to cover likely building repairs and income foregone in the event of losing a significant tenant. The target range for financial reserves during 2008 was £60,000 - £100,000. At 31 December financial reserves stood at £42,936, which falls considerably below our target range due to poor governance of parish finances. These governance arrangements have now been reviewed and stricter internal controls have been set in place.

Investments are held with the Central Board of Finance of the Church of England Deposit, Fixed Interest and Investment Funds. The Central Board of Finance funds are invested according to ethical principles.

# How to support us

The Church of England is becoming less able to rely on its historic assets to generate income, so parish churches like ours have to become as self-sufficient as we can and, if possible, help poorer parishes in London.

We believe we are making our buildings (and people!) work very hard to generate as much money as possible, but we also need support from our congregation and the people who know us.

With your support we can ensure that St Anne's continues its worship, work and witness in Soho.

If you would like to help us out financially then please use the forms below.

Thank you for your support.

## The forms you need to help us

If you would like to pay a regular amount directly from your bank account then please use form A below.

If you pay UK income tax then consider filling in form B too. It allows us to reclaim income tax on your donations, making £10 worth £12.80.

### A. I'd like to give regularly to St Anne's

Title \_\_\_\_\_ First name \_\_\_\_\_

S \_\_\_\_\_ u \_\_\_\_\_ r \_\_\_\_\_  
name \_\_\_\_\_

A \_\_\_\_\_ d \_\_\_\_\_  
dress \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Banker's Order (Instruction to your bank/ building society to pay by standing order)

To the Manager,  
\_\_\_\_\_  
(name of bank)

Address of bank \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Exact name of account holder(s):  
\_\_\_\_\_  
\_\_\_\_\_

Account number \_\_\_\_\_

Sort code \_\_\_\_\_

Please pay on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month)  
\_\_\_\_\_ (year)

And on the same day of each succeeding month / year\* until further notice to:

Bank of Scotland, 14/16 Cockspur Street, London SW1Y 5BL

### B. Please reclaim tax on my donations

Gift Aid declaration

*giftaid it*

Full name \_\_\_\_\_

\_\_\_\_\_

A \_\_\_\_\_ d \_\_\_\_\_  
dress \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I want St Anne's to reclaim tax on all of my donations over the past six years

----- Post-  
code \_\_\_\_\_

- I note that I should tell St Anne's if I don't pay an amount of income or capital gains tax that at least equals the tax deducted from my donations

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return to the Treasurer, St Anne's Church, 55 Dean Street, London W1D 6AF. Thank you.



## Full parochial name

St Anne with St Thomas and St Peter, Soho  
Diocese of London

## Address for correspondence

St Anne's Church  
55 Dean Street  
London W1D 6AF

020 7437 8039  
[www.stannes-soho.org.uk](http://www.stannes-soho.org.uk)  
[info@stannes-soho.org.uk](mailto:info@stannes-soho.org.uk)

## Legal Advisor:

Diocesan Registrar  
The Old deanery  
London

## Independent Examiner

Ms Jayne Proctor\*

[jayne.rowe@hotmail.co.uk](mailto:jayne.rowe@hotmail.co.uk)

(\*Professional Registration Name)

## Bank

Bank of Scotland  
St James's Gate  
14/16 Cockspur Street  
London SW1

## Investment Manager

CCLA Investment Management Ltd  
80 Cheapside  
London EC2V 6DZ



THE CHURCH  
OF ENGLAND

