



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 2021

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St Nicholas Church, Stevenage

Parochial Church Council



Report of the Trustees

For the Year Ended 31 December 2021

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 2021.

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.

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



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

and there is no longer a booking in system, but we still do have to limit the number in church. There have been no cases of Covid transmission between people at our services.

We now encourage people to meet in church for meetings such as, PCC, corporate prayer, discipleship course, homegroups and other meetings but we still use zoom for those who are uncomfortable with meeting in person. We also ran an online course for those wanting to explore the Christian faith and later in the year we met in person.

For our lent course we studied in our homegroups 'Gentle and Lowly' by Dane Ortlund.

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 are still on hold. We were able to resume our Easter events on Easter Sunday we sang outside church first then processed into church as we were unable at that time to sing in church. We did our Easter treasure hunt in the grounds where families could pick up a treasure pack at the Lych gate and go around on their own. Some of the community groups that normally use our premisses, such as the Brownies and Happy Hedgehogs have not yet returned. We do have Foster Bugs and AA which are using our church building to meet weekly. Little Lambs did start to meet but with the emergence of the omicron Covid strain this stopped people meeting up again.

Due to the newly mutated faster spreading Omicron Covid virus the numbers attending our advent and Christmas services were massively reduced again. We were able to hold three Christingle services 1pm 3pm and 5pm where all the components for the orange were placed in a bag for the families to make up themselves during the service.

We held the 'Christmas Journey' during December and unfortunately some schools did cancel due to the new Omicron covid virus. On 4th December we hosted a brass band concert in aid of 'Bridge Builders', this went very well.

Confirmation

We have had several members of our congregation confirmed during the year, Lauren Kaahwa and Isaac Amuzu were confirmed on 7th June. Ronnie Badero and Abi Connell were confirmed on 6th October.

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 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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

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 confirms that it 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 came out of lock down during January but this time we were able to keep the church opened if we adhered to the government's guidance and rules. We had a booking in system which contains the information of those coming to church and we closed the bookings when we had received the maximum number of people which was deemed to be safe to be able to distance one another. Face masks had to be always worn along with the use of hand gel. The seating was arranged so that each family group or individual could be distanced by the 2-metre rule. This year we have been able to use the building more due to the easing of covid rules and it has been wonderful 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.

With the restrictions of the COVID-19 virus continuing in one form or another we are still using YouTube and Facebook to share pre-recorded services and live-streamed services. These were supplemented by emailed weekly briefings. We still work hard to implement Covid-19 government guidance provide a safe place for people to gather in worship. These protocols included limiting the number of people in church, the wearing of face coverings as people enter church and making hand gel available on entry. During July the rules changed and If people did not want to wear a mask, they did not have to, but they had to sit at the front of the church we now have congregational singing



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Friday Evening Prayer 8 pm

A time for church members to come along to pray together or in silent it is an opportunity for people to come and go when they wanted to where there was no planned structure.

Home Groups. Home Bible study groups meet throughout the week. Some still use zoom and others either meet in someone's home or in the church.

Data

On 31st December 2021 the Church Electoral Roll included 86 parishioners. Where 43 lived in the parish and 43 lived outside the parish

The average weekly attendance of adults and children, counted during October was 68

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.

2021 we had 1 baptism and only 5 weddings. There were 12 funerals in the church with clergy taking 15 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 1st January 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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

During 2021 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%) | 3,547 |
| Line Rental & Broad Band | 378 |
| Organ tuning and servicing December 2020 | 395 |
| CCTV maintenance | 2,742 |

Non-recurring expenditure in 2021

| | |
|--------------------------------|--------|
| Building refurbishment project | 46,631 |
|--------------------------------|--------|

The Hawkes Will Trustees have indicated that during 2022 they intend to continue their funding of church upkeep using the Trust's funds.

On 1st 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.

The quinquennial inspection was completed in November 2021. 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 and Stuart Marshall who regularly inspect and carry out minor maintenance on the inside and outside of the building.

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. During July as the restrictions were lifted our evangelism team were able to go out door to door in our parish and as we brought the good news of Jesus, we handed out our church leaflet and if someone was out, we put the leaflet through the letter box. During this time our team knocked on 1572 doors. During late November it was too cold to do door knocking so on a Thursday starting at 2.30 we handed out hot chocolate to school children dog walkers and anyone passing, we have had good conversations with many taking gospels and tracts.

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 two thousand homes and supplemented this with paid on-line adverts on Facebook.

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. We have had talks on how to witness to Jehovah witnesses and Muslims. We now have a welcome



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Mission and Evangelism (cont'd)

pack containing information about our church with some tracts and chocolate which we use for people moving into the area.

We have the church opened several times a week; Tuesday 2-4 Wednesday 12-2 and Thursday 10-12 which allows people to come in and have a look at the church and we can share the gospel with them. There have been various treasure hunts around the church and gospel tracts hanging on the lych gate for passers-by to take. We stayed connected 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 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 2021 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 several shared services in 2021.

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.

Some members from the PCC have looked at Living in Love and faith and have provided feed back to the PCC. This will in turn be reported to the congregation.

Passion for Life

We are part of 'Passion for Life' where we are working with other churches in Stevenage to equip all church family members to share their faith with family, friends and work colleagues, this will culminate during Easter 2022 when we will bring those who we know and love or those who we meet to hear the gospel proclaimed at various events.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

FINANCIAL REVIEW

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

Total receipts of unrestricted funds were £84,469. This comprised the following:

| <i>Source of funds</i> | <i>Amount (£)</i> |
|---|-------------------|
| Planned giving | 51,757 |
| Unrestricted voluntary donations | 3,245 |
| Collections in church | 3,293 |
| Wedding and funeral fees | 4,590 |
| HMRC tax refund | 11,958 |
| Contribution from St Mary's, Graveley towards the Parish Share and clergy | 9,450 |
| Other Income | 176 |

Total receipts of restricted funds were £62,429. This comprised the following:

| <i>Source of funds</i> | <i>Amount (£)</i> |
|------------------------|-------------------|
| Restricted Donations | 6,750 |
| HMRC tax refund | 1,688 |
| Hawkes Bequest | 55,679 |

Compared to 2020, our planned giving decreased by 46% and collections in church decreased by 10%.

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.

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

- £6,599.63 for gift aid reclaim from HMRC for the period July – December 2021
- 2021 independent examination fess £750.00

£103,277 was spent from unrestricted funds to provide the Christian ministry from St. Nicholas' Church, including the contribution of £63,170 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.

£8,575 was spent from the unrestricted funds on the four charities (CMS, Bridge Builders, Barnabas fund and Crosslinks) selected by the PCC.

£2,190 was spent on maintenance of the church building and £9,326 was spent on church improvements from unrestricted funds.

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



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

FINANCIAL REVIEW (Cont'd)

- £750 for the independent examination fee of the accounts for 2021 (due in 2022)

The result for the year was a deficit of income over expenditure of £18,808 on unrestricted funds, a surplus of £76 on restricted funds and overall deficit of £18,732. Adding bank and deposit balances brought forward at the beginning of the year, together with outstanding assets and liabilities (including long term deferred parish Share £36,377) there are **net reserves** of £17,528 to carry forward on 31st December 2021.

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 2021, £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 (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 period with an average attendance of 88%. Given its wide responsibilities the PCC has a number of committees, each dealing 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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd)

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

They 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.



St Nicholas Church, Stevenage
Parochial Church Council



For the Year Ended 31 December 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd)

Administrative Information (cont'd)

PCC members who have served at any time from 1st January 2021 until the date this report was approved are:

Ex-Officio members:

Clergy and Chairman:
Revd Dave Brown

Churchwardens:
Karen Walker
Mike Wilton

Deanery Synod Reps:
Stuart Marshall
Cathy Bibby

CTIS Rep:
Stuart Marshall

Elected Members:

Martin Bailey (Safeguarding Lead)
Christine Chambers
Edward Kaahwa
Chris Taplin
Jason Cox - Treasurer
Mark Parker
Irina Teoh
Mathew Isaac

Co-opted:
Alison Hare - Secretary

Approved by the PCC on 19 July 2022 and signed on their behalf by Revd Dave Brown (PCC Chairman)

Revd Dave Brown (PCC Chairman)

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



St Nicholas Church, Stevenage Parochial Church Council



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 2021.

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
19-21 Middle Row
Stevenage
Hertfordshire
SG1 3AW

Date 19/7/2022



St Nicholas Church, Stevenage

Parochial Church Council



Income and Expenditure Account (Incorporating Statement of Financial Activities) Year Ended 31 December 2021

| | Note | 2021 Unrestricted | 2021 Restricted | 2021 Total | 2020 Total |
|--|------|----------------------|--------------------|-----------------|-----------------|
| Incoming Resources | | | | | |
| Planned Giving | | 51,757 | - | 51,757 | 96,346 |
| Collections | | 3,245 | - | 3,245 | 3,976 |
| Gift Aid Recovered | | 11,958 | 1,688 | 13,646 | 25,170 |
| Total | | 66,960 | 1,688 | 68,648 | 125,492 |
| Other Activities | 2 | 3,293 | 6,750 | 10,043 | 50,118 |
| Church Activities | 3 | 4,590 | - | 4,590 | 2,254 |
| Other Income | 4 | 9,626 | 55,679 | 65,305 | 380,968 |
| Total | | 17,509 | 62,429 | 79,938 | 433,340 |
| Total of Incoming Resources | | 84,469 | 64,117 | 148,586 | 558,832 |
| Resources Expended | | | | | |
| Charitable Activities | | | | | |
| Parish Share | | 63,170 | - | 63,170 | 67,505 |
| Clergy & Staffing Costs | | 1,632 | - | 1,632 | 3,685 |
| Church Running Expenses | 5 | 18,237 | 3,925 | 22,162 | 36,902 |
| Church Improvements | | 9,326 | 46,631 | 55,957 | 453,969 |
| Mission Giving and Donations | 6 | 8,575 | - | 8,575 | 8,814 |
| Deanery and CTIS | | 147 | - | 147 | 140 |
| Repairs and Renewals | | 2,190 | 13,485 | 15,675 | - |
| Total | | 103,277 | 64,041 | 167,318 | 571,015 |
| Excess of Expenditure Over Income | | (18,808) | 76 | (18,732) | (12,183) |
| Transfer between funds | | - | - | - | - |
| Net movement of funds | 7 | (18,808) | 76 | (18,732) | (12,183) |
| Total funds brought forward | | 16,956 | 19,304 | 36,260 | 48,443 |
| Total funds carried forward | | (1,852) | 19,380 | 17,528 | 36,260 |



St Nicholas Church, Stevenage Parochial Church Council



Balance Sheet As At 31 December 2021

Cash Funds

General Current Account
General Reserve Account
Wedding Current Account
Total Cash Funds

Other debtors

Gift Aid - Recoverable
Graveley Parish Share
Total Current Assets

Creditors: amounts falling due within one year

Independent Examiners fee
Wedding Deposits
Deferred Parish Share
Total Liabilities

Net Current Assets

Totals Funds

| Note | 2021 Unrestricted | 2021 Restricted | 2021 Total | 2020 Total |
|----------|----------------------|--------------------|---------------|---------------|
| | | | | |
| | 23,015 | 18,667 | 41,682 | 60,617 |
| | 6,273 | - | 6,273 | 6,273 |
| | 3,441 | - | 3,441 | 4,114 |
| | 32,729 | 18,667 | 51,396 | 71,004 |
| | | | | |
| | 5,887 | 713 | 6,600 | 5,997 |
| | - | - | - | 4,000 |
| | 38,616 | 19,380 | 57,996 | 81,001 |
| | | | | |
| | 750 | - | 750 | 750 |
| | 3,341 | - | 3,341 | 4,014 |
| | 36,377 | - | 36,377 | 39,977 |
| | 40,468 | - | 40,468 | 44,741 |
| | | | | |
| | (1,852) | 19,380 | 17,528 | 36,260 |
| | | | | |
| 7 | (1,852) | 19,380 | 17,528 | 36,260 |

The notes on pages 15 to 24 form part of these accounts

Approved by the PCC on

2022 and signed on their behalf:

Jason Cox
Treasurer

Mike Wilton
Churchwarden

Karen Walker
Churchwarden



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2021

1. Accounting Policies

The accounts for the year ended 31 December 2021 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.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2021 (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 £1,000 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.

2. Other Activities

| | 2021 Unrestricted £ | 2021 Restricted £ | 2021 Total £ | 2020 Total £ |
|-------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Donations | 3,293 | - | 3,293 | 3,663 |
| Building Fund Donations | - | 6,750 | 6,750 | 46,455 |
| Total | 3,293 | 6,750 | 10,043 | 50,118 |



St Nicholas Church, Stevenage

Parochial Church Council



Notes to the Financial Statements

Year Ended 31 December 2021

(Cont'd)

3. Church Activities

| | 2021 Unrestricted £ | 2021 Restricted £ | 2021 Total £ | 2020 Total £ |
|---------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Weddings, Funerals & Other Fees | 4,590 | - | 4,590 | 2,254 |

4. Other Income

| | 2021 Unrestricted £ | 2021 Restricted £ | 2021 Total £ | 2020 Total £ |
|-----------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Graveley PCC (Parish Share) | 9,000 | - | 9,000 | 8,000 |
| Graveley PCC (Clergy) | 450 | - | 450 | 450 |
| Other Income | 176 | - | 176 | 188 |
| Listed Places of Worship | - | 1,865 | 1,865 | 14,542 |
| Hawkes Bequest Fund | - | 53,814 | 53,814 | 357,788 |
| | 9,626 | 55,679 | 65,305 | 380,968 |



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2021 (Cont'd)

5. Church Running Expenses

| | 2021 Unrestricted £ | 2021 Restricted £ | 2021 Total £ | 2020 Total £ |
|--------------------------------------|---------------------------|-------------------------|--------------------|--------------------|
| Services Upkeep | 875 | - | 875 | 481 |
| Copyright Licences | 601 | - | 601 | 589 |
| Fire Safety, Security & Insurance | 394 | 3,547 | 3,941 | 3,904 |
| Flowers | (122) | - | (122) | 149 |
| Gas, Electricity & Water | 6,294 | - | 6,294 | 7,003 |
| General expenses | 870 | 378 | 1,248 | 3,862 |
| Independent Examiner's Fee | 954 | - | 954 | 930 |
| Kitchen Upkeep | 92 | - | 92 | 104 |
| Mission Action Plan | 2,268 | - | 2,268 | 6,674 |
| Safeguarding | 18 | - | 18 | 9 |
| Stationery/Printing | 40 | - | 40 | 49 |
| Sunday Club & Youth Work | 129 | - | 129 | 100 |
| School Hire | - | - | - | 1,160 |
| Equipment Hire | 842 | - | 842 | 137 |
| General Repairs | - | - | - | 6,305 |
| Lectern | - | - | - | 655 |
| Parish Administrator | 4,982 | - | 4,982 | 4,791 |
| | 18,237 | 3,925 | 22,162 | 36,902 |



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2021 (Cont'd)

6. Mission Giving and Donations

| | 2021 | 2021 | 2021 | 2020 |
|--------------------------|--------------|------------|--------------|--------------|
| | Unrestricted | Restricted | Total Funds | Unrestricted |
| | £ | £ | £ | £ |
| Church Overseas | | | | |
| Church Mission Society | 1,560 | - | 1,560 | 1,560 |
| Crosslinks | 1,560 | - | 1,560 | 1,430 |
| Barnabas Fund | 1,755 | - | 1,755 | 1,560 |
| General Charities | | | | |
| Bridge Builders | 3,350 | - | 3,350 | 3,120 |
| Herts Historic Churches | 50 | - | 50 | - |
| Music Ministries | 100 | - | 100 | - |
| Welwyn Garden City Band | 200 | - | 200 | - |
| Charitable Donation | - | - | - | 1,144 |
| | 8,575 | - | 8,575 | 8,814 |



St Nicholas Church, Stevenage

Parochial Church Council



Notes to the Financial Statements

Year Ended 31 December 2021

(Cont'd)

7. Movement in Funds

| | On 1 st January 2021 | Net Movement in Funds | Transfers Between Funds | On 31 st December 2021 |
|---------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------------|
| | £ | £ | £ | £ |
| Unrestricted Funds | | | | |
| General Fund | 16,956 | (18,808) | - | (1,852) |
| Restricted Funds | | | | |
| Deanery | 75 | - | - | 75 |
| Music Fund | 2,367 | - | - | 2,367 |
| Revitalisation Fund | 16,852 | 76 | - | 16,928 |
| Mothering Sunday Flowers | 5 | - | - | 5 |
| Weston Family | 5 | - | - | 5 |
| Hawkes Bequest Fund | - | - | - | - |
| Total Funds | 36,260 | (18,732) | - | 17,528 |

Net movement in funds are as follows:

| | Incoming resources | Resources Expended | Gains and Losses | Movement in Funds |
|---------------------------|-----------------------|-----------------------|---------------------|----------------------|
| | £ | £ | £ | £ |
| Unrestricted Funds | | | | |
| General Fund | 84,469 | 103,277 | - | (18,808) |
| Restricted Funds | | | | |
| Revitalisation Fund | 8,438 | 8,362 | - | 76 |
| Hawks Bequest Fund | 55,679 | 55,679 | - | - |
| Total Funds | 148,586 | 167,318 | - | (18,732) |



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2021 (Cont'd)

7. Movement in Funds (Cont'd)

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1 st January 2020 £ | Net Movement in Funds £ | Transfers Between Funds £ | At 31 st December 2021 £ |
|---------------------------|--|----------------------------------|------------------------------------|--|
| Unrestricted Funds | | | | |
| General Fund | (4,101) | 2,249 | - | (1,852) |
| Restricted Funds | | | | |
| Deanery | 75 | - | - | 75 |
| Music Fund | 2,367 | - | - | 2,367 |
| Revitalisation Fund | 50,077 | (33,149) | - | 16,928 |
| Mothering Sunday Flowers | 25 | (20) | - | 5 |
| Weston Family | - | 5 | - | 5 |
| Hawkes Bequest Fund | - | - | - | - |
| Total Funds | 48,443 | (30,915) | - | 17,528 |

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 | 213,232 | 210,983 | - | 2,249 |
| Restricted Funds | | | | |
| Revitalisation Fund | 65,517 | 98,666 | - | (33,149) |
| Mothering Sunday Flowers | - | 20 | - | (20) |
| Weston Family | 660 | 655 | - | 5 |
| Hawkes Bequest Fund | 428,009 | 428,009 | - | - |
| Total Funds | 707,418 | 738,333 | - | (30,915) |



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts. Year Ended 31 December 2021 (Cont'd)

7. Movement in Funds (Cont'd)

There were no transfers between funds in 2021.

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.

RESTRICTED FUNDS

Deanery

The deanery funds are available for expenditure on new mugs.

The deanery fund was set up in 2016 by a grant from the deanery.

Revitalisation Fund (formerly New Development Fund)

Church members contributed to the revitalisation fund via church membership fund (CMF) and one off contributions, further one of donations from various organisations have been received for the purpose of the revitalisation of the church.

Funds are restricted for expenditure on major works to the Church Buildings concurrently or subsequent to the renovation of the church floor and lighting that commenced in 2019.

Mothering Sunday Fund

In 2018 a donation of £50 was made to fund flowers and posies for Mothering Sunday.

Weston Family Fund

During 2020 the Weston family made a donation of £660 towards a new lectern which was purchased during the year.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts. Year Ended 31 December 2021 (Cont'd)

7. Movement in Funds (Cont'd)

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.

8. Trustees Remuneration and Related Party Transactions

No trustee received any remuneration, benefits or expenses other than as disclosed below:

During the period under review, Alison Hare (a member of the PCC) received £4,982 (2020 £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, allowances paid in 2021 were £990 (2020 £240).

Trustees receive payment for reimbursed expenses incurred on the PCC's behalf as agent for the PCC.

The Rev'd D Brown, Karen Walker and Mike Wilton are or were trustees of The Hawkes Will Trust during the period under review, the PCC received restricted grants of £55,679 (2020 £357,788) from The Hawkes Will Trust during the year.

Peter Gordon and The Revd. D. Brown are trustees of The Friends of St Nicholas Church the PCC received a donation of £Nil (2020 - £15,000) from The Friends of St Nicholas Church during the prior year.

During the year total donations received, both regular and one-off, from trustees who have served during the period was £12,429 (2020 £34,585) both for the general and revitalisation fund.

9. Legal Status

The Charity is a trust registered at the Charity Commission at St Nicholas Church, Rectory Lane, Stevenage, Herts, SG1 4DA. The charity is a public benefit entity.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts. Year Ended 31 December 2021 (Cont'd)

10. Comparatives for the statement of Financial Activities

| | 2020 Unrestricted | 2020 Restricted | 2020 Total |
|--|----------------------|--------------------|-----------------|
| <u>Incoming Resources</u> | | | |
| Planned Giving | 96,346 | - | 96,346 |
| Collections | 3,976 | - | 3,976 |
| Gift Aid Recovered | 14,546 | 10,624 | 25,170 |
| Total | 114,868 | 10,624 | 125,492 |
| Other Activities | 3,003 | 47,115 | 50,118 |
| Investment Income | - | - | - |
| Church Activities | 2,254 | - | 2,254 |
| Other Income | 8,638 | 372,330 | 380,968 |
| Total | 13,895 | 419,445 | 433,340 |
| Total of Incoming Resources | 128,763 | 430,069 | 558,832 |
| <u>Resources Expended</u> | | | |
| <u>Charitable Activities</u> | | | |
| Parish Share | 67,505 | - | 67,505 |
| Clergy & Staffing Costs | 3,685 | - | 3,685 |
| Church Running Expenses | 27,562 | 9,340 | 36,902 |
| Church Improvements | - | 453,969 | 453,969 |
| Mission Giving and Donations | 8,814 | - | 8,814 |
| Deanery and CTIS | 140 | - | 140 |
| Total Resources Expended | 107,706 | 463,309 | 571,015 |
| Excess of Expenditure Over Income | 21,057 | (33,240) | (12,183) |
| Transfer between funds | - | - | - |
| Net movement of funds | 21,057 | (32,240) | (12,183) |
| Total funds brought forward | (4,101) | 52,544 | 48,443 |
| Total funds carried forward | 16,956 | 19,304 | 36,260 |