



**The Parochial Church Council of  
St. John the Baptist, Our Lady & St. Laurence  
Thaxted**

**Annual Accounts and Financial Statements for the  
year ending 31 December 2021**

# Annual Accounts for 2021

## Background

The Parochial Church Council (hereafter "PCC") has responsibility, under the present chairmanship of Fr. Philip Tarris, for the promotion of the ecclesiastical parish of the whole mission of the church – pastoral, evangelical, social, and ecumenical and for the running, maintenance, and daily upkeep of the parish church of St. John the Baptist, Our Lady and St. Laurence, Thaxted.

To best achieve this, the PCC is fully registered as a charity with the Charity Commission under registration number: 1127752

## Membership of the PCC

Members of the PCC are either elected by the Annual Parochial Church meeting or are appointed ex-Officio, in accordance with the Church Representation Rules. Occasionally, a member may be co-opted where specialist skills are required.

During the 2020 financial year, the following people served as members of the PCC:

<b>Chairman</b>	Fr Philip Tarris	(Until July 2021)
<b>Churchwarden</b>	Ann Pickhaver Paul Meader	(Also acting Chairperson from July 2021)
<b>Secretary</b>	Maryanne Fleming	
<b>Treasurer</b>	Philip Staker	(Co-opted)
<b>PCC Member</b>	Heather Bull Edward Gallier Anna Lee Sean Martin Stephen Odom Perry Staker Michael Tayler	(To May 2021) (From May 2021) (From May 2021)
<b>Ex-Officio</b>	Fr Chris Brown Dee Barrington Margaret Caton Maggie Catterall Susannah Lacon Adrian Wright	(Co-opted) (Deanery Synod) (Deanery Synod) (Deanery Synod) (Assistant Curate) (Licensed Reader)

## Committees

The PCC operates, in part, through committees which meet in addition to the main PCC meetings.

### Standing Committee

This committee is required under ecclesiastical law. It has the power to transact the business of the PCC between its meetings, subject to any directions given to it by the main PCC.

### Estates Committee (formerly the Building Committee)

To maintain the fabric of the Thaxted Church estate and to improve the facilities that can be offered.

### Finance Committee

Oversees the income, expenditure and financial governance of the PCC, producing budgets and recommending financial policies for the full PCC to approve.

### Fundraising Committee

To facilitate and organise fundraising events on behalf of the PCC.

### Lincoln Organ Committee

To co-ordinate all matters regarding the restoration of the Lincoln Organ on behalf of the PCC.

### Worship, Nurture and Mission Committee

To support and encourage growth in the worship of God within all sections of the Parish community.

## Church attendance

There were 85 parishioners recorded on the Church Electoral Roll in 2021, 17 of whom lived outside the Parish (from 87 & 14 in 2020 and 90 & 17 in 2019).

The average number receiving communion on Sundays was 57 (from 54 in 2020 and 62 in 2019). Most of the continued reduction in this can be attributed to the restrictions placed on churches due to the pandemic and any form of regular Sunday worship (8am, 10am or a 10am Open Doors service) only became available from 28<sup>th</sup> March 2021. The slight increase in average numbers does give hope for a demonstrable recovery in 2022.

During the pandemic restrictions imposed on the clergy and church members, weekly e-mails containing the pew sheets, bible readings and thoughts / reflections, along with recorded video prayers from in and around the benefice enabled parishioners to keep a connection with the church community.

## Statement of Trustees' / PCC members' responsibilities

The purpose of this statement is to distinguish the members' responsibilities for the financial statements from those of the Independent Examiners as stated in their report.

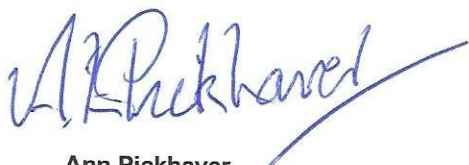
The Charities Act 2011 requires the members to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

In preparing the financial statements, the members followed best practice and:

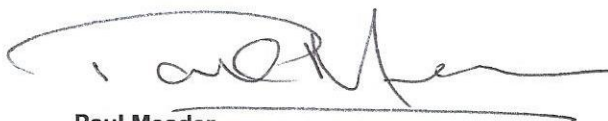
- Selected suitable accounting policies and applied them consistently.
- Made judgements and estimates that are reasonable and prudent,
- Followed the recommendations of the Charity Commission and of the accounting professions regarding form and content of the financial statements or undertook to disclose and explain any departure therefrom, and
- Prepared the financial statements on the going concern basis unless it was inappropriate to assume that the charity will continue to meet its objectives.

The members were reminded that they are responsible for keeping accounting records which are sufficient to disclose, with reasonable accuracy, the financial position of the charity at any time, and to enable them to ensure that the financial statements comply with the disclosure regulations. They are also reminded that they are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Parochial Church Council at a full meeting and signed on their behalf.



**Ann Pickhaver**  
Churchwarden



**Paul Meader**  
Churchwarden

Dated: 28th March 2022



# Report of the Independent Examiner to the Parochial Church Council of St. John the Baptist, Our Lady and St. Laurence, Thaxted.

We have evaluated the financial statements of the Parochial Church Council for the year ended 31<sup>st</sup> December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes set out on pages 5 to 10.

These financial statements have been prepared under the historic cost convention and in accordance with the accounting policies set out therein.

## **Respective responsibilities of members and accountants**

The members' responsibilities for preparing the financial statements in accordance with applicable law, charity accounting practice and (where appropriate) United Kingdom accounting standards are set out on page 3 of the report of the trustees.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the guidelines within the Charities Act 2011. We also report to you whether in our opinion the information given in the trustees' report is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our assessment.

We read the trustees' report and consider the implications for our report if we become aware of any apparent misstatements within it.

## **Basis of accountant's opinion**

We have examined the paperwork and sought evidence to verify the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our judgement so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

## **Opinion**

In our opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom generally accepted accounting practice applicable to charities, of the state of affairs of the charity as at 31<sup>st</sup> December 2021 and of the results of its activity for the period then ended;
- The financial statements have been properly prepared in accordance with the guidelines within the Charities Act 2011; and the information given in the trustees' report is consistent with the financial statements.



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Dated: 24/03/2022

## Statement of Financial Activities

For the year ending 31<sup>st</sup> December 2021

		Unrestricted funds	Designated funds	Restricted funds	Endowment funds	2021	2020
<b>Income and endowments from:</b>	<b>Notes</b>						
Donations and legacies	2(a)	37,357	72	600	-	38,029	38,742
Other trading activities	2(b)	3,026	489	-	-	3,515	1,836
Investments	2(c)	-	-	-	4,345	4,345	2,281
Other income	2(d)	23,905	2,304	5,878	-	32,087	44,522
<b>Total income</b>		<b>64,288</b>	<b>2,866</b>	<b>6,478</b>	<b>4,345</b>	<b>77,978</b>	<b>87,383</b>
<b>Expenditure on:</b>							
Raising funds	3(a)	456	238	-	-	694	379
Expenditure on charitable activities	3(b)	41,520	-	-	-	41,520	41,045
Other expenditure	3(c)	26,431	1,792	8,710	-	36,935	52,709
<b>Total expenditure</b>		<b>68,409</b>	<b>2,031</b>	<b>8,710</b>	<b>-</b>	<b>79,150</b>	<b>94,134</b>
<b>Net income / (expenditure) resources before transfer</b>		<b>(4,120)</b>	<b>835</b>	<b>(2,232)</b>	<b>4,345</b>	<b>(1,172)</b>	<b>(6,751)</b>
<b>Transfers</b>							
Gross transfers between funds - in		-	817	5,760	-	6,577	26,077
Gross transfers between funds - out		(6,577)	-	-	-	(6,577)	(26,077)
<b>Net movement in funds</b>		<b>(10,698)</b>	<b>1,652</b>	<b>3,528</b>	<b>4,345</b>	<b>(1,172)</b>	<b>(6,751)</b>
<b>Total funds brought forward</b>		<b>54,294</b>	<b>11,966</b>	<b>40,228</b>	<b>24,927</b>	<b>131,417</b>	<b>138,168</b>
<b>Total funds carried forward</b>		<b>43,596</b>	<b>13,619</b>	<b>43,756</b>	<b>29,272</b>	<b>130,244</b>	<b>131,417</b>

### Definition of fund types

*Unrestricted funds* are monies available to the PCC / Trustees for general use, without restriction.

*Designated funds* are monies which the PCC has set aside for a specific purpose, but it is within their remit to decide to reallocate these funds at any time, through a positive vote at a properly constituted meeting, for another purpose.

*Restricted funds* represent monies that are required to be used for the purpose that they are granted or collected. If these funds cannot be used for the purpose for which they were granted or collected, they cannot be re-allocated by the PCC but must either be held for a time until the restriction can be met or must be disposed of in accordance with Charity Commission guidance e.g. to another charity with aims that match the restriction.

*Endowment funds* represent monies that have been left to the church for a long-term purpose. These funds are restricted as above and generate income which is either reinvested or used for the purpose that the monies were endowed for.

## Balance sheet

as at 31<sup>st</sup> December 2021

		2021	2020
<b>Current assets</b>	<b>Notes</b>		
Investments	4	29,272	24,927
Cash at bank and in hand	4	101,057	105,935
		<b>130,330</b>	<b>130,862</b>
<b>Liabilities</b>			
Creditors: Amounts falling due in one year	4	85	(554)
		<b>85</b>	<b>(554)</b>
<b>Net current assets, less current liabilities</b>		<b>130,244</b>	<b>131,417</b>
<b>Total assets, less current liabilities</b>		<b>130,244</b>	<b>131,417</b>
<b>Total net assets, less liabilities</b>		<b>130,244</b>	<b>131,417</b>
<b>Represented by</b>			
<b>Unrestricted</b>			
General fund	5	43,596	54,294
<b>Designated</b>			
Catering Fund	5	1,521	1,990
Chat Café	5	1,919	1,572
Lincoln Organ Running Costs	5	50	-
Literature Provision	5	2,107	1,955
Restoration Fund (Designated)	5	8,020	6,448
<b>Restricted</b>			
Becket Chapel Window Restoration	5	7,776	6,276
Furniture Fund	5	963	963
J. Sheppard's fund for External Lighting	5	2,930	2,930
Provision of Raiment	5	83	83
For the Maintenance of the Bells	5	1,072	1,072
Maintenance of the Vicarage	5	322	322
Thaxted Church Music Fund	5	609	219
Replacement Lighting Project	5	3,973	3,973
Restoration Fund (Restricted)	5	17,104	15,467
Kitchen, Toilet & Meeting Room Fund	5	3,939	3,939
Decorating the South Aisle	5	4,982	4,981
<b>Endowment</b>			
Chancel Trust	5	29,272	24,927
<b>Funds of the church</b>		<b>130,244</b>	<b>131,417</b>



## Notes on the Financial Statements

For the year ending 31<sup>st</sup> December 2021

### 1. Accounting policies

#### General Principles:

These financial statements have been prepared under the current Church Accounting Regulations and in accordance with the current Charities SORP and applicable accounting standards.

#### Funds:

Unrestricted funds represent the funds available to the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. These include any funds which the PCC has itself *designated* for a specific purpose.

The purpose of other funds, *restricted* by the circumstances or conditions of their receipt, is noted in the financial statements.

Resources classified as '*Endowments*' will be treated as long term investments by the trustees and only the interest received on each investment will be available for re-investment or use for the purpose intended by the person / body who donated the funds, subject to any separate and distinct agreement on a particular endowment.

#### Incoming resources:

Collections and fees are dealt with in the financial statements when received. Covenanted receipts are dealt with when honoured by the covenanter. Tax recoverable is recognised in the financial receipt when certified as due by and received from the relevant tax authority.

Grants and legacies are accounted for when received or are able to be quantified with substantial accuracy. The proceeds of fund-raising and sales of magazines and other goods are shown gross, and corresponding costs being shown in resources used.

#### Resources used:

Grants and donations are accounted for when paid. Costs relating to work, fund-raising and administration are dealt with when incurred. Stocks of literature and goods for sale are included in the financial statements only if materially significant.

The Diocesan quota is accounted for when payable and any quota unpaid as at 31<sup>st</sup> December is shown as a creditor on the balance sheet.

#### Restatement of Prior Year Classifications

Where it is found to be necessary to reclassify income or expenditure, either through enhanced information or changes to how particular items should be classified, the prior year will be restated within the current year's accounts to ensure a fair and accurate comparison.

#### Value Added Tax:

Irrecoverable Value Added Tax is written off as part of the relevant cost. Value Added Tax recoverable in connection with repair work is shown specifically as an incoming resource.

#### Other current assets:

Quantifiable amounts due to the PCC as at 31<sup>st</sup> December are shown as debtors on the financial statements after deducting any amount likely not to be collectable.

## 2. Income

### 2(a) Donations and legacies

	Unrestricted	Designated	Restricted	Endowment	2021	Total 2020
Giving - Bank S/O	2,967	-	600	-	3,567	3,190
Parish Giving Scheme	26,798	-	-	-	26,798	27,937
Free Will Offering - Envelopes	-	-	-	-	-	-
Loose plate collections	3,047	-	-	-	3,047	4,208
One-off Gift Aid gifts	2,144	-	-	-	2,144	705
Donations appeals etc	2,399	50	-	-	2,449	1,317
Legacies	-	-	-	-	-	1,000
'Black Chest' Donations	-	-	-	-	-	273
'Restoration' Wall Safe	-	22	-	-	22	109
<b>Total</b>	<b>37,357</b>	<b>72</b>	<b>600</b>	<b>-</b>	<b>38,029</b>	<b>38,742</b>

### 2(b) other trading activities

	Unrestricted	Designated	Restricted	Endowment	2021	Total 2020
Bookstall sales - fund raising	186	489	-	-	675	386
Church Lettings - General	2,740	-	-	-	2,740	1,250
Church Lettings - Heating	100	-	-	-	100	200
<b>Total</b>	<b>3,026</b>	<b>489</b>	<b>-</b>	<b>-</b>	<b>3,515</b>	<b>1,836</b>

### 2(c) Investments

	Unrestricted	Designated	Restricted	Endowment	2021	Total 2020
Gains / Losses on Trust Revaluation	-	-	-	4,345	4,345	2,281
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,345</b>	<b>4,345</b>	<b>2,281</b>

### 2(d) other income

	Unrestricted	Designated	Restricted	Endowment	2021	Total 2020
Tax recoverable on S/O & Gift Aid	2,814	-	-	-	2,814	1,091
Tax recoverable on Giving Scheme	6,699	-	-	-	6,699	6,984
Recurring grants	-	-	10	-	10	10
Non-recurring one-off grants	-	-	1,500	-	1,500	22,929
Yardley's Charities	-	-	-	-	-	2,500
Thaxted Parish Council	-	-	-	-	-	2,000
Restoration Grants (Non-Specific)	-	-	-	-	-	4,051
Other funds generated	201	365	-	-	566	331
Candle Collection	248	-	-	-	248	205
Catering Income	-	77	-	-	77	83
May & Christmas Fayres	4,831	-	-	-	4,831	-
Fundraising Committee Events	30	1,861	-	-	1,891	105
Organ Recitals / Scholar Visits	-	-	-	-	-	-
Bank and building society interest	5	-	2	-	7	58
Fees for weddings and funerals	9,074	-	-	-	9,074	4,172
Wedding Fees for Choir	-	-	390	-	390	-
Insurance Claims	-	-	3,976	-	3,976	-
<b>Total</b>	<b>23,905</b>	<b>2,304</b>	<b>5,878</b>	<b>-</b>	<b>32,087</b>	<b>44,522</b>



### 3. Expenditure

#### 3(a) Raising funds

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	
					<b>2021</b>	<b>2020</b>
Costs of fetes & other events	56	238	-	-	295	-
Cost of Credit Card Machine	399	-	-	-	399	379
<b>Total</b>	<b>456</b>	<b>238</b>	<b>-</b>	<b>-</b>	<b>694</b>	<b>379</b>

#### 3(b) Expenditure on charitable activities

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	
					<b>2021</b>	<b>2020</b>
Home mission	200	-	-	-	200	288
Secular charities	109	-	-	-	109	105
Ministry parish share etc	41,211	-	-	-	41,211	40,652
<b>Total</b>	<b>41,520</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,520</b>	<b>41,045</b>

#### 3(c) Other expenditure

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Endowment</b>	<b>Total</b>	
					<b>2021</b>	<b>2020</b>
Organist Fees	4,475	-	-	-	4,475	6,000
Parish Administrator	-	-	-	-	-	1,980
Expenses of Ministry Team	647	-	-	-	647	342
Vicarage - Utility Costs	55	-	-	-	55	-
Church running - Insurance	6,831	-	-	-	6,831	6,766
Parish Office - Telephone	-	-	-	-	-	75
Parish Office - Consumables	142	-	-	-	142	202
Parish Office - Broadband / WiFi	159	-	-	-	159	-
Organ / piano tuning	246	-	-	-	246	776
Church running - Maintenance	2,666	-	-	-	2,666	3,216
Church running - Cleaning & Laundry	12	-	-	-	12	450
Church running - Catering	-	325	-	-	325	171
Church running - Flowers	-	817	-	-	817	633
Church running - Service (Consumables)	2,305	-	-	-	2,305	1,219
Church running - Service (Assets)	-	-	-	-	-	144
Upkeep of churchyard	-	-	5,030	-	5,030	3,885
Administration	1,039	-	-	-	1,039	690
Fees Payable to the Diocese	872	-	-	-	872	250
Church running - Electric	745	-	-	-	745	810
Church running - Gas	5,432	-	-	-	5,432	5,123
Church running - Water	114	-	-	-	114	86
Church running - Heating and Lighting	-	-	740	-	740	198
Bookstall costs	-	337	-	-	337	426
Governance costs - Examination / Audit Fee	570	-	-	-	570	570
Church major repairs - structure	116	312	780	-	1,208	14,465
Church major repairs - installation	-	-	2,160	-	2,160	804
Church - Lighting Project	-	-	-	-	-	3,420
<b>Total</b>	<b>26,431</b>	<b>1,792</b>	<b>8,710</b>	<b>-</b>	<b>36,935</b>	<b>52,709</b>

#### 4. Statement of assets and liabilities

as at 31 December 2021

	Unrestricted	Designated	Restricted	Endowment	2021	2020
<b>Current assets - Cash at bank &amp; in hand</b>						
Barclays - Current Account	(7,875)	13,589	2,258	-	7,971	15,547
Barclays - Restoration Account	-	30	18,246	-	18,276	15,740
Santander Account	-	-	-	-	-	1,411
CAF Bank - High Interest	51,472	-	23,337	-	74,810	73,236
Cash in Hand	-	-	-	-	-	-
<b>Totals</b>	<b>43,596</b>	<b>13,619</b>	<b>43,842</b>	<b>-</b>	<b>101,057</b>	<b>105,935</b>
<b>Current assets - Investments</b>						
Chancel Trust	-	-	-	29,272	29,272	24,927
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,272</b>	<b>29,272</b>	<b>24,927</b>
<b>Liabilities - Agency accounts</b>						
Agency collections	-	-	85	-	85	(554)
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>85</b>	<b>(554)</b>
<b>Grand total</b>	<b>43,596</b>	<b>13,619</b>	<b>43,756</b>	<b>29,272</b>	<b>130,244</b>	<b>131,417</b>

#### 5. Statement of the movement of funds

For the year ended 31<sup>st</sup> December 2021

	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains / Losses	Fund Balances carried forward
<b>Unrestricted Funds</b>						
General fund	54,294	64,288	68,409	(6,577)	-	43,596
<b>Designated Funds</b>						
Catering Fund	1,990	77	546	-	-	1,521
Chat Café	1,572	365	17	-	-	1,919
Flower Fund	-	-	817	817	-	-
Literature Provision	1,955	489	337	-	-	2,107
Restoration Fund	6,448	1,884	312	-	-	8,020
<b>Restricted Funds</b>						
Becket Chapel Window Restoration	6,276	1,500	-	-	-	7,776
Decorating the South Aisle	4,981	0	-	-	-	4,982
Furniture Fund	963	-	-	-	-	963
Heating Fund	-	-	740	740	-	-
Kitchen, Toilet & Meeting Room Fund	3,939	0	-	-	-	3,939
J. Sheppard's fund for External Lighting	2,930	0	-	-	-	2,930
Maintenance of the Bells	1,072	0	-	-	-	1,072
Maintenance of the Churchyard	-	10	5,030	5,020	-	-
Maintenance of the Vicarage	322	0	-	-	-	322
Provision of Raiment	83	-	-	-	-	83
Replacement Lighting Project	3,973	-	-	-	-	3,973
Restoration Fund	15,467	4,577	2,940	-	-	17,104
Thaxted Church Music Fund	219	390	-	-	-	609
Lincoln Organ – Running Costs	-	50	-	-	-	50
<b>Endowment Funds</b>						
Chancel Trust	24,927	4,345	-	-	-	29,272
<b>Total</b>	<b>131,417</b>	<b>77,978</b>	<b>79,150</b>	<b>-</b>	<b>-</b>	<b>130,244</b>

## Associated Organisations

In addition to the funds which the trustees / PCC members have direct control of, there are several associated organisations which, although cannot form part of the accounts, do have a connection to the fabric and the work of the church.

Each organisation produces an independent account of their income and expenditure but an extract of each of these is reproduced below for comparison with previous years' accounts.

## Vicar and Churchwardens Accounts

*Extract from the Summary of the Funds within the Vicar & Churchwardens accounts as at 31<sup>st</sup> December 2021*

	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
Charity Funds held (Details in the full V&CW accounts)	3,174	3,161
Yardley Ecclesiastical Charity	42,568	47,262
<b>Total Restricted funds</b>	<b>45,742</b>	<b>50,423</b>
V & CW Fund	29,223	39,508
Chantry Estate	57,008	29,943
<b>Total Unrestricted funds</b>	<b>87,002</b>	<b>69,451</b>
<b>Fund balance at Year End</b>	<b>132,743</b>	<b>119,873</b>

## Lincoln Organ Restoration Committee accounts

*Extract from the record of income and expenditure of the Lincoln Organ Restoration accounts as at 31<sup>st</sup> December 2021*

	<b>Total Funds 2021</b>
<b>Opening funds</b>	<b>37,282</b>
Total Receipts	4
Total Payments	-
<b>Funds Balance at Year End</b>	<b>37,286</b>

## Thaxted Church Hall

The trustees for the Thaxted Church Hall have worked with the Thaxted PCC treasurer to ensure that their accounts can be delivered in a summarised form within this set of financial statements.

	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
<b>Opening funds</b>	<b>1,102</b>	<b>4,093</b>
Total Income	3,700	3,275
Total Expenditure	4,614	3,794
GRANTS/Loans	9,100	1,500
One off Expenses	1,521	3,971
Surplus/Deficit	6,665	-2,991
<b>Funds Balance at Year End</b>	<b>7,767</b>	<b>1,102</b>