

FINAL



St Nicholas Church, Stevenage
Parochial Church Council



Registered Charity Number – 1161229

Trustees' Report and Accounts

Year Ended 31 December 2016

Contents	Page
Report of the Trustees	2-9
Independent Examiner's Report	11
Income and Expenditure Account (incorporating Statement of Financial Activities)	12
Balance Sheet	13
Notes to the Accounts	14-18



St Nicholas Church, Stevenage Parochial Church Council



Aims and Purposes

St. Nicholas Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Dave Brown, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish. The PCC is also specifically responsible for the maintenance of the Church building and parish room at St Nicholas, Rectory Lane, Stevenage.

Resources

The parish is served by two full-time clergy employed by the Diocese of St. Albans: the Rector, Reverend Dave Brown, has been in post since 2011 and the curate, Reverend Dan Freyhan, since June 2014. Mrs Alison Hare is the Secretary to the PCC. She also provides administrative support to the clergy and receives an honorarium. All other functions of the PCC are discharged on a voluntary basis

Objectives and Activities for the Public Benefit

Following a week of prayer and an away day in the autumn of 2011, the PCC agreed the following five statements which would govern and direct our work in the church and the wider community:

Grounded in the Bible: *The Bible is our foundation.* We need to make sure we are reading it ourselves, in small groups, and reflecting on what is taught on Sundays. The Bible teaching we receive should be honest to the text, passionate in delivery and relevant to our lives.

Growing in number: *Evangelism is our mission.* As individuals and as a church we have a God-given mission to pass on the gospel message. We need to train and encourage each other to tell others about Jesus to make that witness more effective.

Glorifying God: *This is our watchword.* From our welcome to our music to our coffee, printed materials and online materials, everything we do needs to be done as well as we can because we are doing it for God and his glory.

Greater in likeness to Jesus: *This is our aim.* As individuals and as a church we want to grow more like Jesus in our character. We want to become mature disciple-making disciples whose lives reflect Jesus.

Glued together in a loving community: *This is our family.* We are not called to follow Jesus on our own but as a community. We want to love and serve each other and share our lives. We want to be a church where people eat, drink, celebrate, laugh, cry and mourn together, doing all in the presence of Jesus who is with us by his Spirit.

The trustees confirm that they have referred to the Charity's Commission's guidance on public benefit and that the PCC's Objectives are in accordance with the guidance.

Achievement and Performance in Delivering Public Benefit

Mission Action Plan

The Mission Action Plan (MAP), approved by the PCC in January 2016, set targets relating to each of the sections above. Some of our achievements over the last 12 months have been as follows:

- A very successful *Church Weekend Away* in February 2016.
- Support for three teenagers to attend Christian summer camps.
- Replacement of the sign at the front of the church.
- Installation of a new AV system, including a mobile screen.
- Production of an evangelistic guidebook to show people around the church and the Christian faith.
- Advancement of our plans for the reordering of the sanctuary through consultations with architects and the DAC.



St Nicholas Church, Stevenage Parochial Church Council



- Offering free Bible reading notes during Lent.
- A major evangelistic event on the St Nicholas estate under the *Love Stevenage* banner (see page 6 below).
- Three *Identity* courses to help people explore the claims of Jesus.
- An Easter Fayre and an autumn Flower Festival.

The MAP is under review following a week of prayer and church away day in November 2016 and the PCC intends to seek approval for a new MAP from the wider church at the Annual Parochial Church Meeting (APCM) in April 2017.

We have continued to see a small but steady rise in attendance at our regular main services although attendance at *Church: Reloaded* is erratic. This Christmas (2016), attendance at our Christingle and Nativity services increased by 1.6% over 2015 with 493 at the two services and the number at the Christmas Eve communion service increased from 129 to 137 so that total Christmas Eve attendance rose from 614 to 630. 178 people attended the Carol Service on the weekend before Christmas compared with 252 in 2015.

Worship and Prayer

Because people are different, our weekly schedule of services offers a range of services at different times to suit most tastes.

Sundays at 8am—a traditional communion service following the Book of Common Prayer. There's a short talk, prayers but no singing. The service lasts 35 minutes.

Sundays at 9:30am—a longer service (usually about 75 minutes) with hymns and songs and a longer talk. Children go to their own groups after the first 10 minutes and re-join us later. On most Sundays we end with Communion. However, on the first Sunday of every month we have an all age service. This lasts about an hour.

Sundays at 4:30pm—Church:RELOADED. Informal, interactive and aimed at families with young children, so this service might be a perfect place to start for those with young kids and little experience of church. There are lively songs, a short punchy talk and things to do and make. The service lasts 45 minutes and is followed by sandwiches, cake and drinks. Most baptisms take place in this service.

Tuesdays from 7-8am—an hour of corporate prayer for God's blessing on the church, the people and the wider world. People come for all or part of the time.

Wednesdays at 11:15am—a said service of either Holy Communion or Morning Prayer. There's a short talk but no singing. It lasts about 35 minutes.

Wednesdays at 7pm—a short, quiet contemplative service of readings, prayers and reflections.

We have held special services during Lent, Holy Week and at Christmas. Four evenings of Prayer and Praise have been held during the year. In the autumn we hosted a deanery wide event to celebrate the diocesan mission initiative "Living God's Love" when the guest speaker was the Bishop of Bedford.

The Church Electoral Roll includes 117 parishioners, 64 of whom are non-resident within the parish. One non-resident has been removed since the April 2016 declaration. The average weekly attendance of adults and children, counted during October, was 101. The corresponding figure for 2015 was 135 which included two baptismal services (0 in 2016).

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and, through funeral services, friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.



St Nicholas Church, Stevenage Parochial Church Council



During the year we have celebrated 25 baptisms, and there have been 24 weddings and two services where couples renewed their wedding vows. There were 20 funerals in the church with the Rector and Curate taking 11 services at the crematorium or cemetery chapel.

Deanery Synod

Three members of the church have been elected to sit on the deanery synod and are therefore ex-officio members of the PCC. This provides the PCC with an important link between the parish and the wider structure of the church.

Church Buildings and Churchyard

The scheduled full quinquennial inspection was conducted in the 3rd quarter of 2013. All the recommendations (that is Category 1 repairs) from the report have been completed. The architect has been commissioned to propose a schedule of works over the next five years with the long term goal of reducing maintenance levels to real-time wear and tear. Funding arrangements for these works has been agreed with the Hawkes trustees.

The grant of £6,000 from the Stevenage Borough Council (SBC) to maintain the churchyard has covered the maintenance costs. Following a discussion of future funding arrangements with SBC, the PCC resolved to serve notice under section 215 of the Local Government Act 1972 (requiring an authority to accept responsibility for the maintenance and upkeep of a churchyard). From 1 April 2017 SBC will assume full responsibility for the churchyard subject to the legal obligations of the PCC as landowner. The Lychgate wall has been repaired in preparation for the handover of the churchyard to the SBC.

A full inspection and test of the electrical system required by the Building Regulations (NAPIT) was finally completed in July 2016 with the completion of some minor remedial and corrective work. The next inspection is due by July 2021.

Work carried out during the year included:

- Installation of a new AV system, including a mobile TV screen to enhance the visibility of the overhead projection.
- Renewal of the central heating pump and installation of a new low level ventilator in the boiler room to complement the renewal of the boiler in 2015.
- Upgrading of floodlights inside and outside of the church to LED type to reduce power and maintenance requirements
- Exploratory works have been carried out to assess the scope of work required for the repair of the North clerestory windows.

The account for the overhaul of the organ was settled following release of the retention monies..

In August representatives of the St Albans Diocesan Advisory Committee visited the church to review the initial proposals for re-ordering the sanctuary. A church member, Anthony Taylor, has been appointed to manage the next stage of the process on behalf of the PCC.

The PCC thanks Bernie Matthews, Paul Drakes and Stuart Marshall who, as well as doing necessary jobs around the churchyard (and in the Church), have also arranged a number of working parties where members of the congregation have done supplemental tidy up work in the churchyard (grass and hedge cutting).

Hawkes Will Trust

We are grateful to the Hawkes Trust for funding the maintenance of the fabric of the Church Buildings. During 2016 the following sums were expended by the Trust on behalf of the PCC:

FINAL



St Nicholas Church, Stevenage Parochial Church Council



<i>Item</i>	<i>£</i>
Church buildings insurance (Ecclesiastical 90%)	3,183.18
General maintenance (painting & gutter clearance)	97.75
Lightning conductor maintenance (annual test)	142.80
Septic tank emptying (twice)	440.00
Organ refurbishment (Richard Bower: final payment plus minor upgrade)	13,069.50
CCTV maintenance, including ICO data protection registration	3,349.65
NAPIT Electrical testing	600.00
Electrical – floodlights	504
Wall and window repairs	3,656.40
Rehanging cupboard door	65.00
Total	25,428.28

The expenditure on CCTV maintenance exceeded budget due to replacing the recorder and repairing a camera.

In addition the following expenditure has been approved during 2016: the work has been completed and the following invoices are pending:

<i>Item</i>	<i>£</i>
Safe floodlight	132
Boiler service	120
Installation of low level ventilation to boiler	387

The Hawkes Will Trustees have indicated that during 2017 they intend to continue their funding of church buildings maintenance using the Trust's funds. The PCC are expecting to submit the following requests for funding to the Hawkes Will Trustees:

<i>Item</i>	<i>£</i>
Minor maintenance and repairs for 2017:	
CCTV maintenance	1,500
Empty septic tank (twice)	500
Organ maintenance	600
Boiler maintenance	100
ICO data protection registration	40
Buildings and contents insurance	3,500
Lightning conductor test and maintenance	150
Miscellaneous minor repairs	500
Electrical wiring maintenance and inspection	150
Total	7,040

FINAL



St Nicholas Church, Stevenage Parochial Church Council



Use of church premises

On Monday and Wednesday mornings the Parish Room is used by two mother and toddler groups, *Happy Hedgehogs* and *Baby Bugs*; although neither of these groups are directly connected with church they are invited to church events such as *The Christmas Journey* (see below) when hosted at St Nicholas. Our church-based toddler group, *Little Lambs*, which meets on Friday mornings has had an erratic year and now has far more babies than toddlers. However, staffing issues make its continuation uncertain. A local *Brownies* pack also meets weekly in the Parish Room on Thursday evenings.

The monthly 'Snack and Chat' lunch club continued in 2016 attracting more elderly people and fulfilling a need to deepen our pastoral care within this age group. The December lunch was attended by 42 people.

In 2016 the church building has hosted a number of non-church service events such as the Friends of Forster Country New Year Tea, various schools and clubs visits, North Herts Pastoral Group meetings, Hertfordshire Change Ringers Association meetings and a number of visiting Bell Ringing teams. A concert also took place to raise money for the church and Bridge Builders. As in previous years, two local schools, Almond Hill and Trotts Hill, held their Christmas Carol services in the church.

The church did not host the Bridge Builders *Easter* and *Christmas Journey* presentations in 2016 but members of the church supported presentations at several different churches across the town. We intend to return to hosting in 2017.

Mission and Evangelism

The continuing work of mission and evangelism are the primary focus of the life of the church. In September 2015 the monthly magazine was re-launched and we have continued delivering it to around 150 houses each month as a way of meeting people and letting them know about the church. Some families have attended church as a direct result of these visits.

Love Stevenage was a summer outreach programme in July organised by a number of churches in the town and we participated by organising a fun day on the St Nicholas Park. We estimate that over 500 people attended and enjoyed the free tea and cake and children's activities which we provided. On the following day we supported a town wide fun day in the town centre.

Our baptism preparation course and *church:RELOADED* service continue to bear fruit with some families becoming actively involved with church and growing in faith after their children have been baptised. Several parents have progressed to the *Identity* course and a few have made public professions of faith.

The men's and women's groups now have evangelism as a key objective and we are looking forward to people coming to faith and then growing in their faith through those initiatives.

As part of our initiative to increase our witness and presence on the St Nicholas estate, we again focussed our delivery of Christmas invitations there supported by a fourth annual quiz night with carol singing at the St Nicholas Tavern.

The mission of the wider church is supported by donations to five external Christian charities: Church Mission Society (CMS), Tear Fund, Bridge Builders, UCCF (Universities and Colleges Christian Fellowship) and the Barnabas Fund.



St Nicholas Church, Stevenage

Parochial Church Council



Ecumenical Relationships

Whilst we work most closely with other Anglican churches across the Stevenage area our strongest link is with St Mary's Church in Graveley, with whom we are a joint benefice. This was manifest in the joint celebration of the appointment of Reverend Dave Brown as Rector, shared baptism and marriage preparation courses and shared choir at Christmas.

We are also actively engaged with Churches Together in Stevenage and are seeking to deepen our working relationships with other churches who share our vision for mission and evangelism.

Financial Review

Full details of the financial situation are provided in pages 12 – 18 of this report.

Total receipts of unrestricted funds were £93,013. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Planned giving	48,922
Unrestricted voluntary donations	2,661
Collections in church (of which £4,400 were gift aid donations)	9,738
Wedding and funeral fees	7,063
HMRC refund	13,998
Contribution from St Mary's, Graveley towards the Parish Share and clergy	10,452
Other Income	179

Total receipts of restricted funds were £7,700. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Deanery Grants - books	300
Restricted voluntary donations	1,400
HMRC refund	75
Stevenage Borough Council (SBC): Churchyard maintenance	6,000

Compared to 2015, *our planned giving decreased by 0.3%, and collections in church decreased by 5.3%.*

The PCC wishes to record their thanks to all those who, through their generous financial giving, demonstrate our growing commitment to the work that God is doing in this corner of his kingdom.

Provision has been made in our balance sheet for the following assets:

- £6,360 representing the net book value of the new AV system
- £7,149 for gift aid reclaim from HMRC for the period July – December 2016.



St Nicholas Church, Stevenage Parochial Church Council



£103,215 was spent from unrestricted funds to provide the Christian ministry from St. Nicholas' Church, including the contribution of £54,583 to the diocesan parish share that largely provides the stipends and housing for the clergy. The amounts that the churches in the deanery have to find are shared between the churches according to a formula that is based mainly on a headcount of the congregations, and local demography. We have to find more of the total required at our church in relation to others because of our location in the town.

£8,050 was spent from the unrestricted funds on the five charities (CMS, Tear Fund, Bridge Builders, UCCF and the Barnabas Fund) selected by the PCC. £5,436 was spent on the upkeep of the Churchyard.

Provision has been made in our balance sheet for the following liabilities:

- £1,377 for the outstanding debt which is owed to the Hawkes Legacy (reduced from £3,777 as at 31st December 2015). (The PCC recognises that the balance due must be repaid as soon as practicable, and will continue to make several more payments in 2017 to clear the debt);
- £630 for the independent examination fee of the accounts for 2016 (due in 2017);
- £288 for the chancel floodlights.

The result for the year was an excess of expenditure over income of £10,202 on unrestricted funds, and an excess of £9,407 in overall funds. Adding bank and deposit balances brought forward at the beginning of the year, together with outstanding assets and liabilities, there is a **net credit balance of £22,626 to carry forward at 31st December 2016.**

Reserves policy

It is our practice to maintain a balance in the current account of approximately £8,000 to cover the monthly forecast of planned expenditure.

As at 31st December 2016, £2,742 is held on easy access deposit to smooth out fluctuations in cash flow and to meet emergencies.

Going Concern

Given the current level of reserves the trustees consider that the charity has adequate resources to be available to fund the activities of the charity for the foreseeable future.

The trustees regularly review the PCC's financial position to ensure that sufficient resources are available.

Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicholas Church, the membership of the PCC consists of the incumbent (our rector), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average attendance of 77%. Given its wide responsibilities the PCC has a number of committees, each of which deals with a particular aspect of parish life. These committees are all responsible to the PCC and report back to it as appropriate. The full PCC discusses and ratifies any decisions as necessary.



St Nicholas Church, Stevenage Parochial Church Council



Risk Management Policy

The Rector and Churchwardens on behalf of the PCC has considered the risks to which it is exposed. They relate to the following major areas:

<i>Risk Area</i>	<i>Nature of Risk</i>	<i>Management Arrangements</i>
Financial Risks	Fraudulent misappropriation of PCC assets and funds	Financial controls are in place including oversight of bank accounts and payment processes. Insurance cover against theft
Damage to buildings	The church may be damaged by weather, neglect, external abuse	Insurance cover against the usual perils backed by a bequest for the maintenance of the building
Health and safety of people using church premises	Users of the building may suffer injury as a consequence of an incident on the premises	Regular reviews of safety arrangements backed by public liability insurance
Abuse to children and vulnerable adults	Children or vulnerable adults may be abused by members of the church in the context of church activities	Care policy in place with screening of individuals by the <i>Disclosure and Barring Service</i>

A surveyor appointed by Ecclesiastical Insurance visited the Church and submitted a formal Risk Management Report in July 2015. This inspection is required every 5 years. The following two actions have been completed:

- A church *Health and Safety Policy* has been compiled in the format supplied by Ecclesiastical Insurance
- An asbestos register has been generated.

Volunteers

We would like to thank all the volunteers who work so hard to maintain our church as a lively and vibrant community. In particular we want to mention:

- Our churchwardens, Steve Bamford and Nigel Brown, and their team of assistant wardens.
- Our Treasurer, Don Cooper, and his team of volunteers.

They have all worked tirelessly on our behalf.

FINAL



St Nicholas Church, Stevenage Parochial Church Council



Administrative Information

St Nicholas Church is situated in Rectory Lane, Stevenage, Herts SG1 4DA. It is part of the Diocese of St Albans within the Church of England. The correspondence address is St Nicholas House, 2A North Road, Stevenage, Herts SG1 4AT.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission.

PCC members who have served at any time between 1st January and 31 December 2016 are:

Ex-Officio members:

Clergy and Chairman:

Revd Dave Brown
Revd Dan Freyhan

Churchwardens:

Steve Bamford
Nigel Brown

Deanery Synod Reps:

Cathy Bibby
Jayne Hale
Stephen Lovelock

Elected Members:

Don Cooper – Treasurer
Alison Hare – Secretary
Peter Gordon (Vice Chair)
Bernie Matthews
Sarah Metcalfe
Philip Walker
John Knight

Approved by the PCC on 24th January 2017 and signed on their behalf by Peter Gordon (PCC Vice Chair)



St Nicholas Church, Stevenage Parochial Church Council



Independent Examiner's Report to the Trustees of St Nicholas Church, Stevenage, Parochial Church Council

I report on the accounts for the year ended 31 December 2016 which are set out on pages 11 to 16.

Respective responsibilities of trustees and examiner

The members of the Parochial Church Council (PCC) are responsible for the preparation of accounts. The PCC members 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 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. 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 the seeking explanations from you the members 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 opinion as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) to keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) 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.

C Wilkinson FCCA

Barker Wilkinson Limited
108, High Street
Stevenage
Hertfordshire
SG1 3DW

24th January 2017



St Nicholas Church, Stevenage Parochial Church Council



Income and Expenditure Account (Incorporating Statement of Financial Activities) Year Ended 31 December 2016

		2016 Unrestricted £	2016 Restricted £	2016 £	2015 £
	Note				
INCOMING RESOURCES					
Income from:					
Voluntary Income					
Planned Giving		48,922		48,922	49,070
Collections		9,738		9,738	10,279
Grants					-
Gift Aid Recovered		13,998	75	14,073	12,912
		72,658	75	72,733	72,261
Other activities	2	2,661	1,400	4,061	5,912
Investment Income		4		4	8
Church Activities	3	7,063		7,063	9,373
Other Income	4	10,627	6,300	16,927	17,100
TOTAL		93,013	7,775	100,788	104,654
RESOURCES EXPENDED					
Expenditure on:					
Charitable Activities					
Parish Share		54,583		54,583	50,981
Clergy & Staffing Costs		14,662		14,662	14,292
Church Running Expenses	5	22,596	6,980	29,576	24,115
AV system depreciation	6	3,180		3,180	-
Church Improvements		-		-	(2,730)
Mission Giving and Donations	7	8,050		8,050	7,880
Deanery and CTIS		144		144	168
TOTAL		103,215	6,980	110,195	94,706
EXCESS OF EXPENDITURE OVER INCOME		(10,202)	795	(9,407)	9,948
Total funds brought forward		32,033		32,033	22,085
Total funds carried forward		21,831	795	22,626	32,033

The notes on pages 13 to 16 form part of these accounts

FINAL



St Nicholas Church, Stevenage Parochial Church Council



Balance Sheet as at 31 December 2016

	Note	2016 Unrestricted £	2016 Restricted £	2016 £	2015 Total Funds £
Fixed Assets	6	6,360		6,360	-
Cash Funds					
General Current Account		8,106	-	8,106	8,313
General Reserve Account		2,298	444	2,742	19,338
Weddings Current Account		4,198	-	4,198	2,120
Churchyard Account		-	564	564	0
Total Cash Funds		20,962	1,008	21,970	29,771
Other debtors					
Curate Housing – Deposit	8	-	-	-	1,275
Gift Aid – Recoverable	9	7,074	75	7,149	7,604
TOTAL CURRENT ASSETS		28,036	1,083	29,119	38,650
Creditors: amounts falling due within one year					
Independent Examiner Fee		630	-	630	720
Hawkes Bequest		1,377	-	1,377	3,777
Chancel Lighting		-	288	288	
Wedding Deposits		4,198	-	4,198	2,120
TOTAL LIABILITIES		6,205	288	6,493	6,617
NET CURRENT ASSETS		21,831	795	22,626	32,033
TOTAL FUNDS	10	21,831	795	22,626	32,033

The notes on pages 13 to 16 form part of these accounts

Approved by the PCC on 24th January 2017 and signed on their behalf:

Arrie Branders
Treasurer

Steve Bamford
Churchwarden

Nigel Brown
Churchwarden



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2016

1. Accounting Policies

The accounts for the year ended 31 December 2016 have been prepared using the accruals basis of accounting.

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice Accounting and Reporting by Charities (SORP – FRS 102).

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 affiliation to another body, nor those that are informal gatherings of church members.

Reconciliation with previous generally accepted accounting practice

This is the first year under which the financial statements have been prepared in accordance with the SORP-FRS 102. The trustees have considered the impact of any changes with the previous generally accepted accounting practice under which the previous year's financial statements were prepared and they consider that there is no change to the results nor funds as previously reported.

Incoming resources

Planned giving, collections and similar 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 entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.

Interest as and when accrued by the payer.

All incoming resources are accounted for gross.

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 expected to be paid over is accounted for when due. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Individual items of equipment with a purchase price in excess of £1,000 are capitalised and depreciation is charged from the year of acquisition on a straight line basis over the estimated useful lives.

AV System - 3 Years



St Nicholas Church, Stevenage Parochial Church Council



Fund accounting

Restricted funds comprise revenue donations or grants for a specific PCC activity intended by the donor.

Unrestricted funds are income funds which are to be spent on the PCC's general purposes.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

2. Activities for Generating Funds

	2016 Unrestricted £	2016 Restricted £	2016 £	2015 £
Donations	2,661	1,400	4,061	5,912

3. Church Activities

	2016 Unrestricted £	2016 Restricted £	2016 £	2015 £
Weddings, Funerals & Other Fees	7,063	-	7,063	9,373

4. Other Income

	2016 Unrestricted £	2016 Restricted £	2016 £	2015 £
Graveley PCC (Parish Share)	9,552	-	9,552	8,925
Graveley PCC (Clergy)	900	-	900	900
Churchyard Grant	-	6,000	6,000	6,000
Deanery Grants – books	-	300	300	250
Sale of unwanted furniture	-	-	-	1,010
Bank errors	175	-	175	15
	10,627	6,300	16,927	17,100

FINAL



St Nicholas Church, Stevenage Parochial Church Council



5. Church Running Expenses

	2016 Unrestricted £	2016 Restricted £	2016 £	2015 £
Books, Wafers, Wine etc	862	300	1,162	1,643
Churchyard maintenance	-	5,436	5,436	7,081
Cleaning Materials	90	-	90	160
Copyright Licences	351	-	351	349
Fire Safety, Security & Insurance	354	-	354	336
Flowers	259	-	259	133
Gas, Electricity & Water	4,504	-	4,504	2,971
General expenses	401	-	401	58
Independent Examiner's Fee	540	-	540	720
Kitchen Upkeep	308	300	608	386
Mission Action Plan	7,525	-	7,525	2,418
Parish Administrator	4,543	-	4,543	4,181
Refreshments	625	-	625	711
Repairs & Maintenance	174	860	1034	1,100
Safeguarding	38	-	38	29
Stationery/Printing	1,523	-	1,523	1,349
Sunday Club & Youth Work	216	84	300	275
Website	283	-	283	215
	22,596	6,980	29,576	24,115

6. Fixed Assets

The new AV system is depreciated over three years

Addition	9,540
Depreciation for year	3,180
Net Book Value – 31 December 2016	6,360

7. Mission Giving and Donations

	2016 Unrestricted £	2015 Unrestricted £
Church Overseas		
Church Mission Society	1,560	1,920
Tear Fund	1,560	1,920
UCCF	1,560	1,920
Barnabas Fund	1,560	-
General Charities		
Bridge Builders	1,810	2,120
	8,050	7,880



St Nicholas Church, Stevenage Parochial Church Council



Restricted Special Collections

(When special collections simply pass through the PCC's bank account, but the funds do not belong to the PCC, then neither the receipt nor the payment is recorded in the Income and Expenditure Accounts). Details of these collections in 2016 are as follows:

	2016	2015
	£	£
Central Church Societies		
Ordination Training	-	41
St Albans Diocese Harvest Appeal	150	113
Church Overseas		
Embrace the Middle East (Biblelands)	162	151
J & K Rocks	227	155
General Charities		
Bridge Builders	420	-
Tear Fund – Haiti appeal	20	-
Children's Society	201	198
Barnabas Fund	1,128	100
Nepal Earthquake	-	544
	2,308	1,302

8. Curate Housing

The rental deposit of £1,275 was returned in full in March 2016 when the lease was terminated.

9. Gift Aid

There was a £300 gift-aided donation towards the cost of new mugs for the kitchen. £75 of restricted funds (25% of £300) equals the unspent Gift Aid reclaim in respect of the donation.

10. Analysis of Total Funds

	2016	2016	2016	2015
	Unrestricted	Restricted	£	£
	£	£	£	£
Balance B/Fwd	32,033	-	32,033	22,085
Incoming Resources	93,013	7,775	100,788	104,654
Expenditure	103,215	6,980	110,195	94,706
Expenditure	21,831	795	22,626	32,033

The unrestricted funds represent general funds which can be spent on the general objectives and aims of the PCC.

FINAL



St Nicholas Church, Stevenage Parochial Church Council



The following funds are held for restricted purposes as at 31st December 2016:

	£	
Churchyard Maintenance	564	Remaining portion of SBC grant
Maintenance	140	Remaining portion of restricted donation
Gift Aid Reclaim	75	25% of £300 donation for new mugs
<i>Little Lambs</i> donation	16	Remaining portion of restricted donation
Total	795	

All restricted funds are expected to be expended in 2017.

11. Related Party Transactions

During the period under review, Alison Hare (a member of the PCC) received £4,543 (2015 - £4,181) in payments and expenses for administrative support. This expenditure was approved at a meeting of the PCC on 24th November 2015. The renewal of Alison Hare's appointment was approved at the same meeting of the PCC.

A rental of £850 per month was paid for the curate's house until the lease was terminated in March 2016. A monthly housing allowance of £850 per month is now paid to the curate and his wife.

In addition to mileage and other approved expenses, regular sums of £92.45 per month and £67.30 per month are paid to Revd. D. Brown and Revd. D. Freyhan respectively for broadband, computer depreciation and hospitality. Revds. D. Brown and D. Freyhan cover the cost of their mobile phones and are responsible for updating their computers, laptops and printers as and when needed.

Due to the size and nature of the PCC it is necessary that, from time to time, expenses incurred by PCC members on the PCC's behalf are reimbursed. These payments are considered to be immaterial and are as agent of the PCC.