

Charity number: 1130793

Parochial Church Council of St Nicholas, Harpenden

Trustees' report and financial statements

for the year ended 31 December 2020

Parochial Church Council of St Nicholas, Harpenden

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Parochial Church Council of St Nicholas, Harpenden

Legal and administrative information

Charity number	1130793
Business address	Parish Office, St Nicholas Church Church Green Harpenden Hertfordshire AL5 2TP
Trustees	Reverend Canon Dr D L Stamps Reverend S Goodson Reverend J Brown All members of the PCC
Secretary	Ms S Longden
Accountants	Brendan Philip Chambers F.F.A. Wilton Mutlow & Co Limited 2nd Floor, Dagnall House Lower Dagnall Street St Albans Hertfordshire AL3 4PA
Bankers	HSBC 1 High Street Harpenden Hertfordshire AL5 2RS
Key management personnel	The incumbent: Reverend Canon Dr Dennis Stamps Associate vicars: Reverend Sally Goodson, Reverend James Brown Parish wardens: Kevin Featherstone, Tim Linacre PCC Treasurer: Jacqueline Agg

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

The trustees present their report and the financial statements for the year ended 31 December 2020. The trustees who served during the year and up to the date of this report are:

Clergy: Revd Canon Dr Dennis Stamps (incumbent), Revd Sally Goodson, Revd James Brown (from October 2020).

Elected members: Jacqueline Agg (from 25 November 2020), Julie Aldridge, Agneta Burton, Judith Card, Rosemary Farmer, Kevin Featherstone (from 5 October 2020), Wendy Fulford, Tony Gilbert, Claire Glendinning, Ann Halstead (from 23 March 2021), David Howell, Richard Hurst, Sarah John, Tim Linacre (from 5 October 2020), Anne MacDougall, Michelle McCulloch (until 5 October 2020), Christie Monson, Linda Oakes, Loretta Ramswell (until 11 March 2020), Heather Richards, William Say, Peter Timms (until 5 October 2020), Tamsen Wallis, David Williams.

Aims and purposes

The Parochial Church Council of St Nicholas, Harpenden has complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission (i.e. public benefit statement). Every PCC member is a trustee of The Parochial Church Council of St Nicholas, Harpenden.

The Parochial Church Council of St Nicholas, Harpenden (hereafter, 'Parish of Harpenden') is committed to encourage the work of God in mission and ministry in the Parish by sustaining the parish vision statement: CONNECT, BELONG, SHARE, GROW - Our mission is to build connections, encourage belonging, and share an appealing faith that grows a vibrant Christian community at every stage of life. In addition, we state that we are an inclusive church, called to be caring, loving and welcoming to all. The Parish has the responsibility of cooperating with the incumbent, the Reverend Canon Dr Dennis Stamps, and the associate vicars, Reverend Sally Goodson and Reverend James Brown, to promote this vision and to promote the whole mission of the Church - pastoral, evangelistic, social and ecumenical.

Objectives

In order to achieve our aims and purposes, the PCC:

- Seeks to connect with the whole community by ensuring a pattern and variety of styles of worship services in all three churches that are open to everyone in the community.
- Seeks to connect with the wider community by encouraging each church to serve all ages in the community by offering select services through programmes and by making available the use of our facilities and resources.
- Seeks to encourage belonging by providing courses and classes in preparation for baptism and confirmation and providing social events and activities for all ages.
- Seeks to share an appealing faith by creating welcoming churches with quality worship services and a range of interesting courses and events to supplement.
- Seeks to grow a vibrant Christian community, by enabling a wide variety of volunteer roles that sustain the life and mission of the church and by offering personal and corporate opportunities for people to grow in faith and understanding.
- Seeks to support these objectives and church activities by maintaining the fabric of our three churches and their halls.

Achievements and performance

2020 saw the onset of the COVID-19 pandemic and the associated restrictions imposed by the UK Government to safeguard public health. The Parish fully complied with these restrictions. The effect was to curtail many of our normal activities, while stimulating us to adjust so that we continued to fulfil our mission. During 2020, the Parish undertook a number of activities to help realise our mission and its aims and objectives. Across our three churches, our achievements and performance, in these respects, can be summarised as follows.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Connecting with the whole community by ensuring a pattern and variety of styles of worship services in all three churches that are open to everyone in the community.

At St. Nicholas Church, the normal pattern of services embraces a range of styles of worship, designed to have a wide appeal and to be inclusive as possible. This includes Holy Communion, Sung and Said Eucharist, Sung Evensong, morning and evening prayer, Morning Praise (lay-led Service of the Word with a sermon) and Simply Worship (simple informal service with a family focus). With the onset of the pandemic restrictions, clergy and volunteers made great efforts to ensure the Church was able to respond quickly to the challenges by offering a range of online services, from Sunday worship (including communion and Morning Praise formats) to morning and evening prayers, Advent lessons, Christmas carol services and Christingle.

All Saints' Church quickly moved to Zoom worship services within a month of the first lockdown. When allowed to do so, the Church opened for private prayer in the summer of 2020, on one morning a week. Once it became possible to do so, the worship service evolved into a mixed-mode format. In the second lockdown, it moved back to Zoom-only services, but with a difference as Christmas approached. Some more reflective services were included with a regular pattern of two worship services and two Holy Communion services per month. A series of Advent videos were produced and uploaded onto YouTube and a nativity video produced with the younger members of the Church. The many other activities planned for the Christmas period - including opening the Church for a Christmas experience and carol services were cancelled, but were replaced by other virtual events.

St. Mary's had four regular services of different styles, both before and during the pandemic restrictions. These typically comprised the Mid-week Holy Communion; Common Worship every Sunday (apart from the 1st Sunday when it is a Service of the Word); and Simply Worship once a month. These were publicised to the whole community via its website, Facebook, email and external noticeboards. The levels of participation became harder to record with the activities shifting to an online format, but numbers seemed stable throughout the year. The monthly Simply Worship services comprised pre-recorded sessions and two services in Church. The Bible Reading Notes group continued to meet monthly via Zoom.

Connecting with the wider community by encouraging each church to serve all ages in the community by offering select services through programmes and by making available the use of our facilities and resources.

The regular programme of St. Nicholas Church includes Sunday Clubs for children and Toddler Time, offering age-appropriate activities focused on building fellowship and an understanding of the Bible and our faith. From the first lockdown, St Nicholas encouraged families to participate in age appropriate Simply Worship services online. The breakout groups following online Sunday services and the weekly online coffee groups have provided the opportunity for all ages to connect and support one another. Church Watch volunteers enabled St Nicholas to stay open to the public when allowed, and a team of volunteers enabled access for private prayer. Regular collections for the foodbank provided the opportunity for anyone in the community to drop food and non-food items off which were then delivered to the two existing projects that we support: The Salvation Army in Harpenden and FEED, the food bank at the Vineyard Church in St Albans. Many community groups benefit from being able to use the church and hall, including St Nicholas Primary School, 21st Harpenden Brownies, 10th Harpenden Guides and Rangers and 12th Harpenden Scout Group, although many suspended indoor face to face activities in 2020.

All Saints' Church hall is normally almost fully booked throughout the year. In 2020, the restrictions altered this pattern. Two early groups to resume their activities were the nursery Fingertips and the Harpenden Child Contact Centre. Dance Groups for school age children also resumed, as well a Yoga class for adults. Most of the other groups (bird watchers, flower arrangers, as well as Brownies and Guides) suspended their activities in the hall. The Church also allows the Harpenden Money Advice Centre - a charity helping those in financial difficulty - to use its building during weekdays.

St. Mary's Church seeks to connect with the wider community by opening the Church and hall to external groups such as a Nursery, the WI, ballet classes, lace makers and for private hire. Again, many of these activities had to be suspended during the COVID restrictions, although the Nursery continued for much of the year. The Tuesday Afternoon Group held meetings prior to the lockdown restrictions. The seasonal visits to Homedell House had to be suspended, but a group from Church went to sing carols outside Homedell in Advent. When open, the Church supported the local foodbanks.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Encouraging belonging by providing courses and classes in preparation for baptism and confirmation and providing social events and activities for all ages.

Courses in preparation for baptism and for confirmation are regularly organised at the Parish-level, each year. This year, these had to be suspended due to the lockdown restrictions. St. Nicholas Church regularly offers a wide range of courses, classes, social events, and activities: including coffee after services, Sunday clubs for children, the Harpenden Julian meeting, home study groups, the Bible reading fellowship group, Mothers' Union, Supper Club, afternoon tea for the bereaved and a range of other events. Many of these activities were very much restricted by the pandemic. The Christmas Fayre was scaled-down and relocated outdoors. Participation in online events such as the interactive Christmas Carols and the Quarantine Quiz sought to raise spirits and bring people together. Cornelia's coffee shop has provided a social hub for the community whenever it has been possible for it to open.

All Saints' Church: Younger members of the congregation are catered for with activities that they can do during the service. At the end of the service, the children are encouraged to share what they have done with the rest of the congregation. As well as this, the Church held numerous social events over Zoom to support those feeling lonely during the lockdown period.

St. Mary's Church continued its all-age service called Simply Worship once a month. With respect to social events, the regular pattern of Fairtrade Breakfasts; summer fete; shared walks; Little Lunch; Harvest Supper; and many other activities had to be suspended. Other activities occurred, however: St. Mary's hosted two online quizzes (with 8 or 9 teams) and zoom coffee get-togethers once or twice a week from April 2020 onwards. Members of the congregation participated in the 'Bike and Hike' event in September. Christmas table arrangements were delivered to house-bound members of the congregation.

Sharing an appealing faith by creating welcoming churches with quality worship services and a range of interesting courses and events to supplement.

St. Nicholas Church: wherever possible the Church has offered worship services in church. Services like the September Pet Service made use of the greater freedom to meet outdoors and offered another way to engage with our community. The quality of our online services is high, a great deal of effort has gone into providing live services rather than pre-recorded material, and the congregation strongly reflected their appreciation of the quality of the shared online worship in the autumn survey. The quality of the musical element of services has never been higher thanks to the Director of Music, the members of the choir and music groups and during the restrictions they recorded individually in their own homes, producing excellent results.

All Saints' Church: The Church offered a lent course, as well as various small groups that met in members of the congregation's homes. During the lockdown period the Church Pastoral Contact team spent time regularly calling members of the congregation, to stay in touch and make sure their needs were being met with regards to shopping etc. This was greatly appreciated by families and individuals, giving a sense of connection. During the periods of lockdown, the Church has offered social events and prayer services outside the normal pattern of worship services.

St. Mary's Church: During 2020, the Church has worked hard to make its online services as appealing as possible. A broad participation was maintained, and good use made of online technology. When the congregation has been allowed in Church (albeit socially distanced), it was felt important to make the Church look and feel as normal as possible. Church music continued, though without singing. Flowers have been provided by the relevant team throughout - for livestreamed services from the Church, for example.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Growing a vibrant Christian community, by enabling a wide variety of volunteer roles that sustain the life and mission of the Church and by offering personal and corporate opportunities for people to grow in faith and understanding.

St. Nicholas Church relies heavily on the goodwill of volunteers in so many capacities. From membership of formal committees like the DCC, clearly structured volunteering positions like those of the District Wardens, Treasurer, Property Manager, Lettings and so on, to those who fill the requirement for the church/hall to be cleaned, arrange flowers, serve in Cornelia's, act as Altar Servers, welcomers and sidespeople, keep the church open where possible via volunteering for the Church Watch rota or for private prayer, run the sound and light equipment, provide music and bell ringing, maintain the grounds and Garden of Remembrance, organise the food bank donations, lead or help with Sunday club and Toddler Time, help organise groups like the Mothers' Union, Supper Club, home groups, prayer groups, and a whole host of other roles. Without these willing volunteers our community would not be as vibrant, as supportive, as inclusive, or as able to be a force for good in our wider community. In addition, the Parish Office has co-ordinated volunteers' efforts to provide essential practical support and befriending to anyone in need during the pandemic. Invitations for volunteers to come forward and fill specific roles or use their talents to support the church more flexibly, are included within services, email communication and the weekly pew leaflet. All Saints' Church: offers a wide variety of volunteer roles that allow the members of the congregation to help with the running of the Church and to deepen their faith. In particular, the work of the Local Ministry Development Team (LMDT) has been integral to the spiritual development of the Church in this lockdown year. The LMDT was responsible for the organisation of the remote-only worship sessions via Zoom and the mixed-mode services. As a means of encouraging further engagement with the online Zoom services, there has been an increased focus on asking the whole of the Church congregation - including children - to take part in readings and prayers in the services themselves.

St. Mary's Church has a wide variety of volunteer roles such as sidesperson, chalice attendant, intercessor, reader, technology, organ playing, flower arranging, cleaning, providing coffee, gardening, maintenance and publicity, etc. There is much volunteer input. New members joined the DCC and a new warden was elected.

Supporting these objectives and church activities by maintaining the fabric of our three churches and their halls.

St Nicholas Church: The programme of work to maintain the Church has continued, although many projects and areas of expenditure have been put on hold this year in view of the impact of the pandemic on our income as a parish. We have taken advantage of the lockdown periods to clear around the Church and surrounding areas, improving the drainage and enabling the stones to stay as dry as possible. Work has been undertaken to clear the hall roof, and the large lime trees in the school playground have been reduced from over 50 feet to 20 feet to help keep the hall roof and gutters clear. Volunteers patrolled the Church grounds and reported any issues to ensure the Church and hall remained safe and in good order during lockdown.

All Saints' Church: During 2020, the following major projects were completed: replacement of the doors and main windows in the Hall; replacement of the sky lights on the flat roof of the Church; the upgrading of the Church's Internet Server to improve transmission of the mixed-mode services; the grounds of the rear car park of the Church were scraped out, increasing the available parking area; all lights in the Church were switched to LED energy saving units; the Quinquennial Survey was conducted and a full electrical inspection (EICR) was carried out - the recommended works were then implemented by the end of the year.

St. Mary's Church: In 2020, the kitchen was refurbished, the hall roof was repaired; the tarmac at the front of Church was repaired; lighting was replaced with energy-efficient bulbs; and general maintenance carried out. A planning application was submitted to improve the carpark surface, whilst current potholes were filled in. The Church garden has been refurbished and a slate stone inscribed to commemorate those who have worshipped at the Church over the years.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Financial review

Total receipts on unrestricted funds were £466,988 of which £287,945 was unrestricted voluntary donations, and a further £64,285 was from Gift Aid. Restricted donations of £26,001 were also received. Planned Giving, through the Parish Giving Scheme and envelopes remained constant, despite the pandemic, in part helped by a special appeal in Summer 2020. Non-planned giving reduced significantly as fewer in-person services were held. We were grateful for the legacies of £41,000 received during the year, two of which were substantial amounts for the benefit of St Nicholas Church. Income from the use of our church halls has been adversely affected by the pandemic as many of our users have not been permitted to meet in person. £498,021 was spent from unrestricted funds to provide our Christian ministry from our three churches, including the net contribution of £270,103 to the diocesan parish share that provides the stipends, housing and training for clergy both pre and post ordination. The sum that each parish in the diocese is asked to find is calculated on a formula that is based mainly on a head count of the congregations. Expenditure on our church buildings, halls and clergy houses increased during 2020, partly due to the deferral of expenditure from prior years. £17,860 of this expenditure was funded from restricted funds. Each year we support a number of international and local charities and in 2020 £44,679 was given. This figure is made up of £12,000 donated by the PCC, plus donations from the profits of Cornelia's coffee shop plus service collections and various fundraising events held across our three churches.

The net result for the year was an excess of payments over receipts £44,679 on unrestricted funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward as at 31st December on free unrestricted funds totalled £45,640.

Reserves policy

It is the policy of the PCC to hold in unrestricted reserves the equivalent of three months general running costs and salary costs. The trustees believe this amount to be £60,000. £45,640 is held in free unrestricted reserves and the balance in designated funds. It is also the policy of the PCC to hold an amount in designated funds for likely building works at the next quinquennial inspection and to meet unexpected maintenance and repair costs in our three District churches and the clergy houses.

Included within unrestricted funds is freehold property of £945,280, representing the cost of land and buildings owned by the PCC. These freehold property funds can only be realised by disposal of the properties.

In addition, the PCC holds restricted funds of £176,055. Of this £18,100 is the St Nicholas Sound and Light fund, set up with a view to providing an improved sound, lighting and video/livestreaming and lighting system in St Nicholas Church. A further £23,276 is the St Mary's car park fund, set up to improve the car park at that church. The remaining restricted funds are mainly for benevolent purposes in accordance with donor wishes, and the majority will be utilised in the next couple of years, for example to fund improvements and significant repairs to our church buildings and the memorial garden at St Nicholas. These funds are held in cash within the funds of the parish.

Plans for future periods

For 2021 our focus is on managing the post-pandemic period for our parish and each of our three churches, so that we re-connect with the whole community through a variety of worship services, programmes, social events and activities for all ages as and when restrictions permit. We will also continue to make available the use of our facilities and resources to the community.

As a Parish we intend to review and update our mission, to clarify our strategic priorities. This will include enabling the mission priority of All Saints, enhancing our ministry to families and young people, and engaging with the diocesan priority of making new disciples in our parish.

To support this, and all our objectives and church activities, we will continue to maintain the fabric of our three churches and their halls. We will also seek opportunities to reduce our ongoing financial deficit.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Risk management

The PCC, as trustees, have assessed the risks the charity faces through identifying the major risks by area of activity, the nature of those risks, the likelihood of the risks happening, and the measures taken to manage them. The trustees review these risk areas regularly at their meetings and at meetings of the Standing Committee and Finance Committee. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified.

In particular, insurance cover is in place, and the finances of the PCC are kept under review. The PCC has approved and adopted the Promoting a Safer Church Policy Statement of the Church of England. The Parish follows Safer Recruitment guidance for recruitment of volunteers (including carrying out DBS checks for relevant roles), has in place relevant risk assessments and Best Practice Guidelines for working with Young People and Vulnerable Adults provided by the Diocese. The Parish has committed to respond appropriately and proportionately, in accordance with the Policy Statement and guidance, to any safeguarding allegations and to work closely with the Diocesan Safeguarding Adviser and/or relevant statutory agencies when necessary.

Structure, governance and management

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered charity [Charity Number 1130793]. The appointment of PCC members is governed by and set out in the Church Representation Rules. In the Parish of Harpenden, the membership consists of the incumbent (the Reverend Canon Dr Dennis Stamps), the associate vicars (Reverend Sally Goodson and Reverend James Brown), churchwardens, readers, and members elected by those members of the congregation who are on the electoral roll of the church. The PCC appoints a secretary and a minutes secretary, who attend PCC meetings as observers. 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 PCC works with the Rector and the associate vicars to promote the vision of the Church.

The full PCC met six times during the year, with an average level of attendance of 65%. Given its wide responsibilities, the PCC has a number of committees - each dealing with a particular aspect of Parish life (Finance Committee; Giving Committee; Pay Committee). The remit of each committee is set by the PCC and it receives regular reports from each, which are discussed as necessary. The Finance Committee oversees the management of the PCC budgets; the Giving Committee oversees fund raising; and the Pay Committee oversees the pay and remuneration of the PCC's employees (with delegated powers to set salaries). The PCC Treasurer provides regular finance reports, which are discussed as necessary by the PCC. A standing committee oversees the agenda and arrangements for the PCC meetings.

Each of the three churches in the Parish (St. Nicholas; All Saints'; and St. Mary's) have their own district church councils (DCC) and they each report to the PCC, with their reports also being discussed as necessary. The members of each DCC are elected by those on the electoral roll in each Church district.

The PCC is responsible for the maintenance of all the district churches and halls. It is also responsible for the maintenance of two clergy houses that it owns (86 Tuffnells Way; 10 Cross Way), as well as a further property (37 St. James' Road) owned by the Church Commissioners and used as a clergy house; a rental property on Church Green; and, the Parish contributes to the maintenance of the Rectory.

Parochial Church Council of St Nicholas, Harpenden

Report of the trustees for the year ended 31 December 2020

Statement of trustees' responsibilities

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

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008.

They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the board

Reverend D L Stamps
10th May 2021

Parochial Church Council of St Nicholas, Harpenden

Independent examiner's report to the trustees on the unaudited financial statements of Parochial Church Council of St Nicholas, Harpenden.

I report on the accounts of Parochial Church Council of St Nicholas, Harpenden for the year ended 31 December 2020 set out on pages 2 to 18.

Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act), does not apply 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 Commission under section 145(5)(b) of the 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 Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Brendan Philip Chambers
F.F.A.
Independent examiner

10 May 2021

Parochial Church Council of St Nicholas, Harpenden

Statement of financial activities

For the year ended 31 December 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	355,230	67,001	422,231	400,281
Activities for generating funds	3	109,481	2,448	111,929	148,596
Investment income	4	2,277	104	2,381	3,250
Total incoming resources		<u>466,988</u>	<u>69,553</u>	<u>536,541</u>	<u>552,127</u>
Resources expended					
Charitable activities	5	498,021	39,119	537,140	556,215
Separate material item of expense	6	2,899	-	2,899	2,805
Total resources expended		<u>500,920</u>	<u>39,119</u>	<u>540,039</u>	<u>559,020</u>
Net incoming/(outgoing) resources before transfers					
		(33,932)	30,434	(3,498)	(6,893)
Transfers between funds					
		(10,747)	10,747	-	-
Net incoming/(outgoing) resources for the year					
		(44,679)	41,181	(3,498)	(6,893)
Total funds brought forward					
		1,128,611	134,874	1,263,485	1,270,378
Total funds carried forward		<u>1,083,932</u>	<u>176,055</u>	<u>1,259,987</u>	<u>1,263,485</u>

The notes on pages 12 to 18 form an integral part of these financial statements.

Parochial Church Council of St Nicholas, Harpenden

Balance sheet as at 31 December 2020

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	10		945,280		945,280
Current assets					
Debtors	11	11,225		2,958	
Investments	12	5,040		4,716	
Cash at bank and in hand		324,554		324,453	
		<u>340,819</u>		<u>332,127</u>	
Creditors: amounts falling due within one year	13	(26,112)		(13,922)	
Net current assets			<u>314,707</u>		<u>318,205</u>
Net assets			<u>1,259,987</u>		<u>1,263,485</u>
Funds	14				
Restricted income funds	16		176,055		134,874
Unrestricted income funds	15		1,083,932		1,128,611
Total funds			<u>1,259,987</u>		<u>1,263,485</u>

The financial statements were approved by the trustees on 10 May 2021 and signed on its behalf by

Reverend Canon Dr D L Stamps
Trustee

Mrs J Agg
Treasurer

The notes on pages 12 to 18 form an integral part of these financial statements.

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts 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.

There have been no changes of accounting policy or changes to accounting estimates and no material prior year errors have been identified in the reporting period (FRS 102 SORP).

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Gifts donated for resale are included as income when they are sold.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

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

Planned giving receivable under covenant is recognised only when received.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP.

Income from the coffee shop is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made or property transferred and the amount involved can be quantified.

1.3. Resources expended

Expenditure is recognised on an accruals basis as a liability when it is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

The parish share is accounted for when payable. Any quota unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

"Separate material item of expense" costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

1.4. Tangible fixed assets and depreciation

Consecrated and beneficed property is excluded from the accounts by S.10(2)(c) of the Charities Act 2011. No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Land and buildings - Included at cost at 31st December 2020.

1.5. Investments

Current asset investments are at the lower of cost and net realisable value.

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Donations	352,230	26,001	378,231	390,074
Legacies	3,000	41,000	44,000	10,207
	<u>355,230</u>	<u>67,001</u>	<u>422,231</u>	<u>400,281</u>

3. Activities for generating funds

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Magazines	3,732	-	3,732	4,788
Church hall and property lettings	40,868	-	40,868	57,893
Housing allowance	51,320	-	51,320	51,320
Fees	13,364	-	13,364	24,361
Events and trading	197	2,448	2,645	10,234
	<u>109,481</u>	<u>2,448</u>	<u>111,929</u>	<u>148,596</u>

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

4. Investment income

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Trust funds	1,025	-	1,025	-
Deposit accounts	1,252	104	1,356	3,250
	<u>2,277</u>	<u>104</u>	<u>2,381</u>	<u>3,250</u>

5. Costs of charitable activities

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Clergy expenses	2,597	-	2,597	5,812
Services	27,710	-	27,710	27,027
Activities	1,588	1,069	2,657	4,841
Houses	30,246	-	30,246	15,709
Stipend contribution	101,338	-	101,338	97,705
Parish share	220,086	-	220,086	215,964
Church upkeep	53,503	9,851	63,354	96,257
Church halls and buildings	19,463	8,009	27,472	25,716
Magazine costs	280	-	280	1,435
Overseas and home mission grants	-	20,190	20,190	22,312
Staff costs	22,078	-	22,078	23,377
Staff pension costs	1,650	-	1,650	1,874
Telephone and computer costs	8,515	-	8,515	6,206
Postage and stationery	4,691	-	4,691	6,847
General expenses	4,276	-	4,276	5,133
	<u>498,021</u>	<u>39,119</u>	<u>537,140</u>	<u>556,215</u>

6. Separate material item of expense

	2020 Total £	2019 Total £
Accountancy fees	<u>2,899</u>	<u>2,805</u>

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

7. Employees

Employment costs	2020	2019
	£	£
Wages and salaries	22,078	23,377
Pension costs	1,650	1,874
	<u>23,728</u>	<u>25,251</u>

No employee received emoluments of more than £60,000 (2019 : None).

Number of employees

The average monthly numbers of employees (excluding the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2020	2019
Number	Number
2	2
<u>2</u>	<u>2</u>

8. Trustees' emoluments

The Reverend Canon Dr D L Stamps, The Reverend S Goodson and The Reverend J Brown were paid for expenses incurred in carrying out their duties and their living expenses were subsidised.

9. Pension costs

The charity operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and was as follows:

	2020	2019
	£	£
Pension charge	<u>1,650</u>	<u>1,874</u>

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

10. Tangible fixed assets	Land and buildings freehold £	Total £
Cost		
At 1 January 2020 and At 31 December 2020	945,280	945,280
Net book values		
At 31 December 2020	945,280	945,280
At 31 December 2019	945,280	945,280

The trustees are of the opinion that the market value of properties at the year-end would significantly exceed the book values included in the financial statements but they are unable to quantify this excess in the absence of a professional valuation. The costs of valuation are not considered justifiable in view of the intention to retain ownership of these existing properties for the foreseeable future.

11. Debtors	2020 £	2019 £
Other debtors	11,225	2,958
12. Current asset investments		
	2020 £	2019 £
Other unlisted investments	5,040	4,716
13. Creditors: amounts falling due within one year		
	2020 £	2019 £
Accruals and deferred income	26,112	13,922

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

14. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2020 as represented by:			
Tangible fixed assets	945,280	-	945,280
Current assets	164,764	176,055	340,819
Current liabilities	(26,112)	-	(26,112)
	<u>1,083,932</u>	<u>176,055</u>	<u>1,259,987</u>

15. Unrestricted funds

	At 1 January 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2020 £
Freehold property	945,280	-	-		945,280
Free undesignated funds	90,319	466,988	(500,920)	(10,747)	45,640
Designated general legacies fund	93,012	-	-	-	93,012
	<u>1,128,611</u>	<u>466,988</u>	<u>(500,920)</u>	<u>(10,747)</u>	<u>1,083,932</u>

Purposes of unrestricted funds

The general legacies have been set aside in earlier years in accordance with the then PCC decision that any legacy received in excess of £1000 would be set aside for a specific purpose as agreed by the PCC.

Parochial Church Council of St Nicholas, Harpenden

Notes to financial statements for the year ended 31 December 2020

16. Restricted funds	At	Incoming resources	Outgoing resources	Transfers	At
	1 January 2020				31 December 2020
	£	£	£	£	£
Sound and Light fund	8,908	5,000	-	4,192	18,100
St Mary's Car Park	22,000	7,786	(6,510)		23,276
Sundry restricted funds	103,966	56,767	(32,609)	6,555	134,679
	<u>134,874</u>	<u>69,553</u>	<u>(39,119)</u>	<u>10,747</u>	<u>176,055</u>

Purposes of restricted funds

The Sound and Light fund has been set up with a view to providing an improved sound, lighting and video/livestreaming and lighting system in St Nicholas Church.

The St Mary's Car Park fund has been set up to improve the car park at St Mary's Church.

The sundry restricted funds are small in nature and are mainly for benevolent purposes in accordance with donor wishes. These funds are held in cash within the funds of the parish.