

PARISH OF HAZLEMERE

ANNUAL REPORT & FINANCIAL STATEMENTS

OF THE HOLY TRINITY
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED
31 DECEMBER 2021



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REPORT FROM THE VICAR FOR 2021

"For I know the plans I have for you", declares the LORD, 'plans to prosper you and not harm you, plans to give you hope and a future'"

Jeremiah 29:11

ADAPTATION AND NEW LIFE

This year has been characterised by responding in faith to an ever-changing landscape of COVID restrictions, adapting quickly as things change, and launching our new building and relaunching our congregations. Through it all we have seen the faithfulness of God and the generosity of God's people, as they have given of their time, energy, creativity, skills and finances to see our church thrive even in the midst of the toughest times of the pandemic and see new life emerge.

The beginning of the year brought with it the height of the pandemic - which meant as church we had to continue to seek new ways of being church and serving our community.

NEW WAYS OF BEING CHURCH

For 7 months we led worship services from the studio at Church of the Good Shepherd. These were very special times, as so many people of all ages contributed to these online gatherings. Not only did these serve our church fellowship but also the wider community locally and offered a way of connecting for people all over the UK and abroad. The lessons learned during this season have been carried over into the in-person services that we are now having, as well as continued streaming of our Holy Trinity services.

Our highlight of the online season were our Easter events, that included an incredibly creative Good Friday service and two Instagram Easter trails in Widmer End and Rose Avenue. Yet again these were a blessing for the wider community of our Parish and offered a sense of hope and life.

As the restrictions eased in the summer months, we continued with the livestream services and held a number of outside gatherings to meet together in person. These included prayer walks, family picnics and outside services.

During this season we saw new people join the church and we have held newcomers lunches and started a newcomers LIFEgroup.

TRINITY CENTRE OPENING

Two years on from the first Step Up Sunday, in June we held Step Up Sunday 2. Our hope was to be able to open Trinity Centre debt free and have finances to kick start new mission and ministry initiatives as fresh opportunities arose. Our challenge was that this was going to be an online gift day - but the outcome was fantastic as our goals were met.

So in September we opened the Trinity Centre debt free - and were able to celebrate together as a church family and the wider community. In this first term of resuming our Sunday gatherings there has been new hope, fresh vision and an excitement about seeing how God will continue to shape His church. We have already held 3 baptism services (babies and adults), a wedding, a funeral - and all those who have stepped inside the building have been hugely impressed with the sense of space, welcome, family friendly and accessibility to all. The renovated Holy Trinity has certainly enabled a sense of newness, expectation and hospitality to our wider community. This has not just been Sundays, but every day of the week, especially on the opening of the Atrium Cafe.

ATRIUM CAFE

The Atrium Café opened at the end of September and we have seen a steady flow of our local community visiting the cafe. We serve a range of home baked cakes, slices & coffees from local suppliers with established businesses. A team of 20+ volunteers cover the opening hours alongside a Café Supervisor & 2 Café Assistants.

Many have said how delighted they are to see us finally open having followed our construction work. Our customers have commented on how safe & welcome they feel in the space that has been created. Children are well catered for and there is plenty of space for all to feel comfortable. This has led to easy and open conversations about the life of the church, what activities and groups we offer and how they can be part of it. From these conversations, we have seen our customers start to attend our Christmas events and toddler group. We're now having enquiries about the Alpha sessions that are about to take place.

MINISTRY RE-STARTING

It still feels like early days, as we re-establish our church rhythms, ministry and mission. It's been exciting to see our user groups return, and our ministry to all ages (mothers and toddlers, youth and seniors) begin to flourish again. Key outreach events have been launched through our Men's breakfast, and we have welcomed the bishop, clergy and church wardens for training events from around the Diocese.

It has been the most challenging year of ministry that we have ever had. Through it all it has deepened our conviction that it is God who builds His church, and as His church our call is to step out in faith and in doing so be a blessing to the communities we are part of.

SAFEGUARDING UPDATE 2021

Hazlemere Church is committed to:

- The safeguarding, care and nurture of the children and people of all ages in our church community
- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse or other affected persons
- Caring pastorally for those who are the subject of concerns/allegations of abuse and other affected persons
- Responding to those who may pose a present risk

What we have done in 2021 to promote a safer church:

- Kept up to date with new Diocesan safeguarding initiatives and ensuring that these are successfully implemented within Hazlemere Church
This includes working through the new Parish Safeguarding Dashboard which brings a change to the way safeguarding is audited within our church. The dashboard takes the form of a safeguarding action plan, to be worked through in the following categories:
Policies and Action Plan; Safeguarding Procedures; Safeguarding Roles; Reviews and Reports; Displayed Safeguarding Information; Safer Recruitment and People Management.
- This year the area of safer recruitment has been looked at in close detail by the safeguarding subcommittee, including:
 - ✓ developing the safer recruitment policy and guidelines,
 - ✓ safer recruitment training for the DBS administrator,
 - ✓ creating an ex-offenders recruitment policy,
 - ✓ formulating an internship recruitment procedure
- Policies, procedures, and guidelines have been updated or created for the use of social media, lone workers, transportation of vulnerable adults, Zoom meetings and livestream services and events
- The frequency of DBS checking for those working with children and vulnerable adults, or for those with oversight for these workers, has been increased from every 5 years to every 3 years
- Increased visibility of Safeguarding information in all church buildings and congregations, i.e., posters and notice boards

- Working to increase awareness of the importance of safeguarding across the church by ensuring that safeguarding is a regular item at every meeting from the PCC to staff, and planning meetings

Training:

- Safeguarding training has been undertaken by leaders of children and youth, staff members and those for whom their role brings them into contact with vulnerable adults
- Raising Awareness of Domestic Violence and Abuse training has been undertaken by almost all PCC members
- Safer Recruitment and People Management training has been undertaken by staff members who are involved in recruitment or have oversight for volunteers or employed staff
- Emergency First Aid course completed by 5 church members/staff members
- In house safeguarding training provided by the PSO's for online pastors and Atrium Café staff
- In conjunction with the Diocese, our Safeguarding Team has dealt with two new safeguarding incidents this year. Additionally, individuals and families within the church continue to receive support and help from the clergy, church leaders and life group members, plus outside agency support in certain cases, in response to historic safeguarding concerns.

FINANCIAL REVIEW

We are thankful to God for all that he has enabled us to do throughout 2021, financially providing for us throughout the year, through being blessed by our own congregations' generosity, and that of external organisations who have captured the heart of God's mission that we strive towards in our community.

Construction work for Trinity Centre continued apace throughout the first half of 2021, and we were delighted to fully re-open the church buildings in September, debt-free. During 2020 and 2021 we have spent a total of £1.94m on the construction of Trinity Centre (see Note 3(c)) and £112k on related equipment (mainly audio-visual equipment and equipment for the Atrium café which will be depreciated over 7 years). In the early part of the year, our forecasting projections indicated that we may have needed to call-in some of the congregational loans committed to us in 2020, to ensure the completion of Trinity Centre. However, a combination of factors meant that this was not needed - a fantastic response to Step Up Sunday 2, when over £135k was given, careful cost control of expenditure, and the continued faithfulness and generosity of individuals who have continued to regularly give to the Trinity Centre project since the original Step-Up Sunday in 2019. Given all the impacts from the pandemic, we were delighted to complete the Trinity Centre to time, and within budget! Many thanks to the Trinity Centre project team, and our external suppliers for working hard to ensure this happened.

We again thank the following external bodies who awarded us grants for the project - during 2021 the Laing Trust awarded us a further £20k (in addition to the £10k given the previous year), and we received the £75k from HS2 that had been promised to us in 2020; these gifts were in addition to monies received in 2020 from All Churches Trust and Wycombe District/Buckinghamshire Council. External grants received for Trinity Centre over the last two years totalled £417k, all of which has been applied to the Building Fund.

The focus since Sep 2021, for the Trinity Centre, and all parts of our church's life, is to rebuild ministry in-person groups that had been paused during the pandemic, and establish new initiatives. We remain agile in our financial resource allocations, to resource these activities. The opening of the Atrium Café has proved popular to church members and people from the community alike, and it is exceeding its initial financial projections as well as fulfilling its vision to provide a warm and welcoming location for people to meet.

General Fund net income of £121k, would have been a deficit of £14k without the £135k given at Step Up Sunday 2. The lack of in-person meetings and community group meetings for a large part of the year resulted in some reduced operational costs. Some of our staff could not perform their typical work and were therefore put on the government's furlough scheme, with the church topping up their salary to ensure no personal financial loss. We continue to actively support wider Mission projects, both locally and abroad. In addition to the people and projects we usually support, we also gave a gift to Welcome Churches, providing practical support to refugees in our local community and throughout the UK. We gave a total of £57k (2020: £67k) to Mission projects - the amount was down on the previous year due to some local charities (such as Lighthouse) not requiring the same contributions as prior year, and our Christmas collections (from which we give donations to nominated charities) being lower.

We continue to be grateful to God for continuing to resource the church in our mission and ministry activities, and thankful for all those who support us in that work.

OUR CHURCH – A SUMMARY

OUR OBJECTIVES AND ACTIVITIES

The primary objective of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. In accordance with the PCC (Powers) Measure 1956, the PCC is to co-operate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

As a church we have adopted a Mission Statement of "Being the People of God, fulfilling the Purposes of God". This is seen as a dual emphasis between building up and encouraging the Christian community and being effective in our role as the Christian witness in this local community and beyond.

OUR FOUNDATIONAL VALUES

We have a series of key foundational values which determine how we act and relate to one another. These values underlie what we hope to see as a local church.

- The Bible is our foundation
- The lost matter to God
- We seek to be led by the Holy Spirit
- Prayer is a priority
- We build relationally
- Worship is an encounter with God
- Generous in attitude and action

OUR PURPOSE

As part of the Church of England, the PCC's aims are to support the spread of the Christian religion. Primarily the PCC aims to support the Christian religion in the Parish of Hazlemere but also as a net financial contributor to the Anglican Church it supports the purposes of the spread of the Christian religion across the world to all. We are a mission-based church and believe that Jesus Christ is the Saviour of the world and that everyone would benefit from belief in Him and receipt of the Holy Spirit. In acting out our beliefs, we work as one church, (usually) meeting as multiple congregations in different places around Hazlemere and Widmer End on Sundays and some weekdays, and as smaller LIFEgroups during the week.

STATEMENT OF PUBLIC BENEFIT

The following is stated to meet the requirement to provide a statement on our public benefit.

The PCC confirms that we have referred to the Charity Commission's guidance on public benefit, in particular the specific guidance on charities for the advancement of religion, when reviewing the PCC's aims and objectives and in planning future activities. The PCC also confirms that the trustees (i.e. the PCC members) have had due regard to the Charity Commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

The PCC provides benefit to the public in the following ways (note that these represent our usual offerings; not all are possible during Covid-19/lockdown times):

the provision of sacred spaces, churches and worship services - we:

- maintain the church buildings at Hazlemere and Widmer End
- hold regular meetings that are advertised and open to all

the provision of public rituals and ceremonies - we:

- conduct regular church services at three locations,
- celebrate weddings,
- conduct burials,
- conduct baptisms and blessings;

contributing to the spiritual and moral education of children - we:

- have a vibrant children and youth group where they learn about Christ
- support the work and activities of local schools
- run school assemblies
- provide governors who represent the PCC on the adjacent C of E school
- financially and physically support the Lighthouse holiday club initiative in Hazlemere each year

carrying out, as a practical expression of religious beliefs, other activities (such as advancing education or conflict resolution, or relieving poverty), which may also be charitable - we:

- support a number of overseas missionaries through financial and spiritual support
- undertake outreach to the elderly
- support financially and spiritually those in need in the parish
- provide a community centre resource that enables charitable and community groups to operate their activities
- financially support local hospice work
- are involved in prison visitor work
- support aid work in Africa
- support the Wycombe Homeless Connection for those needing accommodation locally
- enable our premises to be used by others in our community
- provide comfort and support to the bereaved and those who mourn
- pray for those who are sick and in need.

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 1956 as amended. The PCC is registered with the Charity Commission: Charity Number 1128994.

The appointment of members of the PCC is set out in the Church representation rules. The PCC members are appointed annually by vote at the Annual Parochial Church Meeting (APCM).

The PCC has ultimate responsibility for a wide range of matters affecting the parish, including such matters as compliance with health and safety, discrimination legislation and child protection. Therefore, the PCC appoints representatives who are responsible for the compliance to such legislation, maintaining knowledge regarding the ever-changing nature and degree of application of such legislation, advising the PCC regarding its duties in these areas and for training parishioners as required.

The PCC meets on a planned basis several times a year to discuss and ratify key decisions such as the setting of the Annual Financial Plan and adoption of the Annual Accounts. Between these meetings it operates through the following committees/teams:

- The Standing Committee is a sub-group of the PCC that meets both physically and virtually to discuss and agree matters in detail before proposals are placed before the PCC. It comprises the Incumbent, Clergy, Churchwardens, Treasurer and Secretary.
- The Finance Subcommittee meets as required either physically and/or virtually to review financial management of the PCC's funds. It comprises the Vicar, a Churchwarden, Treasurer, Finance Manager and other persons co-opted as required by the PCC for their knowledge of financial matters. This team prepares and presents the Annual Financial Plan for approval by the Standing Committee and full PCC and then monitors actual performance against the Plan throughout the year, as well as agreeing financial policy.
- The Mission Subcommittee meets through the year to consider prayerfully the PCC's support for Home and Missionary work. It meets both together and with the missionaries to consider their work and requirements for prayer and financial support. It recommends appropriate persons and levels of support to the PCC. The team members comprise members of the PCC and church members with a heart to ensure the Parish adequately supports missionary work.
- Trinity Centre Project Board meets monthly as the main forum for progressing the project. This board is itself supported by a number of subgroups.

Remuneration

The PCC delegates the oversight of remuneration of its staff to the Standing Committee who themselves take recommendations from the Finance Sub-Committee. External information relating to Living Wage and Diocesan pay increases are taken into consideration when determining pay-rates.

STATEMENT OF TRUSTEE'S RESPONSIBILITIES

The members of the PCC are responsible for ensuring that the Trustees' Annual Report and the financial statements are prepared in accordance with applicable law and the UK GAAP Financial Reporting Standards (FRS) for the United Kingdom and Republic of Ireland.

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. 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 accounting standards have been followed, subject to
- any material departures disclosed and explained in the financial statements;
- prepare the financial statements on an ongoing concern basis unless it is
- inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that 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, the Charity (Accounts Reports) Regulations 2008 and any trust deed. 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.

RISK MANAGEMENT

The PCC maintains a Risk Register as part of its Risk Management Plan. This identifies the key risks to spiritual life, financial health, meeting statutory and legal requirements, our operations and our reputation. Owners have been allocated for each risk and mitigation actions defined which have brought the risks within the PCC's risk tolerance. The Risk Management Plan is reviewed triennially. Key elements of the plan consider the following areas:

INCOME

As with many charitable organisations, the majority of the PCC's income is the result of voluntary giving and in the PCC's case, the vast majority of this comes from the generous, sacrificial and committed giving of the membership of Holy Trinity Church, Hazlemere. The PCC recognises that church membership fluctuates year-by-year and that any period of change can heighten the risk of this fluctuation. The PCC, supported by detailed reviews by the FSC, continues to monitor the trends of giving, and managing our expenditure levels accordingly.

In 2020, income for the church was significantly enhanced by donations to the Trinity Centre, following pledges given at Step Up Sunday in 2019, and adhoc congregational donations, enhanced by two external grants from the Laing Trust and Wycombe District Council. Income reflected in the accounts is the actual cash received in the year.

OPERATIONS

Essential and routine maintenance and repair work across our church estate is overseen by our Facilities Manager. Records of our assets are maintained and checked triennially by the local Deanery. The Facility Manager is an integral part of the Trinity Centre project team, so that there is clarity regarding the timing and prioritisation of work.

The Facilities Manager is also the Health and Safety (H&S) representative. H&S information is obtained directly from HSE monthly updates and Lawpack publication "Health & Safety at Work Essentials" and applied to our situation as required. The major H&S risks identified by the PCC have been reviewed and systems or procedures have been established to mitigate these risks. All Food Hygiene and First Aid at Work requirements are up-to-date.

SAFEGUARDING

Given the wide ranging and innovative programme of ministry with children and young people and vulnerable adults provided at Holy Trinity, Hazlemere, the health, safety and protection of these individuals is regarded as being of paramount importance. We operate a formal policy for the safeguarding of children and vulnerable adults, in line with Diocesan guidelines. Continual review of Safeguarding policies, procedures and practice is ongoing and overseen by the PCC's Safeguarding representatives who regularly report to the PCC.

RESERVES POLICY

As part of our contingency planning and risk management the PCC operates a reserves policy whereby we seek to ensure that our unrestricted general fund reserve does not fall below an appropriate level for the ongoing ministry. From a review taken in 2019, it was agreed that our target reserves level should be equivalent to three months of staff and missionary partner costs, net of three

months of regular standing order income. In accordance with this policy, the minimum value of reserves agreed to be in place is £40,000. The Reserves level will be measured by free cash available within Unrestricted and Designated funds (i.e. excluding the Fixed Asset fund). The PCC has determined that there is no need to set a minimum Reserves level in respect of the Restricted Buildings Fund (i.e. for Trinity Centre), as the cashflow requirements for that project will be considered independently.

TRINITY CENTRE

The Trinity Centre project is directed by a multi-disciplinary team that oversees all areas of construction planning, financial reviews and communication processes. All costs are pre-approved by the PCC, and updates on all areas of the project are regularly given to the PCC.

REFERENCE AND ADMINISTRATIVE INFORMATION

The Church Office is based at:

Holy Trinity Church
262 Amersham Road
Hazlemere
High Wycombe
Bucks HP15 7PZ

Tel: 01494 523191

The church is a registered charity under statute, registration number 1128994

There are 3 main bankers:

Barclays Bank PLC
PO Box 41
High Wycombe
Bucks HP11 2PG

HSBC PLC
1 Corn Market
High Wycombe
HP11 2AY

Lloyds Bank PLC
25 Gresham Street
London EC2V 7HN

Independent Examiner:

James Foscett Bsc (Hons), FCA, DChA
Cansdales Business Advisers Limited
Chartered Accountants & Business Advisers
Bourbon Court
Nightingales Corner
Little Chalfont
Bucks, HP7 9QS

The PCC comprises the following current members (as at 31st Dec 2021):

Chair:

Rev Mark Meardon (Ex-officio)

Members:

Steve Barnett (appointed Jul 21; Deanery Synod Rep)

Malcolm Corden

Mike Cross

Brian Eckheart

Rev Claire Gerard (Ex-officio)

Anna Greathead

Trish Harding (Treasurer)

James Hazelton (Churchwarden)

Richard Jones

Rev Dominic Meering (Ex-officio)

Jane Montgomery (Secretary)

Mark Moorcraft (Deanery Synod Rep)

Charlotte Morris

Suzannah Reeves (appointed Nov 21)

Elizabeth Reuter (appointed Jun 21)

Mark Olsen

Jackie Pestell (appointed Nov 20)

Roger Simmons (Churchwarden)

Bob Waldron

The following ceased PCC membership during the year:

Hannah Wuermli (finished May 21)

Day-to-day management is delegated to the Incumbent/Vicar, Rev Mark Meardon, who also served as Chair of the Parochial Church Council throughout the reporting period.

Signed on behalf of the PCC on

24/03/2022

2022.



Rev Mark Meardon

Vicar and Chair of PCC

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES ON THE UNAUDITED FINANCIAL STATEMENTS OF THE TRUSTEES OF THE PCC OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY HAZLEMERE

We report on the financial statements for the year to 31 December 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related policies and notes.

This report is made solely to the charity trustees. Our work has been undertaken so that we might review the financial statements that we have been engaged to review, report to the trustees that we have done so, and state those matters that we are required to state to them in an independent examiners report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the trustees for our work or for this report. The trustees consider that an audit is not required for the year under section 152 of the Charities Act 2011 and that an independent examination is needed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The trustees of the charity are responsible for the preparation of the financial statements and ensuring that the accounting records of all group undertakings are kept in accordance with the Charities Act section 137.

It is the responsibility of the Examiner to follow the procedures laid down in the general Directions given by the Charity Commission under section 152 of the 2011 Act when examining the Financial Statements and to state whether any particular matters have come their attention.

INDEPENDENT EXAMINER'S REPORT

I can confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that:

- a) Accounting records were not kept in accordance with section 137 Charities Act 2011.
- b) The Financial Statements do not accord with those records.
- c) The Financial Statements have not been prepared in accordance with the charities Statement of Recommended Accounting Practise.
- d) There are matters that should be drawn to your attention to enable a proper understanding of the Financial Statements to be reached.



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Bucks, HP7 9QS

Date: 29 March 2022

SECTION 2

PARISH OF HAZLEMERE

FINANCIAL STATEMENTS

OF THE

HOLY TRINITY

PAROCHIAL CHURCH COUNCIL

For Year Ended 31st December 2021

Charity Registration no. 1128994

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

STATEMENT OF FINANCIAL ACTIVITIES

For Year Ended 31st December 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total Note 11 £
INCOME					
Donations	2(a)	482,562	202,509	685,072	903,366
Income from Investments	2(b)	18,805	-	18,805	8,027
Income from Trading Activities	2(c)	16,276	-	16,276	3,038
Other Income	2(d)	22,539	-	22,539	22,611
TOTAL INCOME		540,182	202,509	742,691	937,042
EXPENDITURE					
Expenditure on Charitable Activities	3(a)	390,822	1,637	392,460	382,583
Raising Funds	3(b)	-	-	-	2,358
Other Activities	3(c)	27,970	992,064	1,020,034	946,496
Governance Costs	3(d)	2,367	-	2,367	4,277
TOTAL EXPENDITURE		421,160	993,701	1,414,861	1,335,714
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		119,022	(791,069)	(672,046)	(398,673)
Transfers between funds	9	(372,779)	372,779	-	-
Net movement in funds after transfers		(253,757)	(418,290)	(672,046)	(398,673)
TOTAL FUNDS BROUGHT FORWARD		660,972	418,290	1,079,262	1,477,935
TOTAL FUNDS CARRIED FORWARD		407,215	-	407,215	1,079,262

The notes numbered 1 to 10 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

BALANCE SHEET

As at 31st December 2021

		2021		2020	
	Note	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	4		123,469		32,955
CURRENT ASSETS					
Cash at bank and in hand		229,294		773,721	
Deposits < 3 months' notice		2,463		482,090	
Deposits > 3 months' notice		87,390		880	
Total Cash and Deposits			319,147		1,256,691
Debtors	5		13,984		11,624
			333,131		1,268,315
CREDITORS due within 1 year	6		(49,384)		(222,008)
NET CURRENT ASSETS			283,747		1,046,307
NET ASSETS			407,216		1,079,262
FUNDS					
Restricted	10		-		418,290
Unrestricted – Designated			123,469		434,189
Unrestricted – General Fund			283,747		226,783
TOTAL FUNDS			407,216		1,079,262

Approved by the PCC on 24th March 2022 and signed on their behalf by:

Mark Meardon

Rev Mark Meardon

Chairman

Trish Harding

Trish Harding

Treasurer

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

Cash Flow Statement

For Year Ended 31st December 2021

	2021 £	2020 £
Cash Flow from Operating Activities		
Net cash from operating activities	(672,046)	(398,672)
Adjustments for:		
Depreciation charges	21,226	5,263
(Inc)/Dec in Debtors	(2,359)	7,965
(Dec)/Inc in Creditors	(172,624)	193,368
Net cash from operating activities	(825,804)	(192,076)
Cash Flow from Investing Activities		
Purchase of assets	(111,739)	-
Movement on >3 months cash deposits	(86,511)	273,753
Net cash from investing activities	(198,250)	273,753
Cash Flow for reporting period ended 31st Dec	(1,024,054)	81,677
Cash Balance at beginning of reporting period	1,255,811	1,174,135
Cash Balance at end of reporting period	231,757	1,255,811
Classified on the balance sheet as:		
Cash at bank	229,294	773,721
Short term deposits (<3 months)	2,463	482,090
Cash balances	231,757	1,255,811
Deposits >3 months' notice	87,390	880
Total Cash and Deposit Balances	319,147	1,256,691

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

Notes to the Financial Statements

For Year Ended 31st December 2021

1. ACCOUNTING POLICIES

a) Charitable Status

The Parochial Church Council of the Holy Trinity Hazlemere is a registered charity in England and Wales, number 1128994. The Trustees are the members of the PCC names on page 14. The registered office is Holy Trinity Church, 262 Amersham Road, High Wycombe, Buckinghamshire HP15 7PZ.

b) Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention in accordance with the Church Accounting Regulations 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with FRS 102 (effective 1 January 2019) – (Charities SORP (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The primary objective of the charity is to promote the gospel of our Lord Jesus Christ according to the doctrine and practice of the Church of England. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about the charity's ability to continue as a going concern.

The accounts include transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of church groups that owe an affiliation to another body, nor those that are informal gatherings of church members.

c) Fund Accounting

General Fund represents the "free" funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC.

Designated Funds are earmarked by the PCC for particular purposes, but are nevertheless still unrestricted, as the PCC can re-designate the funds if it wishes. The PCC's designated funds are:

- **Southcote Fund** – This fund was generated by proceeds from the sale of 17 Southcote Way, and was subsequently enhanced by the historic transfer of surpluses from the General Fund. It is designated to fund exceptional items of expenditure. During the year transfers have

been made from this fund to cover construction and fittings costs for Trinity Centre so the final balance on this fund is now zero.

- **Fixed Assets Fund** – The value of the land, buildings and equipment owned by the PCC are held in this fund.

Restricted Funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor. The PCC has five restricted funds:

Buildings Fund - This fund has been established to support enhancements and alterations to church buildings and their surroundings in the parish and other purposes as approved by the PCC. This fund is now zero, having been used on the Trinity Centre.

Special Offerings - Offerings collected (and distributed) to specific causes

External Grants - Grants given to the church from external parties for specific purposes, and used in the required manner

High Wycombe Mutual Aid – In response to the Covid-19 situation, a group of individuals came together in the local area to help provide help and practical support to those that needed it. Holy Trinity Church agreed to accept Mutual Aid donations and use these to repay costs incurred by individuals for items such as leaflet production, DBS checks and emergency food shops. This fund closed during 2021 as the impact of the pandemic eased.

Personal Gifts – Monies given to the church for specific individuals connected with the church

d) Income

Donations - Collections and planned giving are included in the SOFA when the funds are received. Income tax recoverable on gift aid donations is recognised when claimable. Any grants or legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Grants – Grants from external organisations are accounted for when received, or when awarded, if the conditions of the award have been fully met.

Investments – Income earned on deposits with the banks and Central Board of Finance is accounted for when received.

Other Income – Rental income is recognised when due; donations for use of the premises are recognised when received. Parochial fees for weddings, funerals etc are accounted for when due.

e) Expenditure

Expenditure is accounted for when payable. Grants to external organisations are accounted for when paid, or when awarded, if that award creates a binding obligation on the PCC

f) Fixed Assets

i) Consecrated land and buildings and moveable church furnishings

Consecrated and beneficed property is excluded from the financial statements by S10(2)(a) and (c) of the Charities Act 2011. All costs related to the Trinity Centre will follow this treatment (as the centre will be an integral extension to the existing church) and be expensed in the year in which they are incurred.

No value is attributed to moveable 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. They are listed in the church's inventory that can be inspected at any reasonable time. For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since January 2000 have been capitalised and depreciated in the financial statements over their anticipated useful life on a straight-line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £2,000, or on repair of movable church furnishings acquired before January 2000, is expensed when incurred.

ii) Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £2,000. Depreciation is calculated to write off the capitalised cost of fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Land	Nil
Buildings	50 years (except the Prayer Studio which is depreciated over 10 years, given its anticipated shorter economic life)
Fixtures, Fittings and Equipment	7 years

g) Current Assets

Amounts owing to the PCC at the year-end in respect of tax reclaims and other income are shown as debts less any provision for amounts which may prove to be uncollectable. Short-term deposits include cash held on deposit either with the Church of England Deposit Fund or at a bank.

h) Pension Policy

The PCC participates and auto enrols its employed staff into the Legal and General Stakeholder Pension scheme, a defined contribution scheme. Contributions are accounted for on an accruals basis.

i) Charitable Commitments

The PCC has supported many local charities and overseas mission partners for many years. The PCC reviews all commitments to other charitable bodies and missionaries it supports on a year-by-year basis. It does not commit to long-term support although it may however, provide long term support for its mission partners.

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

Notes to the Financial Statements

For Year Ended 31st December 2021

2. INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2021 £	2020 £
2a Donations				
Gift Aided Donations	328,323	59,575	387,898	406,524
Gift Aid	67,615	24,269	91,885	98,345
Other Planned Giving	37,368	18,143	55,512	46,073
Other Gifts & Cash Offerings	49,255	5,645	54,900	30,062
Grants	-	95,000	95,000	322,361
TOTAL INCOME	482,562	202,633	685,195	903,365
2b Income from Investments				
Interest from Investments	18,805	-	18,805	8,027
2c Income from Trading Activities				
Parochial Fees	1,807	-	1,807	3,038
Café Income	14,469	-	14,469	
TOTAL TRADING INCOME	16,276	-	16,276	3,038
2d Other Income				
Seniors, Toddlers etc	1,428	-	1,428	1,354
Government Grant (furlough scheme)	21,111	-	21,111	21,257
TOTAL OTHER INCOME	22,539	-	22,539	22,611
TOTAL INCOME	540,182	202,633	742,815	937,042

3. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	2020 £
a) Expenditure on Charitable Activities				
Mission Support:				
Overseas Mission Partners (see below)	46,711	400	47,111	45,795
Overseas Mission Projects:				
- Amani	2,000	344	2,344	7,721
- Global Recordings	350	-	350	350
Sub-Total: Overseas Mission Projects	2,350	344	2,694	8,071
Home Mission:				
- Seniors Events/Keep-Fit	204	-	204	682
- Lighthouse	500	-	500	2,300
- Wycombe Homeless Connection	1,500	344	1,844	5,370
- Football Club	250	-	250	-
- Alpha	61	-	61	-
- WYFC	400	-	400	400
- Schools Ministry	14	-	14	59
- Iain Rennie Hospice at Home	-	344	344	1,608
- High Wycombe Mutual Aid	-	206	206	1,325
- Love Fund	1,912	-	1,912	600
- Love Wycombe	-	-	-	500
- Welcome Churches	1,500	-	1,500	-
- Wycombe One Can Trust	-	-	-	2,056
Sub-Total: Home Mission	6,341	894	7,235	14,900
Ministry Costs:				
- Staff Pay	151,228	-	151,228	140,595
- Parish Share	130,757	-	130,757	128,604
- Staff Expenses	12,914	-	12,914	10,317
- Children, Youth & Family	1,487	-	1,487	1,403
- Events	3,082	-	3,082	1,781
- Music & Worship	1,476	-	1,476	4,125
- Printing & Publicity	1,030	-	1,030	196
- Diocesan Costs	1,504	-	1,504	1,934
Sub-Total: Ministry Costs	303,478	-	303,478	288,955

Church Management				
- Office Management & Admin	9,817	-	9,817	6,830
- Fabric & Maintenance	10,599	-	10,599	6,973
- Utility Costs & Insurance	11,522	-	11,522	11,059
Sub-Total: Church Management	31,942	-	31,942	24,862
Charitable Activities Total	390,822	1,637	392,460	382,583

Overseas Mission partners supported were: J&K Hughes (Wycliffe Bible translation in Indonesia), I&L Hollman (Wycliffe Bible translation in Africa), K&D Mercado (Outreach in Krygyzstan), R Gracey (Wycliffe), P&S Hopkins (Outreach), K&J McKee (Global Recordings Network in E Europe).

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2021 £	2020 £
b) Raising Funds				
Costs related to fundraising for the Trinity Centre	-	-	-	2,359
c) Other Activities				
Depreciation	21,226	-	21,226	5,263
Café Costs	6,744	-	6,744	-
Staff Leaving: personal gifts	-	2,288	2,288	-
Costs relating to the construction of the Trinity Centre	-	989,776	982,476	941,233
Total Other Activities	27,970	992,064	1,012,734	946,496
d) Support				
Independent Examination/ Audit Fee	2,367	-	2,367	4,277
Total Expenditure	419,539	993,701	1,405,940	1,335,714

A total cost of £989,776 (2020: £943,592) was spent on the Trinity Centre and, in accordance with the Fixed Assets policy (Note 1f) has been expensed in the year.

4. FIXED ASSETS

	Freehold Land & Buildings	Equipment	Total
Cost			
Balance as at 1 st Jan 2021	79,675	11,768	91,443
Additions	-	111,739	111,739
Balance as at 31 Dec 2021	<u>79,675</u>	<u>123,507</u>	<u>203,182</u>
Depreciation			
Balance as at 1 st Jan 2021	53,044	5,443	58,487
Charge for the year	3,868	17,358	21,226
Balance as at 31 Dec 2021	<u>56,912</u>	<u>22,802</u>	<u>79,713</u>
Net Book Value			
As at 31 st Dec 2020	<u>26,631</u>	<u>6,325</u>	<u>32,956</u>
As at 31 st Dec 2021	<u>22,764</u>	<u>100,705</u>	<u>123,469</u>

Insurance values of the relevant buildings and contents:

Holy Trinity building	£8,400,000
Church of the Good Shepherd	£2,900,000
Church House (building only)	£227,040

The freehold land and buildings controlled, but not necessarily owned by, the PCC comprise:

Holy Trinity Church & Prayer Studio
The Church of the Good Shepherd, Widmer End
Church House, Widmer End

(The Oxford Diocese owns all but the Prayer Studio, although they are all maintained by the PCC)

5. DEBTORS

	2021 £	2020 £
Gift Aid claim	5,042	6,590
Prepayments	3,604	1,479
Other debtors	5,338	3,556
	<u>13,984</u>	<u>11,625</u>

6. CREDITORS due within one year

	2021 £	2020 £
Independent Examination/Audit fee	2,340	4,170
Trinity Centre	43,800	211,880
Other creditors	3,244	3,958
	<u>49,384</u>	<u>222,008</u>

7. STAFF COSTS

	2021	2020
	£	£
Salaries and wages	142,348	130,910
Employers' NIC	4,411	5,148
Pension contributions	4,469	4,537
Employment costs	151,228	140,595
Staff expenses and other costs	12,914	10,317
	164,143	150,912

£21,111 (2020: £21,257) of HMRC furlough grants relating to Staff Costs were received in the period and are shown under Other Income.

No employee earned £60,000 or more.

The vicar, associate vicar and the curate are employed and paid by the Diocese, and a proportion of the parish share payment relates to their ministry and housing costs.

Staff numbers – year end head count

	2021	2020
Ministry	5	6
Support	4	5
Café	2	-
Total	11	11

8. RELATED PARTY TRANSACTIONS

The aggregate value of donations made by PCC members, and related parties, was £70,858 (2020: £58,757). (2021 includes Step Up Sunday 2 donations)

2 PCC members are staff members (2020: 2) and received remuneration totalling £27,655 (2020: £19,959).

8 PCC members and related parties (2020: 8), were reimbursed for expenses incurred during the year totalling £20,583 (2020: £11,241). The increase is due to staff members being reimbursed for expenses relating to Trinity Centre.

9. ANALYSIS OF FUNDS

Movement Of Funds During The Year /£

	Balance b/f	Income	Expenditure	Transfers	Balance c/f
UNRESTRICTED FUNDS					
General Funds	226,783	540,182	(398,313)	(83,284)	292,545
Designated Funds:					
Fixed Assets	32,955	-	(21,226)	111,739	123,469
Southcote Fund	401,234	-	-	(401,234)	-
Total Unrestricted Funds	660,973	540,182	(419,539)	(372,779)	416,014
RESTRICTED FUNDS					
Buildings Fund	95,738	103,955	(982,476)	790,083	-
Special Offerings	-	852	(1,032)	57	-
External Grants	322,361	95,000	-	(417,361)	-
High Wycombe Mutual Aid	191	15	(206)	-	-
Personal Gifts	-	2,688	(2,688)	-	-
Total Restricted Funds	418,290	202,509	(986,401)	372,779	-
TOTAL	1,079,263	742,691	(1,405,940)	-	416,014

Please see Note 1c) for a description of the funds.

A transfer of £417,361, representing the total of Trinity Centre grants received, was made from the External Grants Fund to the Buildings Fund. An additional transfer of £365,422 was made from the Southcote Fund to the Buildings Fund to cover the remaining costs incurred in the Buildings Fund during the year. Transfers, equating to assets purchased in the year, were made from both the Southcote and General Funds to the Fixed Assets fund. A small transfer was made from the General Funds to Special Offerings to compensate for an over-accrual of Gift Aid from the prior year.

10. PREVIOUS YEAR'S STATEMENT OF FINANCIAL ACTIVITIES

For Year Ended 31st December 2020

	Note	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total Note 11 £
INCOME					
Donations	2(a)	363,905	539,461	903,366	1,326,362
Income from Investments	2(b)	8,027	-	8,027	3,726
Income from Trading Activities	2(c)	3,038	-	3,038	3,741
Other Income	2(d)	22,611	-	22,611	8,610
TOTAL INCOME		397,581	539,461	937,042	1,342,439
EXPENDITURE					
Expenditure on Charitable Activities	3(a)	368,003	14,580	382,583	434,673
Raising Funds	3(b)	-	2,359	2,358	952
Other Activities	3(c)	5,263	941,233	946,496	162,602
Governance Costs	3(d)	4,277	-	4,277	3,993
TOTAL EXPENDITURE		377,543	958,172	1,335,714	602,220
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		20,038	(418,711)	(398,673)	740,219
Transfers between funds	10	-	-	-	-
Net movement in funds after transfers		20,038	(418,711)	(398,673)	740,219
TOTAL FUNDS BROUGHT FORWARD		640,934	837,001	1,477,935	737,716
TOTAL FUNDS CARRIED FORWARD		660,972	418,290	1,079,262	1,477,935

