

PAROCHIAL CHURCH COUNCIL OF  
ST MARY-LE-BOW

Registered Charity No. 1130098

ANNUAL ACCOUNTS  
FOR THE YEAR ENDED  
31st December 2018

**ST MARY-LE-BOW  
REFERENCE AND ADMINISTRATIVE INFORMATION  
AS AT 31 DECEMBER 2018**

**Charity Number**

1130098

**Membership of the PCC**

Rector & Chair:

The Revd George Bush (*ex officio*)

Churchwardens:

Antoine West (also Clerk of Works)

Dan Hedley (also Deanery Synod Representative)

Representative to the City Deanery Synod:

Alan Hovell

Elected Members:

Chloe Boundy

Oliver Boundy

Margaret Burt

William Dempster

James Sanders (Hon.Treasurer)

Michael Wainwright

Robert Hancock

Aaron Burchell

Daniel Ryan

David Saunders

Hannah Clarke

**Parish Officers**

Electoral Roll Officer &

Hon. Secretary to the PCC

Parish Secretary & Pastoral Assistant:

Margaret Burt

Matthew Power

Verger & Administrator:

Dan Warnke (until June 2018)

Operations Officer & Verger:

Richard Swann (from October 2018)

**Office Address**

Cheapside

London EC2V 6AU

**Independent Examiner**

Nik Fisher

Simia Wall

Devonshire House

582 Honeypot Lane

Middlesex HA7 1JS

**Bankers**

HSBC

City of London Branch

60 Queen Victoria Street

London EC4N 4TR

**Church Architect &  
Quinquennial Inspector**

Robert Shaw

Robert Shaw Architects

32 Foster Road

Chiswick

London W4 4NY

**Objects and Public Benefit**

The purpose of the church is promoting in the parish the whole mission of the Church. The PCC members have taken full recognition of the requirements of section 17 of the 2011 Act in regard to public benefit.

**Governing Document**

The Church is governed by the Parochial Church Councils (Powers) Measure 1956 (as amended) and the Church Representation Rules (contained in Schedule 3 to the Synodical Government Measure 1969 as amended).

**ST MARY-LE-BOW  
PCC REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**Responsibilities of the Parochial Church Council (PCC) in relation the Financial Statements**

The PCC is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice.)

The Church Accounting Regulations 2006 and the law applicable to charities in England and Wales require the Members of the PCC to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the PCC and of the incoming resources and application of resources of the PCC for that period. In preparing these financial statements, the PCC are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are responsible and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern unless it is inappropriate to presume that the charity will continue in business.

The Members are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with The Church Accounting Regulations 2006 and S.145 of the Charities Act 2011. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Risks**

The Trustees have reviewed the risks of St Mary-le-Bow during the year and believe that existing controls and procedures are best suited to meet its objectives.

Approved by the Trustees on .....  
and signed on its behalf by:

James Sanders – Treasurer

**INDEPENDENT EXAMINER'S REPORT  
TO THE PCC OF  
ST MARY-LE-BOW**

I report on the accounts of St Mary-le-Bow for the year ended 31 December 2018, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

**Respective Responsibilities of the PCC and Examiner**

As members of the PCC you 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 needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under Section 145(5)(b) of the 2011 Act; and
- 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 PCC 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
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Nik Fisher  
**SIMIA WALL**  
**Independent Examiner**  
**Chartered Accountants**  
*Devonshire House*  
*582 Honeypot Lane*  
*Stanmore*  
*Middlesex HA7 1JS*

Date:

**ST MARY-LE-BOW  
STATEMENT OF FINACIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2018 £	Total 2017 £
<b>Incoming Resources</b>						
Voluntary income	2	55,840	-	-	55,840	67,969
Income from investments	2	5,650	43,517	-	49,167	46,606
Other incoming resources	2	87,200	346,996	-	434,196	144,800
Total Incoming Resources		<b>148,690</b>	<b>390,513</b>	-	<b>539,203</b>	<b>259,375</b>
<b>Resources Expended</b>						
Church Activities	3	130,951	166,214	-	297,165	269,730
Governance costs	3	5,918	-	-	5,918	5,791
Total Resources Expended		<b>136,869</b>	<b>166,215</b>	-	<b>303,084</b>	<b>275,521</b>
Net incoming resources before revaluations and investment asset disposals		11,821	224,298	-	236,119	(16,146)
Transfers between funds	10	-	-	-	-	-
Gains/(losses) on revaluation & disposal of investment assets	7	(2,296)	-	(120,443)	(122,739)	71,761
Previous years adjustments		-	-	-	-	-
<b>Net Movement in Funds</b>		<b>9,525</b>	<b>224,298</b>	<b>(120,443)</b>	<b>113,380</b>	<b>55,615</b>
Total funds brought forward		329,499	14,380	904,870	1,248,749	1,193,134
Total funds carried forward		<b>339,024</b>	<b>238,678</b>	<b>784,427</b>	<b>1,362,129</b>	<b>1,248,749</b>

**ST MARY-LE-BOW  
BALANCE SHEET  
AT 31 DECEMBER 2018**

	Note	2018 £	2017 £
<b>Fixed Assets</b>			
Tangible assets	6	254	381
Investments	7	935,236	1,057,980
		<b>935,490</b>	<b>1,058,361</b>
<b>Current Assets</b>			
Debtors	8	11,250	8,110
Cash at bank		425,579	184,515
		<b>436,829</b>	<b>192,625</b>
<b>Current Liabilities</b>			
Creditors: Amounts falling due within one year	9	(10,190)	(2,237)
<b>Net Current Assets</b>		<b>426,639</b>	<b>190,388</b>
<b>Total Assets less Current Liabilities</b>		<b>1,362,129</b>	<b>1,248,749</b>
<b>Parish Funds</b>			
Unrestricted funds - General fund		339,024	329,499
Restricted funds		238,678	14,380
Endowment funds		784,427	904,870
<b>Total Funds</b>		<b>1,362,129</b>	<b>1,248,749</b>

Approved by the Parochial Church Council and authorised for issue on .....

**James Sanders**  
Treasurer

**ST MARY-LE-BOW  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**1. Accounting Policies**

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below:

**a) Basis of accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities and applicable accounting standard FRS102.

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. 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.

**b) Incoming resources**

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due and they can be quantified with reasonable certainty. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

**c) Resources expended**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognised when it is incurred and accounted for gross, and is allocated between activities on the basis of the resources used.

**d) Tangible fixed assets and depreciation**

**Consecrated land and buildings**

Consecrated land and benefice property is excluded from the financial statements under S10.2 of the Charities Act 2011.

**Movable church furnishings**

Movable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently, individual items costing more than £1,000 are capitalised and depreciated evenly over 10 years.

**Equipment, fixtures and fittings**

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

**e) Investments**

Investments are stated at market value at 31 December 2018. Any gains or losses arising on revaluations are transferred to the Statement of Financial Activities.

Cash is held on deposit with HSBC and Unity Trust to be used in church business on a continuing basis.

**ST MARY-LE-BOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018 (Continued)**

**1. Accounting Policies (continued)**

**f) Fund accounting**

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established.

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year must be carried forward as a balance of that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

**2. Incoming resources**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	£	£	£	£
<b>Voluntary Income</b>				
Regular congregational giving	16,953		16,953	16,383
Collections (open plate)	9,062		9,062	7,407
Grants	4,000		4,000	9,000
Donations, appeals etc.	8,767		8,767	16,934
Collection boxes.	9,516		9,516	6,920
Gift Aid and VAT recovered	7,542		7,542	11,325
	<b>55,840</b>		<b>55,840</b>	<b>67,969</b>
<b>Income from investments</b>				
Bank interest and dividends	376		376	462
Other investments UK	5,274	43,517	48,791	46,144
	<b>5,650</b>	<b>43,517</b>	<b>49,167</b>	<b>46,606</b>
<b>Other incoming resources</b>				
Sundry Income	7,440		7,440	10,560
Parish fees	327		327	1,875
Christmas card commission	1,842		1,842	1,675
* Voluntary church rates (unrestricted)	21,753		21,753	28,983
Music income	6,513		6,513	4,918
Licence fees	48,029		48,029	47,248
Just Share		8,530	8,530	7,689
Rector's Discretionary Fund		4,565	4,565	4,829
History publications			0	200
Lectors and conferences			0	0
Restricted income		68,031	68,031	35,527
City Parochial Foundation	1,296		1,296	1,296
Grants for Major Repairs (Tower)		265,870	265,870	0
	<b>87,200</b>	<b>346,996</b>	<b>434,196</b>	<b>144,800</b>



<b>Total</b>	<b>148,690</b>	<b>390,513</b>	<b>539,203</b>	<b>259,375</b>
* <b>Voluntary church rates</b> received in 2018 totalled £39,234 (2017: £42,567) of which £21,753 (2017: £28,983) was unrestricted by ratepayers whilst the remaining £17,481 (2017: £13,584) was restricted to expenditure on church fabric which comprised (i) repairs to the church and its fixtures and fittings, and (ii) a portion (27.5%) of the Verger's salary. The restricted amount (£17,481) is contained within 'Restricted Income' (£68,031) in 2017.				

### 3. Allocation of Resources Expended

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	£	£	£	£
<b>Church activities</b>				
* Charitable donations				
Just Share		9,250	9,250	8,364
Rector's Discretionary Fund		6,023	6,023	4,402
Verger's & Fin Officer's salary costs		22,359	22,359	24,523
Other staff salary costs & employers NI	18,115	21,158	39,273	36,926
Common Fund contributions	69,825		69,825	68,100
Parish expenses	8,982		8,982	11,754
History publications				
Major repairs	2,308		2,308	6,551
Repairs and renewals	6,001		6,001	6,956
Rates and water	535		535	287
Electricity and gas	8,028		8,028	7,631
Sundry expenses				71
Office costs	11,415		11,415	6,200
Music expenses	4,342		4,342	3,804
Sacristy	1,273		1,273	1,572
Depreciation	127		127	127
Restricted expenditure		59,516	59,516	82,462
Tower expenditure		47,908	47,908	
	<b>130,951</b>	<b>166,214</b>	<b>297,165</b>	<b>269,730</b>
<b>Governance costs</b>				
Legal and professional fees	3,159		3,159	3,288
Independent Examination fees	2,100		2,100	1,980
Bank charges and interest	659		659	523
	<b>5,918</b>		<b>5,918</b>	<b>5,791</b>
<b>Total</b>	<b>136,869</b>	<b>166,214</b>	<b>303,083</b>	<b>275,521</b>

\* **Charitable donations** made by St Mary-le-Bow are recorded within 'Restricted Expenditure'. The church takes up collections on behalf of third party charities, records them as restricted income on collection, and then further records them as restricted expenditure when the relevant payments are made to the charities. In 2018 St Mary-le-Bow made payments of £16,455 (2017: £9,693) to external charities in this way. Many of the charities will have been eligible to claim a further 25% in Gift Aid on those sums.

**ST MARY-LE-BOW  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018 (Continued)**

**4. Licence Fees**

During the year £48,029 (2017 - £47,248) was received from The Crypt Restaurant, Bow Wine Vaults, Taberna Etrusca and Coptic Church as well as the flower and shoeshine stalls as licence fee payments.

<b>5. Staff Costs</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Wages and salaries	60,721	56,105
Employer NI & pension contributions	4,066	4,115
	<b>64,787</b>	<b>60,220</b>

Voluntary Rate income of £39,234 was realised in the current year (2017: £42,567). Of this, £21,753 was made available by ratepayers for unrestricted use and the remaining £17,481 was restricted by donors to fabric-related expenditure.

A Voluntary Rate Restricted Fund ('VRRF') exists as one of the church's 15 restricted funds which are reported on a consolidated basis in the Restricted Income and Restricted Expenditure totals in Notes 2 and 3 above.

The opening balance on the VRRF at the start of 2018 was £1,074 and the closing balance at year-end was £7,523. The net increase of £6,449 is the difference between the gross income credited to the VRRF during the year (£17,481) and the gross expenditure debited from the fund (£11,032).

Some £3,155 of the gross VRRF expenditure of £11,032 related to the Verger's salary. (By convention, 27.5% of the Verger's annual salary is attributed to the VRRF in this way.)

The remaining element of the Verger's salary (£8,319), together with the fees paid to the church's finance officer (£14,040), is considered to be restricted expenditure covered by the restricted income of £43,517 arising from the Sale of Silver Fund. The remaining income from the Sale of Silver Fund (£21,158) was then used to characterise part of the 'Other Staff Costs' as restricted expenditure.

The Wages and salaries cost shown here (£64,787) *includes* the 27.5% of the Verger's salary (£3,155) posted to the VRRF.

**Payments to PCC Members**

A small immaterial portion of the expenses paid to the incumbent may have related to his services as chairman of the PCC. No other payments or expenses were paid to any other PCC member, persons connected with them or related parties.

There were 4 (2017: 4) employees at St Mary-le-Bow in 2018.

**ST MARY-LE-BOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018 (Continued)**

<b>6. Tangible Fixed Assets</b>	<b>Equipment Fixtures &amp; Fittings £</b>	<b>Movable Church Furnishings £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 January 2018 and at 31 December 2018	7,452	3,016	10,468
<b>Depreciation</b>			
At 1 January 2018	7,452	2,635	10,087
Provision for the year		127	127
At 31 December 2018	<b>7,452</b>	<b>2,762</b>	<b>10,214</b>
<b>Net book value</b>			
At 31 December 2018	-	<b>254</b>	<b>254</b>
At 31 December 2017	-	381	381
<b>7. Investments – UK</b>		<b>2018 £</b>	<b>2017 £</b>
Market value at 1 January 2018		1,057,980	986,219
Net gain (loss) on revaluation		(122,744)	71,761
At 31 December 2018		<b>935,236</b>	<b>1,057,980</b>
Managed funds		935,236	1,057,980
Cash		-	-
		<b>935,236</b>	<b>1,057,980</b>
Historical cost of the managed funds at 31 December 2018 - £229,258 (2017 - £229,258)			
<b>8. Debtors</b>		<b>2018 £</b>	<b>2017 £</b>
Other debtors		11,250	8,110
		<b>11,250</b>	<b>8,110</b>
<b>9. Amounts falling due within one year</b>		<b>2018 £</b>	<b>2017 £</b>
Other creditors and accrued expenses		10,190	2,237
		<b>10,190</b>	<b>2,237</b>

**ST MARY-LE-BOW**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2018 (Continued)**

**10. Unrestricted funds:**

<b>General funds</b>	<b>Balance at 01-01-2018 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers/ Revaluation £</b>	<b>Balance at 31-12-2018 £</b>
Unrestricted fund	<b>329,499</b>	<b>148,689</b>	<b>(136,869)</b>	<b>(2,296)</b>	<b>339,023</b>

The opening balance of £329,499 was shown in the previous year's accounts as £351,988. The restatement of the opening balance here (a reduction of £22,489) is due to a compensating upwards restatement in the same amount of the opening balance on Restricted Funds – see Note (11) below.

**11. Restricted funds:**

	<b>Balance at 01-01-2018 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers/ Revaluation £</b>	<b>Balance at 31-12-2018 £</b>
Sale of Silver Fund	-	43,517	(43,517)	-	-
Other	14,380	346,996	(122,698)	-	238,678
	<b>14,380</b>	<b>390,513</b>	<b>(166,215)</b>	<b>-</b>	<b>238,678</b>

The opening balance of £14,380 was shown in the previous year's accounts as (£8,109). The restatement of the opening balance here (an increase of £22,489) is due to a review of the composite balance of all individual restricted funds as at 1 January 2018 which showed the true total to be £14,380. The opening balance on General Funds has been reduced by the same amount – see Note (10) above.

The Consistory Court directed in April 2009 that the proceeds of the Sale of Silver Fund may be used to indemnify the PCC for employing persons to do the work of a verger and other functions. Since that date in no single year has the income of the fund exceeded the expenses of relevant salaries.

**12. Endowment Funds:**

	<b>Balance at 01-01-2018 £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers/ Revaluation £</b>	<b>Balance at 31-12-2018 £</b>
Permanent endowments					
Sale of Silver Fund	<b>904,870</b>			<b>(120,443)</b>	<b>784,427</b>

**13. Commitments under operating leases**

At 31 December 2018 the Parochial Church Council had an annual commitment under operating lease in respect of a photocopier as follows:

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Expiry date: 2 – 5 years	2,395	3,278

**14. Fund details**

The restricted funds include 4,465 units of the Sale of Silver fund which are subjected to direction from the Court and therefore are not permitted to be withdrawn.

The endowment fund includes the balance of units on the Sale of Silver fund (50,620 units) which are used to fund salaries and related expenses of the Verger. (These may also be used on a discretionary basis for the salaries of the Cleaner and Secretary).

**15. Funds held as Custodian Trustee**

At the year-end the church held an amount of \$24,174 on behalf of the Trinity Church in New York for the purpose of contributing towards the cost of conferences and meetings with similar church leaders.

**St  
Mary  
le  
Bow  
Church**



**St Mary-le-Bow Church Cheapside, London EC2V 6AU**

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