



St Nicholas Church, Stevenage Parochial Church Council



The Report of the Trustees of the Parochial Church Council of St Nicholas Church Stevenage

Registered Charity Number – 1161229

Trustees' Report and Accounts

Year Ended 31 December 2020

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

INTRODUCTION

The Parochial Church Council as trustees of St Nicholas Church, Stevenage presents its annual report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Definitions

PCC	The Parochial Church Council comprising clergy and elected representatives, the trustees under the PCC powers measure 1956.
Hawkes Trustees	The Rector and Churchwardens appointed trustees under the will of the late Robert Hawkes who died in 2008.
Friends of St Nicholas	An independent charitable trust established to raise funds for the maintenance and improvement of St Nicholas Church Stevenage
Burymead Trustees	The Rector and Churchwardens are the trustees of the Burymead leisure area. The land is rented by the SBC for a peppercorn rent, and they are fully responsible for managing it.

OBJECTIVES AND ACTIVITIES

Aims and Purposes.

In co-operation with the incumbent, the PCC has the responsibility of promoting the pastoral, evangelistic, social and ecumenical mission of the Church, in the ecclesiastical parish of St Nicholas, Stevenage. This includes the management of the Church building of Rectory Lane, Stevenage.

Resources

The parish is served by a full-time clergy employed by the Diocese of St. Albans. The current Rector is the Rev. Dave Brown, who has been in post since 2011.

Mrs Alison Hare is the Secretary to the PCC and provides administrative support to the clergy. She receives an honorarium.

George Parsons served as a Ministry Assistant, principally responsible for music in the church and left during March. The PCC paid his expenses.

The mission of the church would not be fulfilled without the many volunteers who willingly serve in many areas of church life.



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Objectives

Following a week of prayer and an away day in the autumn of 2016, the PCC confirmed that the following five statements would govern and direct the work of the church in 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 PCC confirm has referred to the Charity's Commission's guidance on public benefit and believes that its objectives are in accordance with the guidance.

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT

The Mission Action Plan (MAP) approved by the Annual Parochial Church Meeting (APCM) in April 2018 sets targets relating to each of the PCC objectives. Some of the achievements over the last 12 months have been as follows:

We left the Leys school during March 2020 and at the same time the whole country went into lock down due to the COVID-19 virus Pandemic. Having been out of the church building for almost a year the Church building was finally handed back to us by Borrás, the builders, on 1st of April 2020. We began meeting in the church building, albeit with limited numbers and under COVID-19-safe conditions, once lockdown restrictions were lifted. The building works achieved its goal to improve the worship space and provide additional rooms and flexible accommodation to make the church better able to welcome and serve a 21st century congregation and community with up-to-date worship facilities and function rooms and spaces that are accessible, warm, bright and meet current standards.

We had our official re-opening of the Church on 12th September, with Bishop Michael cutting the ribbon. Although this celebration was far less grand than we had hope for, we were blessed with a sunny day and were able to hold COVID-19 safe tours around the church and offer those attending limited refreshments. Unfortunately, as this whole year has been subject to the COVID-19 Virus, we have been unable to use the new facilities to their full advantage due to social distancing, lockdowns and limitations to our normal worship patterns.

With the restrictions of the COVID-19 virus, like other Churches we had to rethink our proclamation of the Gospel and have used the technology available through YouTube and Facebook to share pre-recorded and live-streamed services. These were supplemented by Bite-Sized Bible video talks and emailed weekly briefings. In the early months, services



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were recorded and uploaded to YouTube, but in June 2020 we began live streaming our services and welcoming people back into the building. The PCC approved COVID-19 safe protocols and we worked hard to implement them to provide a safe place for people to gather in worship, until we were forced to close again for the month of November. These protocols included limiting the number of people in church, the wearing of face coverings, making hand gel available on entry, implementing a 2-metre rule for social distancing, no congregational singing and setting up a booking system for those wanting to attend the services so that would be able to help with track and trace should that become necessary. There have been no cases of Covid transmission between people at our services.

We have made use of zoom for our church meetings, PCC, corporate prayer and to keep in contact with one another during this time. We also ran an online course for those wanting to explore the Christian faith.

Prior to the first lockdown we shared our Lent Course with St Peter's Broadwater, working through the book 'Pray Big' by Alistair Begg. However, towards the end of the course we ended up studying online by skype or zoom due to the national lock down.

Sadly other events such as a planned Church Weekend @home with Wallace Benn, weekly Snack and Chat lunches, our involvement in the Franklin Graham mission and many of our Easter events had to be cancelled or postponed. None of the community groups that normally use our premisses, such as the Brownies, Happy Hedgehogs and Baby Bugs were able to meet this year. It is hoped that these groups will return once the Covid crisis is over, and that the new facilities will also encourage increased building usage.

Due to a newly mutated faster spreading COVID-19 virus which had been found during lockdown, the numbers attending our advent and Christmas services were massively reduced and we were unable to have our annual child friendly Christingle service. Although many people seemed to watch events on line, Christmas attendances cannot be comparatively assessed due to the unprecedented situation.

Thanks to God we were still able to open our church after the November lock down, but many church members preferred to watch the services online, so numbers were few. We did, however, hold a Covid-safe Christmas Story treasure hunt in the church grounds during this time. We also arranged for families to pick up their Christingle kits at the lych gate so they could join in with our online Nativity Christingle service.

We also held a joint Drive-In Christmas Carol Service at the Stevenage FC Training centre at Shephalbury Park, in conjunction with St Peters and Longmeadow Churches, and with support from CTIS. This was a huge success.

Worship and Prayer

Throughout the year we have tried hard to maintain our weekly schedule of services, keeping to similar times and styles wherever possible.

Sundays at 9:30am—a service up to 90 minutes in length with hymns and songs and a longer talk. Children go to their own groups*after the first 10 minutes and re-join the service later. On at least two Sundays per month the service includes Holy Communion. **Children have not always been allowed to go into their groups due to COVID*



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restrictions.

Tuesdays from 7-8am—an hour of corporate prayer for God’s blessing on the church, the people and the wider world. People are invited to come for all or part of the time. This is currently held online.

Home Groups. Home Bible study groups meet throughout the week. This has continued via Zoom.

Data

On 31 December 2020, the Church Electoral Roll included 87 parishioners.

The average weekly attendance of adults and children, counted during October was 59.

As well as regular services, the church enables the 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.

Sadly, COVID-19 restricted the use of the building and opportunities to gather, so during 2020 we had 0 baptisms and only 4 weddings. There were 12 funerals in the church with clergy taking 17 other funeral services at the crematorium or cemetery chapel.

Deanery Synod

Two members of the church were elected to sit on the Stevenage Deanery Synod and are 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

In 2008 the will of the late Robert Hawkes bequeathed the residue of his estate in trust to the Rector and Churchwardens for the maintenance of the St Nicholas church building. Under Canon Law the funds are held by the Diocesan Board of Finance as custodian trustee. The PCC determines the scope of work to be undertaken, obtains the necessary consents and applies for grants from the trustees. In previous years invoices for grant financed work were settled directly from trust funds. To avoid potential accounting difficulties, from June 2018 the trustees agreed that all invoices should be approved by and settled from PCC funds. The expenditure is then reimbursed by the Hawkes trustees.

During 2020 the following grants were made from the Hawkes Trust to the PCC

Recurring general maintenance

<i>Item</i>	<i>£</i>
Church buildings insurance (Ecclesiastical 90%)	3,514
Lightning conductor maintenance and annual test (8/06/2020)	143
Septic tank emptying (once, 1/07/2020)	250
CCTV maintenance	594
Telephone line rental & Broadband	351



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Non-recurring expenditure in 2020
Building refurbishment project - (total budget = £683,000). Spend in 2020 = 351,736

Quinquennial Inspection 1,200

The Hawkes Will Trustees have indicated that during 2021 they intend to continue their funding of church upkeep using the Trust's funds. The PCC is expecting to submit the following requests for funding to the Hawkes Will Trustees:

<i>Item</i>	<i>£</i>
<u>Church upkeep maintenance for 2021:</u>	
CCTV maintenance	1,500
Empty septic tank (three times)	750
Organ maintenance	600
Boiler maintenance	162
ICO data protection registration	40
Buildings and contents insurance	3,600
Lightning conductor test and maintenance	150
Miscellaneous minor repairs	600
Electrical wiring maintenance and inspection	150
Ongoing planned structural maintenance	11,000

The Rector and Church Wardens would like to record their grateful thanks to Sandy Taylor for her invaluable assistance by serving as Finance Officer for the Hawkes Bequest Trustees.

On the first of April 2020 the keys were handed back to the Church from Borrás. The implementation of the PCC plans for the renewal of the floor, installation of underfloor heating, improvement of lighting, installation of a mezzanine floor in the Parish Room have been met. In 2019 the Hawkes Trustees approved the funding of those works constituting maintenance within the terms of the Trust. The PCC raised most of the balance of the funds required with substantial contributions from members of the congregation. The rest of the money came in from grants from the Friends, from local councillors and various charitable bodies.

A church member, Anthony Taylor, was appointed to manage the process on behalf of the PCC and did a fabulous job throughout monitoring the work and keeping costs in check. We cannot thank him enough.

The quinquennial inspection was completed in November 2020. The Hawkes trustees have agreed a 10-year funding rate of planned maintenance repairs and will release funds as repairs take place.

The PCC thanks Bernie Matthews, Paul Drakes, Chris Taplin and Stuart Marshall who regularly inspect and carry out minor maintenance on the inside and outside of the building.



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Mission and Evangelism

The continuing work of mission and evangelism is a major part of our life as a church which seeks to proclaim the gospel of Jesus across our parish and across the town. Through this year the pandemic has prevented us reaching out as we would like to, but we have turned to technology to live stream services, and have been pleased to have many people viewing online. This has in turn seen some people coming to church.

There have been various treasure hunts around the church and gospel tracts hanging on the lych gate for passers-by to take. We kept in contact with church family members by calling specific members on our church family list and through regular newsletters. These were then posted to Facebook to engage with the local community.

The church has been unable to run monthly services in Pine Lodge Care Home or continue to support a fortnightly Bible Study at the Cygnet Hospital. We also were also unable to hold carol services at the Truro Court and Norman Court sheltered accommodations, but did record stream a carol service for the residents of Cygnet hospital and made a short, pre-recorded carol service available to other residential homes.

As part of our initiative to increase our witness and presence on the St Nicholas estate, we again ensured delivery of Christmas invitations to over 2000 homes, and supplemented this with paid on-line adverts on Facebook.

The mission of the wider church is supported by donations to five external Christian charities: Church Mission Society (CMS) with a particular link to Jimmy and Katia Rocks in Brazil: Bridge Builders, our local gospel partners in the primary schools in Stevenage: The Barnabas fund supporting persecuted Christians around the world: And Crosslinks with a particular link to Rachel and Bernie Muluuta working in Kampala, Uganda, to reach, teach, disciple and train young adults. Bridgebuilders receive 40% of our mission giving and the remainder 20% each.

During 2020 the church continued to support the worldwide Anglican movement GAFCON and the UK based RENEW movement which is working for the renewal of the Church of England and the growth and planting of healthy Bible-teaching Anglican Churches.

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. Sermon series are shared, and both churches share baptism and marriage preparation. There were also a number of shared services in 2020.

We are also part of Churches Together in Stevenage and are continuing to deepen our working relationships with other churches who share our vision for mission and evangelism. As part of this we have continued our partnership with Grace Community Church, St Peters Church and Longmeadow Evangelical Church.



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FINANCIAL REVIEW

Full details of the accounts are provided in pages 12 – 26 of this report.

Total receipts of unrestricted funds were £135,850. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Planned giving	96,274
Unrestricted voluntary donations	3,003
Collections in church	2,872
Wedding and funeral fees	2,254
HMRC tax refund	15,650
Contribution from St Mary's, Graveley towards the Parish Share and clergy	8,450
Other Income	7,348

Total receipts of restricted funds were £426,580. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Restricted Donations	46,429
Hawkes Bequest	379,491
Western Family Lectern Gift	660

Compared to 2019, our planned giving increased by 243.0% and collections in church decreased by 30%.

The PCC wishes to record its 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.

£115,299 was spent from unrestricted funds to provide the Christian ministry from St. Nicholas' Church, including the contribution of £67,505 to the diocesan parish share that largely provides the stipends and housing for the clergy. The amounts that the churches in the deanery must find are shared between the churches according to a formula that is based mainly on a headcount of the congregations, and local demography. We must find more of the total required at our church in relation to others because of our location in the town.

£8,814 was spent from the unrestricted funds on the four charities (CMS, The Barnabas Fund, Bridge Builders and Crosslinks) selected by the PCC.

£118,437 was spent on church improvements from restricted funds.

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



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- £750 for the independent examination fee of the accounts for 2020 (due in 2021)
- £39,977 outstanding Parish Share from 2019

The result for the year was a surplus of income over expenditure of £20,551 on unrestricted funds, and an over expenditure of £8,263 in overall funds. Adding bank and deposit balances brought forward at the beginning of the year, together with outstanding assets and liabilities, there are **net reserves** of £36,161 to carry forward on 31st December 2020.

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 of 31st December 2020, £6,273 is held on easy access deposit to smooth out fluctuations in cash flow and to meet emergencies.

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 (the rector), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend 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 81%. Given its wide responsibilities the PCC has several committees, each of which deals with a particular aspect of parish life. These committees, which include worship, pastoral, giving and support for mission, finance, buildings and fabric, social and hospitality, are all responsible to the PCC and report back to it as appropriate with notes of their meetings and decisions. The full PCC discusses and ratifies any decisions, as necessary.

Risk Management Policy

The Rector and Churchwardens on behalf of the PCC have 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 because of an incident on the	Regular reviews of safety arrangements backed by public



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	premises	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.
- The Safeguarding Policy has been reviewed and updated.

Volunteers

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

- Our churchwardens, **Steve Bamford, Mike Wilton and Karen Walker**, and their team of assistant wardens.
- Our Treasurer, Jason Cox, and his team of volunteers.

These people, along with many others, have all worked tirelessly on our behalf.

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 from 1st January 2020 until the date this report was approved are:

Ex-Officio members:

Clergy and Chairman:

Revd Dave Brown

Churchwardens:

Steve Bamford (until Sept 2020)

Karen Walker

Mike Wilton (from Sept 2020)

Deanery Synod Reps:



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Mike Wilton (until Sept 2020)
Roisin Schimmel (until Sept 2020)
Stuart Marshall
Cathy Bibby

CTIS Rep:
Stuart Marshall

Elected Members:
Alison Hare – Secretary
John Knight (until Sept 2020)
Eunice Oballa (until Sept 2020)
Martin Bailey (Safeguarding Lead)
Christine Chambers
Edward Kaahwa
Chris Taplin
Jason Cox - Treasurer (from Sept 2020)
Mark Parker (from Sept 2020)

Approved by the PCC on 23rd March, 2021 and signed on their behalf by Revd Dave Brown (PCC Chairman)

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Revd Dave Brown (PCC Chairman)



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

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

I report to the trustees on my examination of the accounts of the St Nicholas Church, Stevenage, Parochial Church Council, for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees of the St Nicholas Church, Stevenage, Parochial Church Council, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the St Nicholas Church, Stevenage, Parochial Church Council's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the St Nicholas Church, Stevenage, Parochial Church Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part on an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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

Date



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Income and Expenditure Account (Incorporating Statement of Financial Activities) Year Ended 31 December 2020

	Note	2020 Unrestricted	2020 Restricted	2020 Total	2019 Total
<u>Incoming Resources</u>					
Planned Giving		96,274	0	96,274	47,770
Collections		5,875	0	5,875	8,388
Gift Aid Recovered		15,650	10,624	26,274	26,199
Total		117,799	10,624	128,423	82,357
Other Activities		0	0	0	119,157
Investment Income		0	0	0	13
Church Activities	2	2,254	0	2,254	2,364
Other Income	3	15,798	426,580	442,378	437,517
Total		18,052	426,580	444,632	641,408
Total of Incoming Resources		135,850	437,204	573,055	641,408
<u>Resources Expended</u>					
Charitable Activities					
Parish Share		67,505		67,505	68,543
Clergy & Staffing Costs		8,476		8,476	10,700
Church Running Expenses	4	30,364		30,364	31,111
Church Improvements			118,437	118,437	497,774
Mission Giving and Donations	5	8,814		8,814	7,800
Deanery and CTIS		140		140	158
Repairs and Renewals			347,582	347,582	
Total		115,199	466,019	581,318	616,086
Excess of Expenditure Over Income		20,551	(28,815)	(8,263)	25,322
Transfer between funds		0	0	0	0
Net movement of funds	6	20,551	(28,815)	(8,263)	25,322



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Total funds brought forward	(4,101)	52,544	48,443	23,121
Total funds carried forward	16,450	23,729	40,180	48,443

The notes on pages 15 to 25 form part of these accounts



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Balance Sheet On 31 December 2020

	Note	2020 Unrestricted	2020 Restricted	2020 Total	2019 Total
Balance Sheet					
Fixed Assets					-
Cash Funds					
General Current Account		37,482	23,137	60,618	64,725
General Reserve Account		6,273		6,273	6,273
Wedding Current Account		4,114		4,114	1,932
Total Cash Funds		47,868	23,137	71,005	72,930
Other debtors					
Gift Aid - Recoverable		5,997		5,997	11,031
Graveley Parish Share		4,000		4,000	
Total Current Assets		57,865	23,137	81,002	91,102
Creditors: amounts falling due within one year					
Parish share		39,977		39,977	39,977
Independent Examiners fee		750		750	750
Wedding Deposits		4,114		4,114	1,932
Total Liabilities		44,841	-	44,841	42,659
Net Current Assets		13,025	23,137	36,161	48,443
Totals Funds		13,025	23,137	36,161	48,443

The notes on pages 15 to 25 form part of these accounts



**St Nicholas Church, Stevenage
Parochial Church Council**



**Report of the Trustees
For the Year Ended 31 December 2020**

Approved by the PCC on 23rd March, 2021 and signed on their behalf:

Jason Cox
Treasurer

Mike Wilton
Churchwarden

Karen Walker
Churchwarden

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Financial Statements Year Ended 31 December 2020

1. Accounting Policies

The accounts for the year ended 31 December 2020 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, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

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.

The trustees are not aware of any material uncertainties about the charity's ability to continue and therefore the Charity's financial statements have been prepared on a going concern basis.

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 recognised 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 recognised when paid, 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 recognised when due.

All other expenditure is generally recognised when it is incurred.



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Report of the Trustees For the Year Ended 31 December 2020

Notes to the Financial Statements Year Ended 31 December 2020 (Cont'd)

1. Accounting Policies (Cont'd)

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) and (c) of the Charities Act 2011.

Individual items of equipment with a purchase price in excess of £1000 are capitalised and depreciation is charged from the year of acquisition on a straight line basis over the estimated useful lives.

Fund accounting

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

Unrestricted funds are income funds which are to be spent for the PCC general purposes.

Designated funds are unrestricted funds set aside by the PCC trustees for use in the future.

Project funds are unrestricted funds designated for projects or for administration purposes only. Designated funds remain unrestricted and the PCC will transfer any surplus/deficits to/from other general funds and the end of the designated project.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at settlement value.



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Notes to the Financial Statements Year Ended 31 December 2020 (Cont'd)

2. Church Activities

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Weddings, Funerals & Other Fees	2,254	-	2,254	2,364

3. Other Income

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Graveley PCC (Parish Share)	8,000	-	8,000	12,164
Graveley PCC (Clergy)	450	-	450	493
Other Income	7,348	-	7,348	508
Listed Places of Worship	-	-	-	18,095
Building Fund Donations	0	46,429	46,429	
Hawkes Bequest Fund	-	379,491	379,491	406,257
	15,798	426,580	422,378	437,517



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Financial Statements Year Ended 31 December 2020 (Cont'd)

4. Church Running Expenses

	2020 Unrestricted £	2020 Restricted £	2020 Total £	2019 Total £
Services Upkeep	481	-	481	293
Copyright Licences	589	-	589	578
Fire Safety, Security & Insurance	3,904	-	3,904	4,079
Flowers	129	-	129	281
Gas, Electricity & Water	7,723	-	7,723	5,262
General expenses	3,497	-	3,497	2,842
Independent Examiner's Fee	930	-	930	780
Kitchen Upkeep	104	-	104	239
Mission Action Plan	6,674	-	6,674	3,928
Safeguarding	9	-	9	81
Stationery/Printing	13	-	13	143
Sunday Club & Youth Work	100	-	100	93
School Hire	1,160	-	1,160	2,240
Pastoral Work	0	-	0	210
Equipment Hire	137	-	137	210
Church Maintenance	0	118,437	118,437	5,051
Parish Administrator	4,791	-	4,791	4,791
Refreshments	88	-	88	-
Books	36	-	36	-
	30,365	118,437	148,802	31,101



**St Nicholas Church, Stevenage
Parochial Church Council**



**Report of the Trustees
For the Year Ended 31 December 2020**

**Notes to the Financial Statements
Year Ended 31 December 2020
(Cont'd)**

5. **Fixed Assets**

N/A



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

6. Mission Giving and Donations

	2020	2020	2020	2019
	Unrestricted	Restricted	Total Funds	Unrestricted
	£	£	£	£
Church Overseas				
Church Mission Society	1,660	-	1,660	1,560
Tear Fund	0	-	0	1,560
UCCF	0	-	0	1,560
Barnabas Fund	1,560	-	1,560	1,560
Crosslinks	1,430	-	1,430	0
General Charities				
Bridge Builders	3,120	-	3,120	1,560
Donation - Charity	1,044	-	1,044	0
	8,814	-	8,814	7,800

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 2020 are as follows:

	2020	2019
	£	£
Church Overseas		
Embrace the Middle East	0	
J & K Rocks	0	
General Charities		
Barnabas Fund – Cameroon	0	300
Children's Society	0	
Barnabas Fund – Kerala Appeal	0	
GAFCON	0	
	0	300



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

7. Movement in Funds

	On 1 st January 2020	Net Movement in Funds	Transfers Between Funds	On 31 st December 2019
	£	£	£	£
Unrestricted Funds				
General Fund	37,481	(18,678)	-	18,803
Restricted Funds				
Deanery	0	0	-	75
Music Fund	0	(2,367)	-	2,367
Revitalisation Fund	(62,917)	64,768	-	1,851
Mothering Sunday Flowers	2	23	-	25
Hawkes Bequest Fund	39,901	(39,901)	-	-
Total Funds	79,235	(60,923)	-	81,279



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

Movement in Funds (Cont'd).

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources Expended £	Gains and Losses £	Movement in Funds £
Unrestricted Funds				
General Fund	152,868	107,576	-	45,292
Restricted Funds				
Revitalisation Fund	46,429	118,436	-	(72,007)
Hawks Bequest Fund	379,491	347,582	-	31,909
Total Funds	578,788	573,594	-	5,193

Transfers between funds.

There were no transfers between funds in 2020.

UNRESTRICTED FUNDS

General fund

The general funds are available for the furtherance of the PCC's charitable objectives.

General funds are largely maintained by member's donations and collections.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

RESTRICTED FUNDS

Revitalization Fund

Church members contributed to the revitalization fund via church membership fund CMF and one-off contributions.

Mothering Sunday Fund

No Donations made in 2020

Hawkes Bequest Fund

The Hawkes Bequest funds all maintenance costs of the church building of St Nicholas. The maintenance cost is paid by the PCC and then a request is made to the Trustees of the Hawkes Bequest to reimburse the maintenance cost.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

8. Trustees Remuneration and Related Party Transactions

During the period under review, Alison Hare (a member of the PCC) received £4,791 in payments and expenses for administrative support.

The Revd. D. Brown is in receipt of a monthly allowance for broadband, computer depreciation and hospitality. Revd. D. Brown covers the cost of his mobile phone and is responsible for updating his computer, laptop and printer as and when needed.

The Revd. D. Brown is in receipt of reimbursed expenses incurred on the PCC's behalf as an agent. The amount paid in 2020 was £2,703.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2020

Notes to the Accounts. Year Ended 31 December 2020 (Cont'd)

9. Comparatives for the statement of Financial Activities

	Note	2019 Unrestricted £	2019 Restricted £	2019 Total Funds £
INCOMING RESOURCES				
Income from:				
Voluntary Income				
Planned Giving		47,770	-	47,770
Collections		8,388		8,388
Gift Aid Recovered		13,189	13,010-	26,199
		69,347	13,010	82,357
Other activities	2	1,547	117,610	119,157
Investment Income		13	-	13
Church Activities	3	2,364	-	2,364
Other Income	4	13,165	424,352	437,517
TOTAL		86,436	554,972	641,408
RESOURCES EXPENDED				
Expenditure on:				
Charitable Activities				
Parish Share		68,543	-	68,543
Clergy & Staffing Costs		10,700	-	10,700
Church Running Expenses	5	22,139	8,972	31,111
AV system depreciation		-	-	-
Major Works		-	497,774	497,774
Mission Giving and Donations	6	7,800	-	7,800
Deanery and CTIS		158	-	158
Unrecoverable Fraud Scam		-	-	-
TOTAL		109,340	506,746	616,086
		(22,904)	48,226	25,322
EXCESS OF EXPENDITURE OVER INCOME				