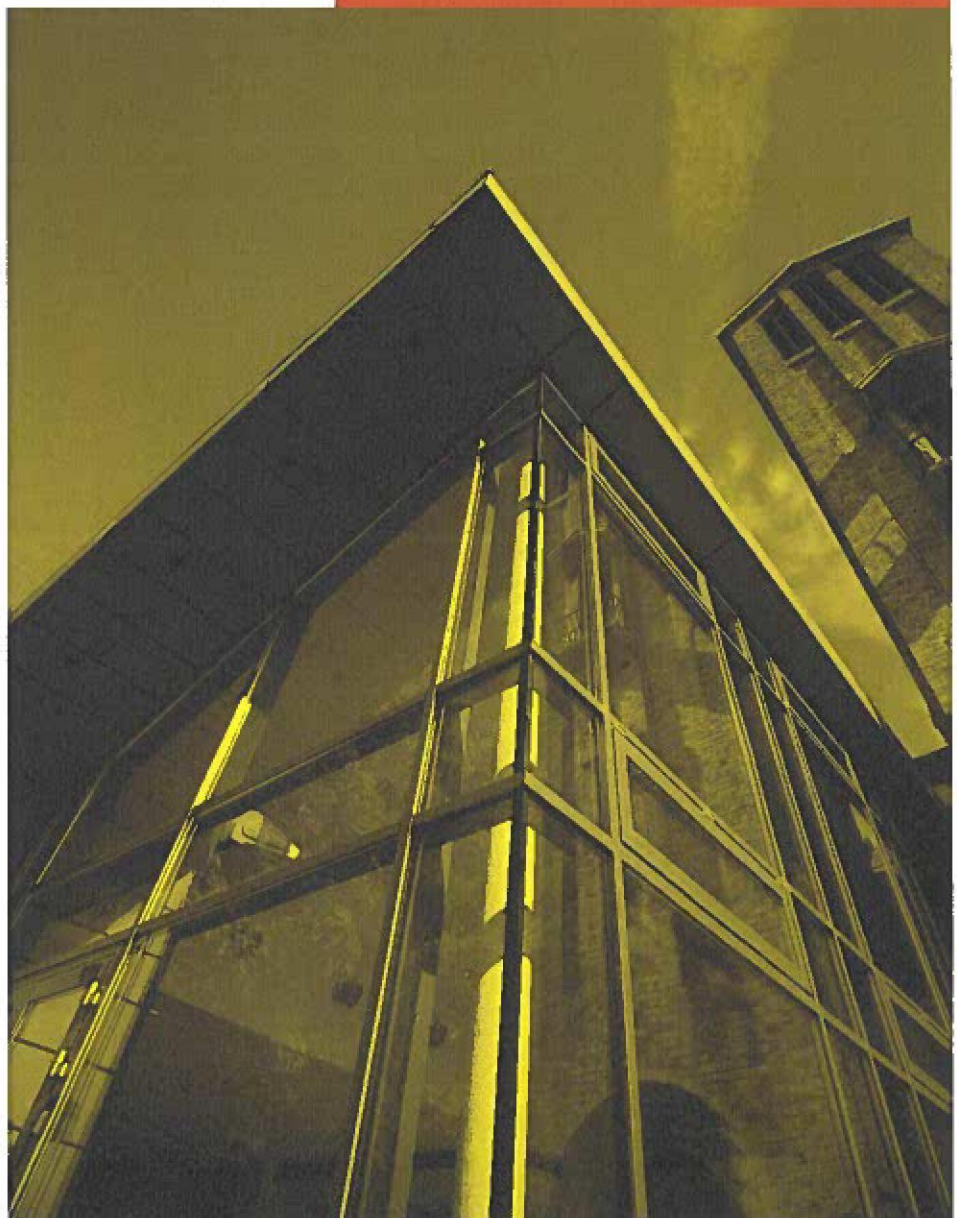


PARISH OF HAZLEMERE

ANNUAL REPORT & FINANCIAL STATEMENTS

OF THE HOLY TRINITY
PAROCHIAL CHURCH COUNCIL

FOR THE YEAR ENDED
31 DECEMBER 2022



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REPORT FROM THE VICAR FOR 2022

See, I am doing a new thing!

Now it springs up; do you not perceive it?

I am making a way in the wilderness

and streams in the wasteland.

Isaiah 43:19 (NIVUK)

Creativity and New Growth

This has been the first full year since all the lock down restrictions have been lifted. At the beginning of the year, we recognised that this was going to be a season of creativity and discerning the new shoots of growth that God was going to bring within our church community, and the parish which we serve. As part of this season of discernment, I had the privilege of taking a sabbatical.

During that four-month period there was a sense of three significant elements that would shape our church life. Firstly, how as a community can we find ways to have unhurried conversations with God, to listen and share our heart. Secondly, how can we encourage one another in discipleship and becoming more Christlike. And finally, how can we be led by the Holy Spirit to see where God is leading his church?

Over this year, we have continued to see the faithfulness of God in providing the resources that we need to serve the community of both the church and the society we live in. Of particular note:

MINISTRY:

Across the whole age range we have seen new people being drawn into our community. It has been particularly encouraging seeing the growth of our Prime Time mid-week congregation with many new seniors joining and forming new relationships. At the other end of the age spectrum, seeing growth of our youth ministry, both on Wednesday evenings and Sunday mornings. It's been particularly exciting to see the diversity of young people that are finding a place of safety, where they can connect with others and find a place of belonging.

We have continued to run many newcomers' events and specific events for women and men. Furthermore we have built fellowship and community through our numerous LIFEgroups as well as offering focused pastoral care through a Keys to Freedom course.

It has been great that during the year, our new Trinity Centre has been host to a number of Diocese and Deanery events, as well as running a retreat for an international mission organisation. It has been a real privilege to offer this hospitality to these groups as well as numerous charities that use the beautiful space on a regular basis.

Over the winter months we have opened the Atrium Café to be a warm space to those struggling with the cost of living crisis. We have also hosted groups that serve refugees with communal meals, conversation classes and spaces to simply chat and be with others.

MISSION:

Christmas this year, was hugely significant, with greater community engagement than we have ever seen in the past. Our social media presence ensures that we are able to connect with those who are unable to attend church in person, and also be embedded in our local community, acting as a hub for the community we serve.

In January we ran our first Alpha course in the Atrium Café as well as exploring creative arts through six sessions of an Art Café. We also ran a special music evening with more of these to follow!

STAFF TEAM:

This year we have seen two members of our church officially licensed for public ministry. Firstly Chris Sacre who was ordained as Deacon and is now serving as a Curate here at Hazlemere. And secondly Caragh Barnes, as a Licensed Lay Minister. We have welcomed a new facilities manager and additional administrative support.

ATRIUM CAFE:

It has been a joy seeing God move in the Atrium Cafe this year. We have welcomed so many of our local community who have now become regulars and we are building on relationships as we have weekly contact with them. We have a spectrum of ages, mums and babies or toddlers (or both), seniors, workers with laptops, friends meeting up, the list could go on. We continue the same menu of fresh cakes and savouries as it works well, and we get a lot of compliments on the food and drink provision.

The Atrium team of volunteers work incredibly hard serving our customers and always have a smile on their faces. We have had quite a few days where we have run out of tables and had to be creative in finding extra space to host everyone. We've even overcome the equipment issues that have challenged us and still everyone is smiling.

The groups using the cafe have been growing. The Atrium crosses over with our established user groups namely Great & Small, Stroke Club & Prime Time. Over the past year a few other groups are now using the building regularly - Parkinson's group, Read Easy, Multiple Sclerosis Society (starting in 2023), a social prescribing group and various local walking groups. What is exciting is that these groups are now crossing into church activities. With the cafe screens showing our weekly activities and volunteers able to talk to people about the groups and even show them around, it's an easy, comfortable and non-threatening entry into church life.

We still have new customers visiting us every day. They may have driven past and seen our lights in the darkness or know of a friend who has come or even attended the church as a child and are curious to re-visit. Every day is different, and our aim is that every person feels welcome when they come through our doors.

SAFEGUARDING UPDATE

At Hazlemere Church we are committed to:

- The safeguarding, care and nurture of the children and people of all ages within our church community
- Promoting a safer environment and culture for all who wish to be a part of our community.
- Safely recruiting, training, and supporting our employees and 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 well to those who may pose a present risk to children or vulnerable adults within the church.

What we have done in 2022 to promote a safer church:

- Brian Eckheart was recruited as the safeguarding representative on the PCC. He works alongside the Parish Safeguarding Officers to ensure that the PCC comply with their duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.
- The Parish safeguarding policy was reviewed and updated.
- Safeguarding and safer recruitment trained staff were an integral part the recruitment and interview process of all four new employees.
- Role descriptions were created for those working as part of the Great & Small, Ocean Kids and Roots teams, plus volunteer pastoral visitors, resulting in a greater understanding of the expectations of the role volunteers are undertaking.
- Risk assessments completed for activities involving children and young people.
- Fire drills completed at each worship centre.
- First Aid kits were replenished.

Training:

- 120 people have completed safeguarding training.
- 25 people have completed Domestic Abuse Awareness training.
- 10 staff members have trained in Safer Recruitment and People Management
- 8 people, including all 4 of our clergy, have completed the Leadership level safeguarding training.
- 70 people have completed a DBS check.

We have successfully increased the number of volunteers and staff undertaking safeguarding training and, along with safeguarding becoming a standing item on the agenda of every PCC meeting, we are seeing a general change in culture within the church. This year the Parish Safeguarding Officers have noted a growing awareness and understanding of the need for safeguarding, a willingness to complete training and an increased vigilance around the safeguarding of children and vulnerable adults within our church.

FINANCIAL REVIEW

It has been a real blessing to have had a full year with no Covid-interruptions. Even more so as this has been the first full year with the Trinity Centre open, and all our worship centres. It is so exciting to be at the start of this new season for our church, and to be part of God's unfolding plan for our local wider community.

At the onset of the year, we weren't fully aware of the financial profile of the church. There had been some changes in the congregational members post-pandemic and the cost base of the Trinity Centre was yet to be fully established. We were delighted and grateful that income levels reached pre-Covid levels. Careful monitoring of costs during the year also resulted in a £12k surplus in Unrestricted Funds at the end of the year.

Income for the year was £497k (2021: £743k). 2021 had included some one-off payments such as grants and specific donations towards the construction of the Trinity Centre, and income from the Government furlough scheme. In 2022, our income generally returned to pre-pandemic levels and levels before Trinity Centre fundraising levels. The Atrium Café, providing a low-cost warm and welcoming space, contributed £50k of revenue (£7k of surplus after direct costs) in its first full year of trading. We benefited from building usage income of £11k, generated from local charities and organisations using our facilities on a low-cost basis when not required for church activities. We were also grateful to receive a £4k energy grant from the Diocese of Oxford to help offset the higher energy costs.

We held a Gift Day during the year which raised £52k (including Gift Aid) which has allowed us to continue to support our mission partners and organisations. We were also able to start financially supporting an additional charity with links to our church, Street Kids Direct. Total gifts to Mission Partners and Projects were £61k (2021: £57k).

Activities within the church were able to fully resume in the year which led underlying costs (excluding Trinity Centre capital expenditure) to be higher than in 2021. Broadly, costs returned to pre-pandemic levels, with exceptions of pay increases on staff wages and mission partners, and increased energy costs reflective of the country's current economic position. Overall staff costs did reduce from 2021, due to some staff members leaving, and their work being covered by existing staff and volunteers. Café costs and increased ongoing maintenance from the Trinity Centre also contributed to the cost increase from 2021.

Whilst the Trinity Centre main build was completed in 2021, a few small purchases were required to complete the final fit-out, totalling £13k for the year. The church is still holding the retention monies of £44k pending final resolution of some snagging issues and this is due to be paid in 2023 when all work has been completed.

Cash and deposits at the end of 2022 were £324k. This figure includes money set aside to pay the Trinity Centre retention and for other capital projects - such as the refurbishment of the Brooks Lounge kitchen, for which a £20k grant from the Laing Trust was received at the end of 2021. Structural work is also required to reinforce the Bell frame in the Tower - a £10k deposit was paid at the end of 2022 ahead of the work being completed in Spring 2023.

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, to support the purpose 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:

The provision of sacred spaces, churches and worship services:

- 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:

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

Contributing to the spiritual and moral education of children:

- 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:

- 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 subcommittee 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 subcommittee members comprise members of the PCC and church members with a heart to ensure the Parish adequately supports missionary work.
- Trinity Centre Project Board met monthly whilst progressing the project and regularly throughout 2022. The board has been formally disbanded for 2023 but relevant members of the project team remain involved in any relevant remaining discussions.

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.

Between 2019 and 2021, income for the church was significantly enhanced by donations to the Trinity Centre, following pledges and gifts given at Step Up Sunday (2019) and Step Up Sunday 2 (2021). Additional adhoc congregational donations and £417k of external grants augmented the total. 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 was directed by a multi-disciplinary team that oversaw all areas of construction planning, financial reviews and communication processes. All costs were pre-approved by the PCC, and updates on all areas of the project were regularly given to the PCC. The project team disbanded from their monthly meetings at the end of 2022.

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:

Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

The PCC comprises the following current members (as at 31st Dec 2022):

Chair:

Rev Mark Meardon (Ex-officio)

Members:

Mike Cross
Brian Eckheart
Rev Claire Gerard (Ex-officio)
Anna Greathead
Peter Green (appointed Apr 22)
Trish Harding (Treasurer)
James Hazelton (Churchwarden)
Richard Jones
Rev Dominic Meering (Ex-officio)
Jane Montgomery (Secretary)
Mark Moorcraft (Deanery Synod Rep)
Charlotte Morris (Churchwarden)
Suzanne Reeves
Elizabeth Reuter
Mark Olsen
Jackie Pestell
Rev Chris Sacre (Ex-officio; appointed Sep 22)
Roger Simmons
Robert Waldron
Steve Walters (appointed Apr 22)
Rev Steve Whitmore

The following ceased PCC membership during the year:

Steve Barnett (finished Apr 22)
Malcolm Corden (finished Apr 22)

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.

Mark Meardon

Signed on behalf of the PCC on

27th

MARCH,

2023.

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

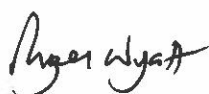
The trustees of the charity are responsible for the preparation of the financial statements and ensuring that the accounting records of all group undertakings are kept in accordance with the Charities Act section 137.

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.



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 25-3-23

SECTION 2

PARISH OF HAZLEMERE

FINANCIAL STATEMENTS

OF THE

HOLY TRINITY

PAROCHIAL CHURCH COUNCIL

For Year Ended 31st December 2022

Charity Registration no. 1128994

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

STATEMENT OF FINANCIAL ACTIVITIES

For Year Ended 31st December 2022

	Note	Unrestricted Funds £	Restricted Funds £	2022 Total £	2021 Total Note 10 £
INCOME					
Donations	2(a)	430,422	2,584	433,006	685,195
Income from Investments	2(b)	863	-	863	18,805
Income from Trading Activities	2(c)	52,661	-	52,661	16,276
Other Income	2(d)	11,478	-	11,478	22,539
TOTAL INCOME		495,424	2,584	498,008	742,815
EXPENDITURE					
Expenditure on Charitable Activities	3(a)	415,489	3,720	419,209	392,460
Other Activities	3(b)	64,595	13,320	77,915	1,020,034
Governance Costs	3(c)	2,070	-	2,070	2,367
TOTAL EXPENDITURE		482,154	17,040	499,194	1,414,861
NET INCOME/(EXPENDITURE) BEFORE TRANSFERS		13,270	(14,456)	(1,186)	(672,046)
Transfers between funds	9	(14,456)	14,456	-	-
Net movement in funds after transfers		(1,186)	-	(1,186)	(672,046)
TOTAL FUNDS BROUGHT FORWARD		407,216	-	407,216	1,079,262
TOTAL FUNDS CARRIED FORWARD		406,030	-	406,030	407,216

The notes numbered 1 to 12 form part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

BALANCE SHEET

As At 31st December 2022

		2022		2021	
	Note	£	£	£	£
FIXED ASSETS					
Tangible fixed assets	4		109,234		123,469
CURRENT ASSETS					
Cash at bank and in hand		84,223		229,294	
Deposits < 3 months' notice		153,016		2,463	
Deposits > 3 months' notice		87,682		87,390	
Total Cash and Deposits			324,921		319,147
Debtors	5		17,715		13,984
			342,636		333,131
CREDITORS due within 1 year	6		(45,840)		(49,384)
NET CURRENT ASSETS			296,796		283,747
NET ASSETS			406,030		407,216
FUNDS					
Restricted	10		-		-
Unrestricted – Designated			101,758		123,469
Unrestricted – General Fund			304,272		283,747
TOTAL FUNDS			406,030		407,216

Approved by the PCC on 27th MARCH 2023 and signed on their behalf by:



Rev Mark Meardon
Chairman



Trish Harding
Treasurer

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

Cash Flow Statement

For Year Ended 31st December 2022

	2022 £	2021 £
Cash Flow from Operating Activities		
Net cash from operating activities	(1,186)	(672,046)
Adjustments for:		
Depreciation charges	21,711	21,226
Increase in Debtors	(3,731)	(2,360)
Decrease in Creditors	(3,544)	(172,624)
Net cash from operating activities	13,250	(825,804)
Cash Flow from Investing Activities		
Purchase of assets	(7,476)	(111,739)
Movement on >3 months cash deposits	(292)	(86,511)
Net cash from investing activities	(7,768)	(198,250)
Cash Flow for reporting period ended 31 st Dec	5,482	(1,024,054)
Cash Balance at beginning of reporting period	231,757	1,255,811
Cash Balance at end of reporting period	237,239	231,757

Classified on the balance sheet as:

Cash at bank	84,223	229,294
Short term deposits (<3 months)	153,016	2,463
Cash balances	237,239	231,757
Deposits >3 months' notice	87,682	87,390
Total Cash and Deposit Balances	324,921	319,147

PAROCHIAL CHURCH COUNCIL OF HAZLEMERE

Notes to the Financial Statements

For Year Ended 31st December 2022

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 currently has one designated fund:

- **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
- **Personal Gifts** – Monies given to the church for specific individuals connected with the church
- **Love Fund** – Donations to the church specifically to be given to individuals in financial need. Gifts are made from the Love Fund, and also the General Fund.

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 enrolls 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 2022

2. INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £
2a Donations				
Gift Aided Donations	314,491	-	314,491	387,898
Gift Aid	76,497	-	76,497	91,885
Other Planned Giving	30,670	450	31,120	55,512
Other Gifts & Cash Offerings	8,764	2,134	10,898	54,900
Grants	-	-	-	95,000
TOTAL INCOME	430,422	2,584	433,006	685,195
2b Income from Investments				
Interest from Investments	863	-	863	18,805
2c Income from Trading Activities				
Parochial Fees	2,811	-	2,811	1,807
Café Income	49,850	-	49,850	14,469
TOTAL TRADING INCOME	52,661	-	52,661	16,276
2d Other Income				
Building Usage, Toddlers etc	11,478	-	11,478	1,428
Government Grant (furlough scheme)	-	-	-	21,111
TOTAL OTHER INCOME	11,478	-	11,478	22,539
TOTAL INCOME	495,424	2,584	498,008	742,815

3. EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds	
			2022 £	2021 £
a) Expenditure on Charitable Activities				
Mission Support:				
Overseas Mission Partners (see below)	49,047	1,200	50,247	47,111
Overseas Mission Projects:				
- Amani	2,000	606	2,606	2,344
- Global Recordings	350	-	350	350
- Steet Kids Direct	375	-	375	-
Sub-Total: Overseas Mission Projects	2,725	606	3,331	2,694
Home Mission:				
- Seniors Events/Keep-Fit	366	-	366	204
- Lighthouse	1,000	-	1,000	500
- Wycombe Homeless Connection	1,500	606	2,106	1,844
- Football Club	-	-	-	250
- Alpha	-	-	-	61
- WYFC	400	-	400	400
- Schools Ministry	129	-	129	14
- Iain Rennie Hospice at Home	-	606	606	344
- High Wycombe Mutual Aid	-	-	-	206
- Love Fund	505	702	1,207	1,912
- Love Wycombe	400	-	400	-
- Welcome Churches	1,500	-	1,500	1,500
Sub-Total: Home Mission	5,800	1,914	7,714	7,235
Ministry Costs:				
- Staff Pay	125,526	-	125,526	151,228
- Parish Share	136,723	-	136,723	130,757
- Staff Expenses	7,633	-	7,633	12,914
- Children, Youth & Family	3,342	-	3,342	1,487
- Events	10,713	-	10,713	3,082
- Music & Worship	3,524	-	3,524	1,476
- Printing & Publicity	699	-	699	1,030
- Diocesan Costs	2,422	-	2,422	1,504
Sub-Total: Ministry Costs	290,582	-	290,582	303,478

Church Management

- Office Management & Admin	12,473	-	12,473	9,817
- Fabric & Maintenance	25,826	-	25,826	10,599
- Utility Costs & Insurance	29,036	-	29,036	11,526
Sub-Total: Church Management	67,335	-	67,335	31,942

Charitable Activities Total	415,489	3,720	419,209	392,460
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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	
			2022 £	2021 £
b) Other Activities				
Depreciation	21,711	-	21,711	21,226
Café Costs	42,884	-	42,884	6,744
Staff Leaving: personal gifts	-	-	-	2,288
Costs relating to the construction of the Trinity Centre	-	13,320	13,320	989,776
Total Other Activities	64,595	13,320	77,915	1,020,034
c) Support				
Independent Examination/ Audit Fee	2,070	-	2,070	2,367
Total Expenditure	482,145	17,041	499,186	1,414,861

A total cost of £13,320 (2021: £989,776) 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 2022	79,676	123,507	203,183
Additions	-	7,476	7,476
Balance as at 31 Dec 2022	<u>79,676</u>	<u>130,983</u>	<u>210,659</u>
Depreciation			
Balance as at 1 st Jan 2022	56,912	22,802	79,714
Charge for the year	3,524	18,187	21,711
Balance as at 31 Dec 2022	<u>60,436</u>	<u>40,989</u>	<u>101,425</u>
Net Book Value			
As at 31 st Dec 2022	<u>19,240</u>	<u>89,994</u>	<u>109,234</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	£8,870,000
Church of the Good Shepherd	£2,960,000
Church House (building only)	£283,800

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

	2022	2021
	£	£
Gift Aid claim	4,829	5,042
Prepayments	1,995	3,604
Other debtors	10,891	5,338
	<u>17,715</u>	<u>13,984</u>

6. CREDITORS due within one year

	2022	2021
	£	£
Independent Examination fee	2,040	2,340
Trinity Centre	43,800	43,800
Other creditors	-	3,244
	<u>45,840</u>	<u>49,384</u>

7. STAFF COSTS

	2022	2021
	£	£
Salaries and wages	144,866	142,348
Employers' NIC	1,859	4,411
Pension contributions	3,982	4,469
Employment costs	150,707	151,228
Staff expenses and other costs	7,633	12,915
	158,340	164,143

No employee earned £60,000 or more.

Staff numbers – year end head count

	2022	2021
Ministry	6	5
Support	4	4
Café	3	2
Total	13	11

Key Management Personnel

The key management personnel of Holy Trinity Church are the Vicar, Associate Vicar and Curate. These individuals are employed and paid by the Diocese, and a proportion of the parish share payment relates to their ministry and housing costs.

8. RELATED PARTY TRANSACTIONS

5 PCC members are staff members employed by the PCC (2021: 2) and received remuneration totalling £57,850 (2021: £27,655). The 5 staff members who also sit on the PCC are:

Chris Sacre, Assistant Curate
 Jane Montgomery, Operations Manager
 Jackie Pestell, Café Manager
 Peter Green, Facilities Manager
 Suzannah Reeves, Temporary Finance Manager

10 PCC members and related parties (2021: 8), were reimbursed for expenses incurred during the year totalling £19,602 (2021: £20,583).

The following trustees or staff members were directors or members of related entities or were connected to people or organisations in receipt of payments from Holy Trinity, Hazlemere:

Trustee	Related Trusteeships	Related Party Transactions
Steve Whitmore, PCC Member	Trustee for Wycombe Youth for Christ	Holy Trinity Church, Hazlemere paid a grant of £400 to Wycombe Youth for Christ
Carole O'Brien (Catering Manager at Holy Trinity; sadly passed away in 2022)	(was) Trustee for Lighthouse, Hazlemere	Holy Trinity Church, Hazlemere paid a grant of £1,000 to Lighthouse, Hazlemere
Alison Tuddenham (Childrens & Youth Worker at Holy Trinity)	Trustee for Lighthouse, Hazlemere	Holy Trinity Church, Hazlemere paid a grant of £1,000 to Lighthouse, Hazlemere

9. ANALYSIS OF FUNDS: Current Year

Movement Of Funds During The Year (2022) /£					
	Opening Balance	Income	Expenditure	Transfers	Closing Balance
UNRESTRICTED FUNDS					
General Funds	283,747	495,424	(460,443)	(14,456)	304,272
<i>Designated Funds:</i>					
Fixed Assets	123,469	-	(21,711)	-	101,758
Total Unrestricted Funds	407,216	495,424	(482,154)	(14,456)	406,030
RESTRICTED FUNDS					
Buildings Fund	-	-	(13,320)	13,320	-
Special Offerings	-	1,372	(1,817)	445	-
Love Fund	-	450	(703)	253	-
Personal Gifts	-	762	(1,200)	438	-
Total Restricted Funds	-	2,584	(17,040)	14,456	-
TOTAL	407,216	498,008	(499,194)	-	406,030

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

Transfers between funds totalled £14,456, of which £13,320 was made from General Funds to the Buildings Fund to offset some remaining costs of the Trinity Centre work. Three other transfers were made from General Funds: 1) to offset a deficit balance in Special Offerings caused by an inadvertent overcalculation of Gift Aid relating to Special Offerings from 2021; 2) to Personal Gifts representing the church's contribution to a Christian minister from India studying in America (in addition to personal gifts given by church members); 3) a transfer to the Love Fund representing an additional church contribution in addition to specific gifts given to the Love Fund.

10. ANALYSIS OF FUNDS: Prior Year

Movement Of Funds During The Year (2021) /£

	Opening Balance	Income	Expenditure	Transfers	Closing Balance
UNRESTRICTED FUNDS					
General Funds	226,783	540,182	(399,934)	(83,284)	283,747
Designated Funds:					
Fixed Assets	32,956	-	(21,226)	111,739	123,469
Southcote Fund	401,234	-	-	(401,234)	-
Total Unrestricted Funds	660,973	540,182	(421,160)	(372,779)	407,216
RESTRICTED FUNDS					
Buildings Fund	95,738	103,955	(989,776)	790,083	-
Special Offerings	-	975	(1,032)	57	-
External Grants	322,361	95,000	-	(417,361)	-
High Wycombe	191	15	(206)	-	-
Mutual Aid					
Personal Gifts	-	2,688	(2,688)	-	-
Total Restricted Funds	418,290	202,633	(993,702)	372,779	-
TOTAL	1,079,263	742,815	(1,414,862)	-	407,216

In 2021, 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 £372,722 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.

11. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Fixed Assets	109,234	-	109,234	123,469
Cash and Deposits	281,723	43,649	324,923	319,147
Debtors	17,563	151	17,714	13,984
Creditors due within 1 year	2,040	43,800	45,840	49,384
Net Assets	406,031	-	406,031	407,216

12. PREVIOUS YEAR'S STATEMENT OF FINANCIAL ACTIVITIES**STATEMENT OF FINANCIAL ACTIVITIES****For Year Ended 31st December 2021**

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
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		407,216	-	407,216	1,079,262

