



Parochial Church Council of St Nicholas, Harpenden

Trustees' Report and Financial Statements

For the year ended 31 December 2023

Charity number: 1130793

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 AL5 2TP
Trustees	Reverend Canon Dr D L Stamps Reverend S Goodson Reverend J Brown All members of the PCC
Secretary	Mrs S Harvey
Accountants	Brendan Philip Chambers F.F.A. Fusion Accountancy Limited Marlborough House 298 Regents Park Road London N3 2SZ
Bankers	HSBC UK plc 1 Centenary Square Birmingham B1 1HQ
Key management personnel	Incumbent: Reverend Canon Dr D L Stamps Associate Vicars: Reverend S Goodson, Reverend J 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 2023

The trustees present their report and the financial statements for the year ended 31 December 2023.

The trustees who served during the year and up to the date of this report are:

Clergy: Reverend Canon Dr Dennis Stamps (Incumbent), Reverend Sally Goodson, Reverend James Brown

Churchwardens: Kevin Featherstone, Tim Linacre

Elected members: Jacqueline Agg, Mike Box, Judith Card, Tony Gilbert, David Howell, Alec Innes (from July 2023), Sarah John, Anne-Marie Kramer, Maureen Lamburn, Anne MacDougall, Christy Monson, Linda Oakes, Heather Richards (until May 2023), Tamsen Wallis

General and Diocesan Synod: Tim Fleming

Deanery Synod: Julie Aldridge, Agneta Burton (until June 2023), Rosemary Farmer, Ann Halstead, Richard Hurst, Ann Bisbrown-Lee (from July 2023), Geoff Payne (from July 2023)

Co-opted: Michelle McCulloch

Aims and purposes

The Parochial Church Council of St Nicholas, Harpenden (hereafter, "PCC") 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 PCC 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.

Report of the Trustees

for the year ended 31 December 2023

Objectives

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

- i. 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.
- ii. 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.
- iii. Seeks to encourage belonging by providing courses and classes in preparation for baptism and confirmation and providing social events and activities for all ages.
- iv. Seeks to share an appealing faith by creating welcoming churches with quality worship services and a range of interesting courses and events to supplement.
- v. 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.
- vi. Seeks to support these objectives and church activities by maintaining the fabric of our three churches and their halls, and through good and effective governance and the management of finances.

Achievements and performance

We are one Parish with three distinct worshipping communities – All Saints’, St Mary’s and St Nicholas. During 2023 we have continued to focus on our mission with a particular focus on enhancing our ministry to families and young people and engaging with the diocesan priority of making new disciples.

Our curate Rev Cath Rindl was ordained priest in July 2023.

Our achievements and performance, against our objectives, can be summarised as follows.

- i. 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.***

Across the Parish our services embrace a range of styles of worship designed to have a wide appeal and to be as inclusive as possible. All our services are publicised to the whole community via the Parish website, weekly emails, our District church Facebook groups and external noticeboards.

Home communion is provided by each of our three District churches for those who are housebound.

Each of our District churches continues to live streamline one Sunday morning service to allow people to attend online as well as in person.

St Nicholas Church

At St Nicholas the normal pattern of Sunday services includes Holy Communion, Sung Eucharist, Morning Praise (a lay-led Service of the Word with a sermon), Simply Worship (a monthly simple

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for the year ended 31 December 2023

informal service with a family focus) and Sung Evensong. Said Eucharist is held on Wednesday and Saturday mornings, and on Thursday there is morning prayer.

All Saints' Church

During 2023 All Saints' had a regular Sunday morning pattern of Holy Communion alternating with a more informal Morning Worship service. From January 2024 a monthly 'all-age' service has been introduced, in place of one of the Morning Worship services. In addition, a fortnightly weekday Holy Communion service is held.

St Mary's Church

On the first Sunday of the month St Mary's offers Family Worship followed by Holy Communion, on all other Sundays there is a Sung Eucharist. The monthly Simply Worship service is an informal service particularly aimed at families, with craft activities as part of the service. Holy Communion is held twice a month on Tuesday morning.

Holy Week saw a full programme of services across the Parish, including Compline, Maundy Thursday Communion (held jointly with High Street Methodist Church), Stripping of the Altar and Vigil, Good Friday Walk of Witness and Liturgy of the Cross and Easter Day services.

During Advent, St Nicholas held weekly a soup and carols service. St Nicholas and All Saints' welcomed local schools for their carol services, while St Mary's hosted a Nativity visit from another local school. Our Christingle, Christmas Eve crib services and Christmas Day services were all very well attended.

ii. 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.

There are numerous opportunities for children and young people to take part in age-appropriate activities, focused on building fellowship and an understanding of the Bible and our faith. These include Sunday Clubs, our busy toddler groups (Toddler Time at St Nicholas and Busy Bunnies at All Saints) and our popular Simply Worship services at St Mary's and St Nicholas. Our Parish Youth group, SAS, continues to grow and now meets weekly. The Parish works closely with several local primary schools; in addition to our clergy holding roles as governors, we support various activities at the schools, including teaching some lessons, Harvest and other assemblies, and year 6 leaving days. We also have links with some of the secondary schools in the town. A Youth Alpha course was run by a member of our clergy at one of the secondary schools for the first time in 2023 and we also supported year 7 retreat days at another.

St Nicholas is open for private prayer when the Parish Office is open.

There are a number of initiatives promoting fellowship within the Parish. Cornelia's Coffee Shop opens three mornings and one afternoon each week, providing an opportunity for all ages to connect and support one another. A Little Lunch, at St Mary's is a very popular group that meets once a month providing a two-course lunch and companionship for the over 75s living alone in Harpenden. The Tuesday Afternoon Group, also held at St Mary's, meets monthly for tea and a

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speaker. Our Parish Tea, Cake and Chat group meets every two months at All Saints, providing an opportunity for fellowship.

Many community groups benefit from being able to use our three church halls, including St Nicholas Primary School, two local nursery schools, a number of Girl Guiding groups plus a local Scout Group, local dance schools/drama groups, flower arranging groups and the WI. All three of our halls are available for ad hoc private hire.

The Parish continues to support British Humanitarian Aid, a charity supporting those in need in northern Ukraine. Two collections were held in 2023 which resulted in us sending a substantial number of supplies, together with financial donations.

We also continue to support Ukrainian refugees living in our town. Working with Harpenden Town Council and other churches in Harpenden we have provided support including host families, coffee mornings and practical advice and support on living in the UK. St Nicholas held a concert with the music provided by Ukrainian nationals and profits donated to DEC Ukraine.

Each District Church provides a donation point for the local foodbanks that we support: Kings Pantry in Harpenden and FEED, the food bank operated as part of Verso Care at Verso Church (formerly known as Vineyard Church) in St Albans. St Nicholas and Cornelia's Café also have donation points for toiletries to support the work of Azalea, a local charity.

iii. 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. Baptism services are held monthly at St Nicholas and on a more ad hoc basis at St Mary's and All Saints'. Eight children were prepared and admitted to Communion during the autumn of 2023. One adult and four children were prepared for and confirmed in May 2023.

A range of other courses, classes, social events and activities are provided: including coffee after services, home study groups, Bible reading fellowship groups, Mothers' Union and the Tuesday Afternoon Group. The curate leads a weekly study group on Thursday afternoons in the church hall.

The Church Pastoral teams across our Parish continued to spend time regularly calling and visiting members of the congregation, particularly those unable to attend church in person.

A number of social events took place during the year, including the St Mary's fete (a joint event with the local scout group), St Mary's quiz, All Saints' quiz and St Nicholas Coronation tea party, and the St Nicholas Christmas Fayre. All these were very successful and provided opportunities for our local community to be involved.

All Saints' held a 'weekend at home' for the first time in 2023. The aim was to grow closer as a community and closer to God. There was very encouraging participation and involvement of those on the fringes of the church community.

Members of our congregation across the Parish participated in the annual 'Bike and Hike' event across the Diocese in September.

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for the year ended 31 December 2023

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

Our Parish website contains details of our all services, events and courses as well as details on life events such as baptism, weddings and funerals.

We provide a wide range of regular services, and all our churches benefit from a high standard of music, provided by our Director of Music, organists at all three churches and various music groups. We were delighted to welcome the St Albans Cathedral Choir for a performance at St Nicholas, involving our own St Nicholas choir too, in January 2023. The St Nicholas choir performed Faure Requiem on Palm Sunday and have sung at St Albans, St Edmundsbury and Rochester Cathedrals during 2023.

Across the Parish, Lent courses were offered; for 2023 the theme was Christian Aid's Talking Climate Justice. Members of the Parish supported the Alpha Course run by Harpenden Churches Together.

A number of events and worship opportunities have taken place during the year. In Holy Week, an art installation consisting of three black crosses, was placed in the garden at All Saints', with the central cross turning gold on Easter Day. The Easter Garden outside St Nicholas church was very popular with members of the local community.

During Advent each of our churches provided opportunities for prayer and reflection. At St Nicholas the Wednesday Holy Communion services followed an Advent sermon series, Lighten our Path. All Saints' held a series of talks on Advent Through Art and a Deanery Day Retreat was held at St Mary's.

The Parish is participating in Eco Church. During 2023 All Saints' and St Mary's achieved A Rocha UK's silver award. Activities have included regular litter picks, the development of land management plans, designating no-mow meadow areas for wildflowers and insects and the installation of a bug churches/hotels in the garden. Environmentally friendly lifestyles are promoted, including encouraging those who are able to walk or cycle to church. St Mary's held a Carbon Fast in Lent - each week aiming to reduce either the eating of meat, use of central heating, use of cars or changing shopping habits. A Clothes Swap event was held in Autumn 2023 jointly with St John's Church, Harpenden.

v. 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.

The Parish relies heavily on the goodwill of volunteers in so many capacities. From membership of formal committees like the PCC, DCCs to clearly structured volunteering positions like those of the Wardens, Treasurers and Property Managers, to those who assist with our services by arranging flowers, acting as Altar Servers, welcomers or sidespeople, running the sound and light equipment, reading our lessons and leading our prayers, to providing music and bell ringing. Others help to maintain the grounds and the Garden of Remembrance, organise the food bank donations, lead or help with Sunday club and our youth group SAS, organise groups like the Mothers' Union, home

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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.

All Saints' held a series of prayer walks on Tuesday evenings in July and October in their local nature reserve, Batford Springs. New for 2023 was Beer and Carols at a local pub which was well attended, as was the now traditional firepit carols evening.

Members of our pastoral visiting teams from all three churches regularly visit other retirement and residential homes in the town. All Saints' is continuing to develop stronger links with Lea Springs independent residential home and now holds monthly Songs of Praise services there. They also hold fortnightly service for residents of Willow Court. St Mary's offers monthly communion at Homedell House retirement home, and the Songs of Praise held there three times each year is very popular. St Nicholas provides regular communion services for residents at Field House Care Home, Willow Court Care Home and Arcadian Court.

The work of our Local Ministry Development Team (LMDT) at All Saints' Church continues to be integral to the spiritual development of that community and the wider Parish. They particularly help with leading worship and in caring for pastoral and spiritual needs of the congregation.

All Saints' hosts two local charities. Harpenden Money Advice Centre, run in part by volunteers from churches across the town to help those who struggle with debt and other financial difficulties. The Harpenden Child Contact Centre is also run by volunteers and enables separated families to meet in a safe and welcoming space.

vi. Supporting these objectives and church activities by maintaining the fabric of our three churches and their halls, and through good and effective governance and the management of finances.

The programme of work to maintain our three Churches has continued.

St Nicholas Church

Lighting in the church corridors and the church hall was updated to LED, where not already replaced, to reduce both our carbon footprint and energy costs. The gutters of the Church and hall required regular clearing during the year and the belfry carpet was replaced, after water damage following very heavy rain.

All Saints' Church

A number of small repairs were carried out during the year, including repairing potholes and paving slabs and upgrading the hearing aid loop.

St. Mary's Church

During the year a French drain was installed to alleviate a damp issue and there were repairs to the roof and the vestry window. A bike rack was also installed.

Report of the Trustees

for the year ended 31 December 2023

Financial review

As part of the work to address our ongoing financial deficit a congregational appeal was launched in March 2023. We are very pleased to report that the appeal was successful, and we have seen a substantial increase in our giving. We are very grateful to everyone who responded to our appeal.

Total receipts on unrestricted funds were £605,164 (£585,352 general unrestricted funds and £19,812 designated funds). Unrestricted voluntary donations of £425,623 were received (£407,447 general unrestricted and £18,176 designated), including £73,181 from Gift Aid. Restricted donations of £4,460 were also received. Both planned giving, through the Parish Giving Scheme and envelopes, and non-planned giving increased during the year. Income from the use of our church halls increased in 2023, as did our interest income.

£536,996 was spent from general unrestricted funds to provide our Christian ministry from our three churches, including the net contribution of £290,639 (stipend and ministry support contributions less the housing allowance received) to the Diocesan Parish Share. The Parish Share provides the stipends, housing and training for clergy both pre and post ordination and the amount each parish in the Diocese is asked to find is calculated on a formula based mainly on a head count of the congregations. Other expenditure during the year increased broadly in line with inflation. The Parish used designated and restricted reserves to cover appropriate expenditure during the year.

Each year we support a number of international and local charities and in 2023 £17,065 was given. This figure includes donations from the profits of Cornelia's coffee shop and various successful fundraising events held across our three churches, including quizzes, fetes and the Coronation tea party. A number of specific service collections were also held.

The net result for the year was an excess of receipts over payments of £48,213 on free undesignated funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward as at 31st December on free undesignated funds (excluding freehold property) totalled £80,815. The total funds at 31 December 2023 were £1,366,737.

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 in the region of £60,000; this is held 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 £113,074. These funds mainly arose from legacies. The majority will be utilised in the next couple of years, in accordance with donor wishes, 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.

Parochial Church Council of St Nicholas, Harpenden

Report of the Trustees

for the year ended 31 December 2023

Plans for future periods

Going forward our focus continues to be to deliver on our mission so that we continue to connect with the whole community through a variety of worship services, programmes, social events and activities for all ages. We will also continue to make available the use of our facilities and resources to the community.

Our strategic priorities include enabling the mission priority of All Saints, enhancing our ministry to families and young people, and engaging with the diocesan priority of Growing Younger and More Diverse in our Parish.

The Reverend Canon Dr Dennis Stamps will retire as Rector of the Parish of Harpenden in June 2024 after almost twelve years. We are very grateful for his ministry here in our Parish. The churchwardens are working closely with the Archdeacon of St Albans and the Bishop of St Albans on the process of appointing a new Rector.

We continue to seek further opportunities to engage with families and young people, through our Simply Worship services, our SAS youth group, our toddler groups, and also through events at Easter and in Advent. We will continue to expand our work with local schools in the town.

All three District churches are continuing to participate in Eco Church. St Nicholas is working towards the silver Eco Church award (having been awarded bronze in February 2024), while St Mary's and All Saints' are looking at ways to work towards their gold awards. St Mary's continues to work in partnership with Harpenden Rural Parish Council to keep the local area clean and tidy through regular litter picks. Alongside the Herts and Middlesex Wildlife Trust, All Saints' are establishing a Land Management Plan to focus their care of the church garden. This should help them to become the first 'Wilder Church' under the Wildlife Trust's 'Wilder St Albans' scheme. These schemes are helping all our District churches connect with the local community, including schools and the public.

All Saints are looking to open the church building every day of the week to create a space for prayer and reflection for all in the neighbourhood.

To support this, and all our objectives and church activities, we will continue to maintain the fabric of our three churches and their halls.

Risk management

The PCC, as trustees, have assessed the risks the charity faces and have drawn up a risk matrix which identifies 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 this risk matrix and 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 national safer recruitment guidance for the 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

Parochial Church Council of St Nicholas, Harpenden

Report of the Trustees

for the year ended 31 December 2023

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. The membership consists of the incumbent (the Reverend Canon Dr Dennis Stamps), the associate vicars (Reverend Sally Goodson and Reverend James Brown), churchwardens, a member elected to General and Diocesan Synod together with members elected to PCC and Deanery Synod by those members of the congregation who are on the electoral roll of the Parish. In addition, the Parish Safeguarding Officer is co-opted as a member.

New members of the PCC are required to complete a trustee registration form and are provided with a booklet "Trusteeship – An Introduction for PCC Members". 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. 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 financial reports, which are discussed as necessary by the PCC. A Standing Committee oversees the agenda and arrangements for the PCC meetings.

Each year the PCC supports a number of charities outside the Parish. These charities are selected annually by the PCC, with input from each District church.

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 three clergy houses; a rental property on Church Green; and the Parish also contributes to the maintenance of the Rectory.

Report of the Trustees

for the year ended 31 December 2023

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 Canon Dr D L Stamps

29 April 2024

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 2023 set out on pages 13 to 25.

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 Act have 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

29 April 2024

Parochial Church Council of St Nicholas, Harpenden

Statement of Financial Activities
for the year ended 31 December 2023

	Notes	Unrestricted funds		Restricted funds	Total 2023	Total 2022
		General £	Designated £	£	£	£
Income						
Donations and legacies	2	407,447	18,176	4,460	430,083	410,040
Charitable activities	3	161,515	1,636	9,522	172,673	161,004
Investment income	4	16,390	-	-	16,390	4,045
Total income		585,352	19,812	13,982	619,146	575,089
Expenditure						
Charitable activities	5	536,996	11,068	22,054	570,118	547,420
Total expenditure		536,996	11,068	22,054	570,118	547,420
Net income/(expenditure) before transfers		48,356	8,744	(8,072)	49,028	27,669
Transfers between funds		(143)	143	-	-	-
Net movement in funds		48,213	8,887	(8,072)	49,028	27,669
Total funds brought forward		977,882	218,681	121,146	1,317,709	1,290,040
Total funds carried forward		1,026,095	227,568	113,074	1,366,737	1,317,709

Parochial Church Council of St Nicholas, Harpenden

Balance Sheet

as at 31 December 2023

	Notes	2023	2022
		£	£
Fixed assets			
Tangible assets	9	945,280	945,280
Current assets			
Debtors	10	13,566	6,752
Investments	11	5,561	5,082
Cash at bank and in hand		420,116	378,848
		<u>439,243</u>	<u>390,682</u>
Creditors: amounts falling due within one year			
	12	<u>(17,786)</u>	<u>(18,253)</u>
Net current assets		421,457	372,429
Net assets		<u>1,366,737</u>	<u>1,317,709</u>
Funds			
Restricted income funds	13 14	113,074	121,146
Unrestricted income funds	15	1,253,663	1,196,563
Total funds		<u>1,366,737</u>	<u>1,317,709</u>

The financial statements were approved by the trustees on 29 April 2024 and signed on its behalf by

Reverend Canon Dr D L Stamps
Trustee

Mrs J Agg
Treasurer

Parochial Church Council of St Nicholas, Harpenden

Cash Flow Statement
at 31 December 2023

	Notes	£	2023 £	£	2022 £
Cash flows from operating activities					
Net cash provided by operating activities	17		25,357		17,475
Cash flows from investing activities:					
Dividends and cash interest		16,390		4,045	
(Gain)/loss on value of non-cash investments		(479)		678	
Net cash flows from investing activities			<u>15,911</u>	<u>4,723</u>	
Change in cash and cash equivalents in the reporting period			<u>41,268</u>	<u>22,198</u>	
Cash and cash equivalents at 1 January			<u>378,848</u>	<u>356,650</u>	
Cash and cash equivalents at 31 December			<u><u>420,116</u></u>	<u><u>378,848</u></u>	

**Notes to the Financial Statements
for the year ended 31 December 2023**

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) – SORP FRS 102 (effective 1 January 2019).

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying SORP FRS 102 (effective 1 January 2019) rather than the version of the Statement of Recommended Practice referred to in the regulation, but which has since been withdrawn. The accounts are prepared on the basis that the PCC is a going concern, and that the PCC is a public benefit entity under SORP FRS 102.

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 (SORP FRS 102).

1.2 Going concern

These financial statements are prepared on the basis of the charity being a going concern. The trustees make their own assessment of the charity's ability to continue as a going concern to assure themselves of the validity of this assumption when preparing accounts. In making this assessment, the trustees take into account all available information about the future for at least, but not limited to, 12 months from the date the accounts are approved.

1.3 Income

All income is 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 SORP FRS 102.

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.

**Notes to the Financial Statements
for the year ended 31 December 2023**

1.4 Expenditure

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.

1.5 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 are included at cost at 31st December 2023.

1.6 Investments

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

1.7 Defined contribution pension schemes

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

2. Donations and legacies

	Unrestricted funds		Restricted	Total	Total
	General	Designated	funds	2023	2022
	£	£	£	£	£
Donations	407,447	17,930	4,460	429,837	387,925
Grants	-	-	-	-	500
Legacies	-	246	-	246	21,615
For the year ended 31 December 2023	<u>407,447</u>	<u>18,176</u>	<u>4,460</u>	<u>430,083</u>	
For the year ended 31 December 2022	<u>362,788</u>	<u>34,735</u>	<u>12,517</u>		<u>410,040</u>

Parochial Church Council of St Nicholas, Harpenden

Notes to the Financial Statements
for the year ended 31 December 2023

3. Income from charitable activities

	Unrestricted funds		Restricted funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Printing	57	-	-	57	146
Church hall and property lettings	68,855	-	672	69,527	70,809
Housing allowance	51,320	-	-	51,320	51,320
Fees	27,572	-	-	27,572	24,586
Events and trading	9,873	1,636	8,850	20,359	14,143
Energy grant from Diocese	3,838	-	-	3,838	-
For the year ended 31 December 2023	161,515	1,636	9,522	172,673	
For the year ended 31 December 2022	152,228	2,840	5,936		161,004

4. Investment income

	Unrestricted funds		Restricted funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Trust funds	1,103	-	-	1,103	1,091
Deposit accounts	15,289	-	-	14,809	2,919
For the year ended 31 December 2023	16,390	-	-	16,390	
For the year ended 31 December 2022	4,010	-	35		4,045

**Notes to the Financial Statements
for the year ended 31 December 2023**

5. Expenditure on charitable activities

	Unrestricted funds		Restricted funds	Total 2023	Total 2022
	General	Designated			
	£	£	£	£	£
Clergy expenses	2,159	-	-	2,159	1,169
Services	31,335	802	1,293	33,430	29,949
Activities	5,794	1,154	1,702	8,650	7,155
Houses	21,464	-	-	21,464	27,274
Stipend contribution	111,831	-	-	111,831	110,634
Ministry support contribution	230,128	-	-	230,128	228,103
Church upkeep	55,757	4,128	2,828	62,713	59,689
Church halls and buildings	28,670	4,120	3,854	36,644	28,367
Overseas and home mission giving	3,923	864	12,278	17,065	14,398
Staff costs	26,086	-	-	26,086	23,472
Staff pension costs	1,921	-	-	1,921	2,044
Telephone and computer costs	7,147	-	-	7,147	5,392
Postage and stationery	5,598	-	-	5,598	4,328
General expenses	2,842	-	99	2,941	2,924
Accountancy fees	2,341	-	-	2,341	2,522
For the year ended 31 December 2023	536,996	11,068	22,054	570,118	
For the year ended 31 December 2022	516,469	4,395	26,556		547,420

Included in accountancy fees is £230 for payroll services (2022: £248).

6. Employees

Employment costs

	Total 2023	Total 2022
	£	£
Wages and salaries	26,086	23,472
Social security costs	-	-
Pension costs	1,921	2,044
	28,007	25,516

No employees received emoluments of more than £60,000 (2022: 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:

2023	2022
Number	Number
2	2

Parochial Church Council of St Nicholas, Harpenden

Notes to the Financial Statements for the year ended 31 December 2023

7. 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.

8. 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:

	Total 2023	Total 2022
	£	£
Pension charge	1,921	2,044

9. Tangible fixed assets

	Land and buildings freehold	Total
	£	£
Cost		
At 1 January 2023 and At 31 December 2023	945,280	945,280
Net book values		
At 31 December 2022	945,280	945,280
At 31 December 2023	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.

10. Debtors

	Total 2023	Total 2022
	£	£
Other debtors	13,566	6,752

Notes to the Financial Statements
for the year ended 31 December 2023

11. Current asset investments

	Total 2023	Total 2022
	£	£
Other unlisted investments	5,561	5,082

12. Creditors: amounts falling due within one year

	Total 2023	Total 2022
	£	£
Accruals and deferred income	17,786	18,253

13. Analysis of net assets between funds

	Unrestricted funds		Total	Restricted funds
	General	Designated		
	£	£	£	£
Fund balances as at 31 December 2023 as represented by:				
Tangible fixed assets	945,280	-	945,280	-
Current assets	98,601	227,568	326,169	113,074
Current liabilities	(17,786)	-	(17,786)	-
	<u>1,026,095</u>	<u>227,568</u>	<u>1,253,663</u>	<u>113,074</u>

Fund balances as at 31 December 2022 as represented by:

Tangible fixed assets	945,280	-	945,280	-
Current assets	50,855	218,681	269,536	121,146
Current liabilities	(18,253)	-	(18,253)	-
	<u>977,882</u>	<u>218,681</u>	<u>1,196,563</u>	<u>121,146</u>

Parochial Church Council of St Nicholas, Harpenden

**Notes to the Financial Statements
for the year ended 31 December 2023**

14. Restricted funds

The movements on restricted funds during 2023 were as follows:

	At 1 January 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2023 £
All Saints' District	8,793	-	-	-	8,793
St Mary's District	4,465	1,880	(6,265)	-	80
St Mary's legacies	5,465	-	(1,305)	-	4,160
St Mary's car park	1,519	672	(28)	-	2,163
St Nicholas District	38,863	1,653	(2,600)	-	37,916
Friends of St Nicholas	20,409	-	-	-	20,409
St Nicholas legacies	34,606	10	(875)	-	33,741
Cornelia's Coffee Shop	3,083	7,550	(8,764)	-	1,869
Others	3,943	2,217	(2,217)	-	3,943
	121,146	13,982	(22,054)	-	113,074

The movements on restricted funds during 2022 were as follows:

	At 1 January 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2022 £
All Saints' District	8,943	-	(150)	-	8,793
St Mary's District	5,788	2,345	(3,668)	-	4,465
St Mary's legacies	5,465	-	-	-	5,465
St Mary's car park	1,021	1,008	(510)	-	1,519
St Nicholas District	42,213	-	(3,350)	-	38,863
Friends of St Nicholas	20,409	-	-	-	20,409
St Nicholas legacies	39,737	742	(5,873)	-	34,606
Cornelia's Coffee Shop	1,695	5,936	(4,548)	-	3,083
Others	3,943	8,457	(8,457)	-	3,943
	129,214	18,488	(26,556)	-	121,146

Purposes of restricted funds

All Saints' District/St Mary's District/St Nicholas District: funds set aside for each of the three District churches in the Parish.

St Mary's legacies/St Nicholas legacies: legacies left to the District churches in the Parish.

St Mary's Car Park: money given for car park improvements at St Mary's Church.

**Notes to the Financial Statements
for the year ended 31 December 2023**

14. Restricted funds (continued)

Friends of St Nicholas: money given for the preservation, repair, restoration, improvement and ornamentation of the fabric and the precincts of the Parish Church of St Nicholas Harpenden.

Cornelia's: profits from Cornelia's Coffee Shop to be used for charitable giving.

These funds are held in cash within the funds of the Parish.

15. Unrestricted funds

The unrestricted funds of the charity include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

The movements on unrestricted funds during 2023 were as follows:

	At 1 January 2023 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2023 £
Designated:					
General legacies	88,086	-	-	-	88,086
St Nicholas legacies	71,266	-	-	-	71,266
St Nicholas District	27,620	12,758	(7,416)	-	32,962
All Saints' District	19,757	4,910	(1,670)	-	22,997
St Mary's District	11,952	2,144	(1,982)	143	12,257
Designated funds	218,681	19,812	(11,068)	143	227,568
General:					
Freehold property	945,280	-	-	-	945,280
Free undesignated funds	32,602	585,352	(536,996)	(143)	80,815
General undesignated funds	977,882	585,352	(536,996)	(143)	1,026,095
Total unrestricted funds	1,196,563	605,164	(548,064)	-	1,253,663

**Notes to the Financial Statements
for the year ended 31 December 2023**

15. Unrestricted funds (continued)

The movements on unrestricted funds during 2022 were as follows:

	At 1 January 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2022 £
Designated:					
General legacies	90,027	-	(1,941)	-	88,086
St Nicholas legacies	71,266	-	-	-	71,266
St Nicholas District	11,237	18,467	(2,084)	-	27,620
All Saints' District	11,918	7,839	-	-	19,757
St Mary's District	1,185	11,269	(370)	(132)	11,952
Designated funds	185,633	37,575	(4,395)	(132)	218,681
General:					
Freehold property	945,280	-	-	-	945,280
Free undesignated funds	29,913	519,026	(516,469)	132	32,602
General undesignated funds	975,193	519,026	(516,469)	132	977,882
Total unrestricted funds	1,160,826	556,601	(520,864)	-	1,196,563

Purposes of unrestricted funds

General legacies: this fund is used to identify legacies that have been set aside in earlier years in accordance with the then PCC decision that any legacy received in excess of £1,000 would be set aside for a specific purpose as agreed by the PCC.

St Nicholas legacies: this legacy fund is used to identify donations from legacies which are set aside for St Nicholas District church.

St Nicholas District/All Saints' District/St Mary's District: these funds are used to identify money set aside for each of the three District churches in the Parish.

Freehold property: the balance on this fund is the accounts value of the properties owned by the PCC.

16. Related party transactions

During 2023 the charity received £45,089 in donations from its PCC members. The donors did not attach any conditions to the gifts which required the church to significantly alter the nature of its existing activities.

Parochial Church Council of St Nicholas, Harpenden

**Notes to the Financial Statements
for the year ended 31 December 2023**

17. Cash flows from operating activities

	2023	2022
	£	£
Reconciliation of net income/(expenditure):		
Net income (as per statement of financial activities)	49,028	27,669
Adjustments for:		
Dividends, interest and rent from investments	(16,390)	(4,045)
Decrease/(Increase) in debtors	(6,814)	(1,955)
(Decrease)/Increase in creditors	(467)	(4,194)
Net cash from operating activities	25,357	17,475