



# **Annual Report and Financial Statements**

for the year ending 31st December 2021

**The Parochial Church Council of  
the Parish of St Andrew with St Etheldreda, Histon**

**Charity Registration Number: 1129167**

# The Parish of St Andrew with St Etheldreda, Histon

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# The Parish of St Andrew with St Etheldreda, Histon

## Report of the Parochial Church Council ('PCC')

The members of the PCC, who are the trustees of the charity for the purposes of the Charities Act 2011, present their Annual Report and the Financial Statements for the year ended 31 December 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and 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 (FRS102) (effective 1 January 2019).

### Aims of the PCC

The PCC is a body elected by those eligible to vote at the Annual Parochial Church Meeting. The PCC (Powers) Measure 1956 states that 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. The PCC has taken regard of the Charity Commission's guidance related to public benefit and they believe the PCC's activities are in accordance with those guidelines.

The PCC is also responsible for the operation (room lettings and Café) of the Saint Andrew's Centre. It was also responsible for Stepping Stones, which ran a playgroup, baby club and toddler group until 2021. The Café, within the Centre, is managed as an independent legal entity with its own board of directors—wholly owned and overseen by the PCC.

### Administrative Information

<b>Parochial Name:</b>	St Andrew with St Etheldreda, Histon
<b>Church Location:</b>	Church Street, Histon, Cambridge CB24 9EP
<b>Correspondence:</b>	Church Office, Saint Andrew's Centre, School Hill, Histon, Cambridge CB24 9JP
<b>Website:</b>	<a href="http://www.standrewshiston.org">http://www.standrewshiston.org</a>
<b>Email:</b>	<a href="mailto:office@standrewshiston.org">office@standrewshiston.org</a>
<b>Incumbent:</b>	Canon James Blandford-Baker
<b>Churchwardens:</b>	Louise Vincent Stephen Tromans
<b>PCC Secretary:</b>	Rebecca Lent
<b>Treasurer:</b>	Erin Dickens
<b>Accountants:</b>	Ian Shipley, Prentis & Co LLP, 115c Milton Road, Cambridge CB4 1XE
<b>Banks:</b>	Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB Cambridge Building Society, 2 High Street, Histon, Cambridge CB24 9LG CCLA Investment Management Ltd (The CBF Church of England Funds), 80 Cheapside, London EC2V 6DZ

### Charitable Status

Registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of St Andrew with St Etheldreda, Histon. Registered Charity Number 1129167

### Electoral Roll/Sunday Attendance

All are welcome to attend our regular services and at 31st December 2021 there were 216 people on the Electoral Roll (2020: 215). The figure for average Sunday attendance during October 2021 was 73 adults and 29 children/young people (2020: not available due to the COVID-19 pandemic). In addition to those who attended in-person worship, there was an average of 135 views of live-streamed services via the YouTube channel. This may not be representative of numbers of individuals, as some may have also been counted in church numbers, watched with other people, or watched more than once, as the live-streamed services were new in October 2021.

# The Parish of St Andrew with St Etheldreda, Histon

## Structure, Governance and Management

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules 2020. Those who regularly attend our church services or are resident in the parish are eligible to register on the Electoral Roll and stand for election to the PCC which comprises elected lay members plus other co-opted and ex-officio members. PCC members are appointed for a 3-year term, which can be renewed for a further term. On appointment PCC members are provided with guidelines on being a Trustee and information about the purpose and responsibility of the PCC. This is clarified in the first PCC meeting of each year.

As required by law, the PCC has a Standing Committee which has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

The PCC is the sole shareholder of Saint Andrew's Centre Café Limited and appoints its Directors. The Vicar, Erin Dickens (Treasurer), Andrew Glover (former Treasurer), David Wilson (former Churchwarden) and Chris Cox (PCC Member) currently serve as Directors. Financial reports of the Café are provided to the PCC on a quarterly basis and management reports bi-annually.

The full list of PCC members having served in 2021 is as follows:

- \*James Blandford-Baker (Vicar)
  - \*Ruth Chamberlain (Assistant Curate)
  - Mark Strivens (Churchwarden to 24.5.2021)
  - \*Stephen Tromans (Churchwarden and Deanery Synod)
  - \*Louise Vincent (Churchwarden from 24.5.2021)
  - \*Erin Charles (Treasurer)
  - \*Rebecca Lent (Secretary from 1.8.2021)
  - \*Colin Alexander (Deanery Synod)
  - \*Nigel Evans (Deanery Synod)
  - \*George Adam
  - \*Julius Arinaitwe
  - Jacqueline Atkinson (to 24.5.2021)
  - Chris Cox (to 24.5.2021)
  - \*Ali Fisher (from 24.5.2021)
  - \*Paul Glass
  - \*Lesley Guy (from 24.5.2021)
  - \*Robert John McKinley
  - \*Joanna Morciniec-Tomczak
  - Samuel Roach (to 24.5.2021)
  - \*Anastasia Sanders
- \*Trustees as of 31.12.2021

## Achievements and Performance

In 2021 the PCC sought to meet the challenges of a highly disrupted church life and growing the mission and ministry of the church in the extraordinary circumstances of the COVID-19 pandemic. For most of the year the PCC met virtually via Zoom. The PCC focused especially on praying together, developing our work with children and young people, providing online worship during periods of lockdown, ensuring the safety of worshippers when in-person worship was possible again, developing our care for the environment and encouraging the church community to hold together and care for one another during times when meeting was difficult or restricted.

In the first four months of the year the country was in the longest period of lockdown of the pandemic. To continue to provide a space for worship the PCC supported the production of pre-recorded worship which became available on our YouTube channel each Sunday morning. In these months the online worship was

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usually viewed between 150 and 200 times (actual numbers of people joining us for worship are difficult to gauge since we know whole families watched together but that would count as one view). From emails and correspondence to the clergy it is clear that these services were accessed by significant numbers of people outside the regular worshipping community. In-person worship was reinstated in May. Numbers of attendees were low initially and remain around the 65-75% mark of pre-COVID-19 times. YouTube services continued to be provided until October when the PCC funded the installation of livestreaming equipment. Since then, Sunday services (as well as funerals and other occasional services) have been available both live on our YouTube channel and for later viewing. Viewing figures vary from week to week but are generally in the region of 75 to 100 with around 25 to 30 live views. This has been a greatly valued facility for the elderly and housebound, the unwell and those isolating for one reason or another.

The return to in-person worship proved challenging in a number of ways. The PCC regularly reviewed the COVID-19 protocols alongside the government's data on the spread of the virus bearing in mind that there was a wide variety of views within the congregation as to what was appropriate. In common with churches across the country, the number of volunteers who supported the activities of the church dropped about 25%. This made sustaining more than one Sunday service unrealistic so the pattern (established following the first lockdown of 2020) remained of a single service at 10.30am through to the end of 2021.

The vital importance of praying together for the life and mission of the church was most notably sustained by our weekly Prayer Central meetings. For much of 2021 these prayer times were held via Zoom. Numbers during periods of lockdown were, perhaps, inevitably higher than when in-person activities were possible but a prayerful core of intercessors emerged and it should not be underestimated how vital to the health of the church community this relatively small group has been, praying for national and international concerns as well as responding to personal prayer requests and interceding for the life of St Andrew's generally. The in-person meetings of Prayer Central generally attracted higher numbers of participants due, no doubt, to the experience of Zoom prayer times being strange or unsatisfactory for some. Overall, however, the prayer life of the church has grown through the pandemic since prior to March 2020 prayer meetings were only held monthly. Leadership of Prayer Central has been excellent and began to be shared between more people towards the end of 2021.

The new initiative called 'Shine' (later 'Under-5s'), covering all our groups meeting midweek for children and parents up to school age, began towards the end of 2020, was finally able to meet in person in 2021 and was oversubscribed from the outset. Vital to this work was the PCC seeking funding from the congregation to employ two part-time Under 5s leaders which was generously provided, though some external grant funding is also being sought as this work develops. Under-5s proved popular with many parents of young children, most of whom are not yet church members. The team sought to share their faith with the 'Little Stars' group of Under-5s (for children up to one year) through regular 'Thought for the Day' talks as well as through pastoral care and friendship. At Shine (for older children) the main faith outreach was through communicating the Good News of Jesus with the children while parents listened in. It became clear during 2021 that the Under-5s work needed to expand to include two more groups, one for children beginning to move and walk and another for parents who would value an opportunity to explore Christian faith in more depth.

Our work with young people (under the 'EDGE' branding) continued to be online in the early months of 2021 with various groups meeting on Sundays and during the week covering different age groups and including the running of a youth version of Kintsugi Hope, a Christian course aimed at improving wellbeing and providing resources to support mental and emotional health. The attendance at EDGE groups during 2021 was most remarkable though it proved to be challenging when in-person Sunday worship resumed as it was felt that the work would best continue if the young people could continue to meet on Sundays separately from the adult and children's congregation. Services for everyone ('Worship Together') do take place once or twice a term but this arrangement will be kept under review in 2022 as we seek to be the body of Christ together.

In September 2021 the PCC agreed a Climate and Environmental Emergency Recognition statement that was shared with the congregation on Climate Sunday. This statement makes a number of commitments to

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improving our personal and corporate activities in the light of the climate emergency. To take these commitments forward the PCC has supported the formation of an Eco Church Action Group which has developed teams covering three key areas of activity: energy efficiency and buildings, biodiversity and lifestyle.

## Plans for the Future

When planning activities for the year, the Vicar and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In 2022 the PCC will focus on developing our living out of the Climate and Environmental Emergency Recognition statement, our work with Under-5s, especially the two new groups mentioned above, and reviewing our patterns of Sunday worship in the uncertain times of emerging from the COVID-19 pandemic with reduced volunteer capacity.

## Financial Review

As in 2020, the financial performance of the church was significantly impacted by COVID-19.

Philanthropic income was broadly stable, with many members of the church continuing to give regularly by Direct Debit through the Parish Giving Scheme. Throughout the year many donors took the option to increase their gift in line with inflation, meaning that by the end of 2021 we were seeing regular income above £7,000 per month from this scheme (2020: £6,500).

A donation of £10,000 was made in July 2021 to support the work of the Eco Church action group. This will enable the PCC to plan for the future and invest in more sustainable options in line with the Climate and Environmental Emergency Recognition statement.

Following the end of the Coronavirus Job Retention Scheme ('furlough'), all members of staff returned to work at St Andrew's. One member of staff applied to reduce their working hours on a permanent basis, but all other staff members returned to their pre-COVID roles.

Income from the Saint Andrew's Centre and Café remains significantly below pre-pandemic levels, although bookings and income are starting to increase. This is likely to be a slow and uncertain recovery, and the PCC are taking this into account when budgeting for future years.

## Budgetary Policies

In 2017, the PCC established a new set of budgetary policies to enable the church to focus on missional development and ensure good maintenance of the church buildings.

**Policy 1** – The General Fund should, at least, break even every year. *[i.e. everyday running costs should be covered by normal income.]*

- In 2021, church expenditure exceeded income. This was in part due to the ongoing COVID-19 restrictions, which meant limited income from the Saint Andrew's Centre and Café, as well as increasing costs, particularly due to employing extra staff members as part of the Under 5's initiative. The total expenditure includes £33,672 depreciation charges which is not cash expenditure.

**Policy 2** – Aim to hold 20% of general expenditure costs in reserve. *[It is the policy of the PCC not to maintain reserves other than sums necessary to meet identified future requirements.]*

- As at 31 December 2021 cash available in the general fund was below the 20% target. The PCC aims to put part of any annual surplus aside until the reserves are at the required level. £5,000 has been set aside in the annual budget for this purpose since 2019.

**Policy 3** – Establish a capital maintenance budget/fund.

- The PCC are likely to have to spend extensively on capital maintenance of church buildings in the medium term, especially following a Quinquennial Inspection in 2022. £5,000 has been set aside in the annual budget for this purpose since 2019.

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## **Policy 4 – Establish a missional development fund.**

- £5,000 has been set aside for this purpose each year since 2019. It was not needed in 2021 to fund the missional work of Shine, but this may be necessary as it develops into 2022.

## **Grant-making Policy**

Each year the Council donates unrestricted income to a variety of charities whose work coincides with the charitable aims of the PCC.

## **Investment Policy**

The PCC does not intend to make long term investments out of incoming funds. Surplus funds are kept in deposit accounts. The ownership of Narrow Lane is seen as an operating resource to be used principally for the housing of staff workers rather than for the generation of rental income.

## **Risk Management**

The major risks to which the PCC is exposed have been reviewed and systems and procedures designed to manage those risk have been established.

## **Key Management Personnel Remuneration**

All current members of the PCC are trustees and give of their time freely and no trustee remuneration was paid in the year. The clergy are also trustees and those who are stipendiary are funded centrally by the Church of England and not directly by the charity. Details of trustee expenses and related party transactions are disclosed in note 10 to the accounts.

Trustees are required to disclose all relevant interests and register them with the PCC secretary and in accordance with the PCC's policy withdraw from decisions where a conflict of interest arises.

## **Safeguarding**

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults.

## **Statement of the PCC's Responsibilities**

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the surplus or deficit of the PCC for that year.

In preparing those accounts, the PCC is required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue operating.
- State whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- Observe the methods and principles of the Charities SORP.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the PCC and to enable them to ensure that the financial statements comply with the Charities Act 2011.

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

**By order of the PCC**



**Canon James Blandford-Baker, PCC Chair**

# The Parish of St Andrew with St Etheldreda, Histon

## Independent Examiner's Report to the PCC

This report on the financial statements of the PCC for the year ended 31st December 2021 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

### Respective responsibilities of the trustees and the examiner:

As the members of the PCC you are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under the Regulations and section 144(2) of the Act, and that an independent examination is needed. The gross income of the PCC has exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- examine the financial statements in accordance with the Church Accounting Regulations 2006;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report:

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as PCC members concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a true and fair view and the report is limited to those matters set out in the statement below.

### Independent Examiner's statement:

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

(1) which gives me reasonable cause to believe that in any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006 have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Ian W Shipley FCCA, Independent Examiner,  
For and on behalf of,  
Prentis & Co LLP,  
115c Milton Road,  
Cambridge CB4 1XE

7<sup>th</sup> July 2022



## Statement of Financial Activities

For the year ending 31 December 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
<b>Income</b>	2						
Donations and legacies		203,792	110	203,902	242,015	12,698	254,713
Charitable activities		46,295	-	46,295	44,346	-	44,346
Trading activities		107,198	-	107,198	80,881	-	80,881
Investments		46	-	46	-	-	-
Other income		1,067	-	1,067	1,334	-	1,334
<b>Total income</b>		<b>358,398</b>	<b>110</b>	<b>358,508</b>	<b>368,963</b>	<b>12,698</b>	<b>381,661</b>
<b>Expenditure</b>	3						
Charitable activities		216,226	25,858	242,084	234,885	23,800	258,685
Trading activities		129,561	-	129,561	105,338	645	105,983
<b>Total expenditure</b>		<b>345,787</b>	<b>25,858</b>	<b>371,645</b>	<b>340,223</b>	<b>24,445</b>	<b>364,668</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>12,611</b>	<b>-25,748</b>	<b>-13,137</b>	<b>28,740</b>	<b>-11,747</b>	<b>16,993</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		639,366	1,173,896	1,813,262	610,126	1,186,143	1,796,269
<b>Total funds carried forward</b>	9	<b>651,977</b>	<b>1,148,148</b>	<b>1,800,125</b>	<b>639,366</b>	<b>1,173,896</b>	<b>1,813,262</b>

The notes on pages 12 to 28 form part of these financial statements

# Balance Sheet

31 December 2021

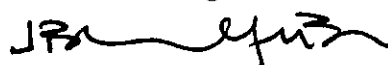
		Consolidated		Parent	
		2021	2020	2021	2020
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5	1,689,012	1,722,686	1,616,728	1,648,120
Investments		-	-	90,000	90,000
<b>Total Fixed assets</b>		<b>1,689,012</b>	<b>1,722,686</b>	<b>1,706,728</b>	<b>1,738,120</b>
<b>Current assets</b>					
Stock		1,500	1,500	-	-
Debtors	7	19,329	23,789	58,596	48,369
Cash at bank and in hand		153,575	141,693	133,795	120,277
<b>Total Current assets</b>		<b>174,404</b>	<b>166,982</b>	<b>192,391</b>	<b>168,646</b>
<b>Liabilities</b>					
Creditors - due in one year	8	16,477	23,957	12,494	12,275
<b>Net Current assets</b>		<b>157,927</b>	<b>143,025</b>	<b>179,897</b>	<b>156,371</b>
<b>Total assets less current liabilities</b>		<b>1,846,939</b>	<b>1,865,711</b>	<b>1,886,625</b>	<b>1,894,491</b>
<b>Creditors - due after one year</b>	8	<b>46,814</b>	<b>52,449</b>	<b>46,814</b>	<b>52,449</b>
<b>Total Net Assets</b>		<b>1,800,125</b>	<b>1,813,262</b>	<b>1,839,811</b>	<b>1,842,042</b>
<b>Funds of the charity</b>					
Restricted income funds	9	1,148,148	1,173,896	1,148,148	1,173,896
Unrestricted income funds - general		330,833	304,747	386,069	357,611
Unrestricted income funds - designated		321,144	334,619	305,594	310,535
<b>Total Charity Funds</b>		<b>1,800,125</b>	<b>1,813,262</b>	<b>1,839,811</b>	<b>1,842,042</b>

The notes on pages 12 to 28 form part of these accounts.

Approved by the Parochial Church Council on  
Canon James Blandford-Baker (PCC Chair).

6/7/22

and signed on its behalf by



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## Statement of Cashflows

For the year ending 31 December 2021

		<b>Consolidated</b>		<b>Parent</b>	
		<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cash provided by (used in)</b>					
<b>operating activities</b>	11	14,480	24,425	13,949	49,456
<b>Cash flows from investing activities</b>					
Interest income		46	-	46	-
Rental income		-	-	-	-
Purchase of tangible fixed assets		-	-	-	-
<b>Cash provided by investing activities</b>		<b>46</b>	<b>-</b>	<b>46</b>	<b>-</b>
<b>Cash flows from financing activities</b>					
Interest Paid		-2,644	-1,603	-477	-594
Repayment of borrowing		-	-	-	-
<b>Cash used in financing activities</b>		<b>-2,644</b>	<b>-1,603</b>	<b>-477</b>	<b>-594</b>
Cash at beginning of year		141,693	118,872	120,277	71,415
Increase in cash in the year		11,882	22,821	13,518	48,862
Cash at end of year		<b>153,575</b>	<b>141,693</b>	<b>133,795</b>	<b>120,277</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 1. Accounting Policies

#### **Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention with items recognized at cost of transaction values unless otherwise stated in the relevant notes to these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting of Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Charities Act 2011. The financial statements have also been prepared in accordance with the Church Accounting Regulations 2006 and modified as necessary.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

The Parish of St Andrew with St Etheldreda, Histon constitutes as a public benefit entity as defined by FRS 102.

The Council Members consider that there are no material uncertainties about the Parochial Church Council's ability to continue as a going concern.

#### **Consolidation**

The financial statements of the PCC and its wholly owned trading subsidiary, Saint Andrew's Centre Café Limited, are consolidated on a line by line basis, eliminating all interim group transactions and balances, to produce the Group financial statements.

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest is accrued. Rental income from letting of church premises is recognized when the rental is due. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

#### **Expenditure**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

All expenditure incurred on consecrated and benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

### Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 2011.

Land and buildings used by the Council in undertaking its activities are included at a reasonable current value in use less depreciation.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment, fixtures and fittings used within the church premises and for the Café are depreciated on a straight-line basis over three years. Individual items of equipment with a purchase price of £300 or less are written off when the asset is acquired. Property is depreciated on a straight-line basis over 50 (or, in the case of the Saint Andrew's Centre, 80) years.

### Debtors

Amounts owing to the PCC at 31 December in respect of fees, rents and other income are shown as debtors less provision for amounts that may prove uncollectable. The PCC does not consider that there is any risk of bad debts at present.

### Creditors

Amounts owed, or outstanding, by the PCC at 31 December are shown as liabilities. The PCC aims to pay all trade creditors on terms requested.

### Stock

The Café holds an amount of stock for catering purposes. This is assessed twice a year and treated as a balance sheet item rather than as a cost of goods at the time of purchase.

### Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme which is administered by NEST. The charity contributes 3% of eligible earnings and there were no outstanding contributions at the year end. There are no support or governance costs required for the scheme.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 2. Incoming Resources

#### 2(a) Donations and legacies

	Unrestricted funds 2021	Restricted funds 2021	Total funds 2021	Unrestricted funds 2020	Restricted funds 2020	Total funds 2020
	£	£	£	£	£	£
Gift Aid via bank	171,307	110	171,417	189,721	2,698	192,419
Tax recoverable	15,797	-	15,797	26,692	-	26,692
Sunday collection	335	-	335	212	-	212
Other Gift Aid donations	9,424	-	9,424	20,503	-	20,503
Non-Gift Aid donations	6,929	-	6,929	4,887	10,000	14,887
	<b>203,792</b>	<b>110</b>	<b>203,902</b>	<b>242,015</b>	<b>12,698</b>	<b>254,713</b>

#### 2(b) Charitable activities

Donations for Church Property	720	-	720	350	-	350
Sundry	365	-	365	83	-	83
Fees	6,812	-	6,812	7,799	-	7,799
Recovered costs	7,049	-	7,049	10,592	-	10,592
Network magazine and yearbook	6,724	-	6,724	6,978	-	6,978
Grants	24,625	-	24,623	18,544	-	18,544
	<b>46,295</b>	<b>-</b>	<b>46,295</b>	<b>44,346</b>	<b>-</b>	<b>44,346</b>

#### 2(c) Trading activities

Saint Andrew's Centre	12	19,272	-	19,272	-	18,029
Saint Andrew's Centre Café	13	87,265	-	87,265	-	62,192
Stepping Stones	15	661	-	661	-	661
		<b>107,198</b>	<b>-</b>	<b>107,198</b>	<b>-</b>	<b>80,881</b>

#### 2(d) Investments

Bank interest	46	-	46	-	-	-
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# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

<b>2(e) Other income</b>					
Parish share rebate	1,067	-	1,067	1,232	-
Sundry	-	-	-	102	-
	<b>1,067</b>	<b>-</b>	<b>1,067</b>	<b>1,334</b>	<b>-</b>
				<b>1,334</b>	<b>1,232</b>
					<b>102</b>
					<b>1,334</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

3. Resources Expended	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
<b>3(a) Charitable activities</b>						
Church running and maintenance	16,212	-	16,212	37,667	-	37,667
Stable rooms	2,053	-	2,053	1,290	-	1,290
Church Supplies	4,858	-	4,858	1,340	-	1,340
Diocesan Parish Share	79,866	-	79,866	79,878	-	79,878
Clergy expenses	2,125	35	2,160	2,832	-	2,832
Mission giving	3,642	210	3,852	10,827	-	10,827
Staff costs	57,685	-	57,685	51,948	-	51,948
Youth work	2,095	-	2,095	963	-	963
Children's work	2,091	-	2,091	1,646	-	1,646
Music	110	-	110	107	-	107
Community outreach	549	-	549	2,799	-	2,799
Training	1,383	-	1,383	1,277	-	1,277
Church magazine	7,320	-	7,320	6,825	-	6,825
Fees	5,720	-	5,720	4,528	-	4,528
Depreciation	5,779	25,613	31,392	7,255	23,800	31,055
Professional services	761	-	761	1,267	-	1,267
Independent examiner fees	1,332	-	1,332	798	-	798
Church office staff costs	19,228	-	19,228	18,812	-	18,812
Church office expenses	3,417	-	3,417	2,826	-	2,826
	<b>216,226</b>	<b>25,858</b>	<b>242,084</b>	<b>234,885</b>	<b>23,800</b>	<b>258,685</b>



# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 3(b) Trading activities

Saint Andrew's Centre	12	29,375	-	29,375	24,318	645	24,963
Saint Andrew's Centre Café	13	87,521	-	87,521	79,177	-	79,177
Stepping Stones	14	10,921	-	10,921	811	-	811
31 Narrow Lane		1,744	-	1,744	1,032	-	1,032
		<b>129,561</b>	<b>-</b>	<b>129,561</b>	<b>105,338</b>	<b>645</b>	<b>105,983</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 3.1 Staff costs

Current year	Unrestricted funds	Restricted funds	Total funds
	2021	2021	2021
	£	£	£
Wages and salaries	130,636	-	130,636
National Insurance	951	-	951
Pension contributions	3,410	-	3,410
	<b>134,997</b>	<b>-</b>	<b>134,997</b>

Prior-year	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Wages and salaries	121,829	-	121,829
National Insurance	1,970	-	1,970
Pension contributions	3,388	-	3,888
	<b>127,188</b>	<b>-</b>	<b>127,188</b>

During the year the PCC employed a Youth Minister, a Children's Minister, two part-time Under 5s workers, a Church Manager; a Church Administrator and a Vicar's PA. The Café employed a Café Manager, Deputy Manager and 6 part-time Assistants on an ad-hoc basis. No employee had employee benefits in excess of £60,000 (2020: none).

A small portion of the expenses paid to the vicar and curates may have related to their services as chair and members of the PCC respectively.

Key personnel are the Churchwardens and Treasurer, who are trustees who do not get paid, and the Vicar who is not paid directly by the Charity.

### 4. Transfers between funds

Transfers of funds during the year were as follows:

From: Unrestricted Designated (building)	-4,941	Depreciation charges on building assets
To: Unrestricted General funds	4,941	
	<b>-</b>	

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 5. Tangible Fixed Assets—Consolidated

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
<b>Cost:</b>				
As at 1 January 2021	1,901,594	57,270	10,119	1,968,983
Additions	-	-	-	-
As at 31 December 2021	<b>1,901,594</b>	<b>57,270</b>	<b>10,119</b>	<b>1,968,983</b>
<b>Depreciation</b>				
As at 1 January 2021	198,186	39,228	8,882	246,297
Additions	25,319	7,517	838	33,674
As at 31 December 2021	<b>223,505</b>	<b>46,745</b>	<b>9,720</b>	<b>279,971</b>
<b>Net book value</b>				
As at 1 January 2021	1,703,408	18,042	1,237	1,722,686
As at 31 December 2021	<b>1,678,089</b>	<b>10,525</b>	<b>399</b>	<b>1,689,012</b>

### Tangible Fixed Assets—Parent

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
<b>Cost:</b>				
As at 1 January 2021	1,819,184	36,635	8,682	1,864,501
Additions	-	-	-	-
As at 31 December 2021	<b>1,819,184</b>	<b>36,635</b>	<b>8,682</b>	<b>1,864,501</b>
<b>Depreciation</b>				
As at 1 January 2021	188,338	20,598	7,444	216,381
Additions	23,670	6,884	838	31,392
As at 31 December 2021	<b>212,008</b>	<b>27,482</b>	<b>8,282</b>	<b>247,773</b>
<b>Net book value</b>				
As at 1 January 2021	1,630,846	16,037	1,237	1,648,120
As at 31 December 2021	<b>1,607,176</b>	<b>9,153</b>	<b>400</b>	<b>1,616,728</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 6. Investments

The PCC holds one £1 ordinary share in its wholly owned subsidiary company Saint Andrew's Centre Café Ltd (with a share premium of £89,999). The results of the subsidiary are summarised in Notes 13 & 14.

### 7. Debtors

	Consolidated		Parent	
	2021	2020	2021	2020
	£	£		
Tax on gift aid receivable	15,797	5,980	15,797	5,980
Other prepayments and accrued income	3,532	7,087	3,201	2,988
Furlough pay receivable	-	903	-	903
Loan to (café) subsidiary	-	-	39,598	38,498
	<b>19,329</b>	<b>13,970</b>	<b>58,596</b>	<b>48,369</b>

### 8. Liabilities

	Consolidated		Parent	
	2021	2020	2021	2020
	£	£		
<b>Amounts falling due in one year</b>				
Tax and national insurance	-	6,960	-	453
VAT Liability	2,082	4,154	-	-
31 Narrow Lane mortgage	6,374	6,374	6,374	6,374
Credit Cards	806	419	448	277
Accruals & deferred income	840	840	840	840
Trade creditors	2,831	1,996	1,288	1,285
Advance receipts	3,544	3,046	3,544	3,046
	<b>16,477</b>	<b>23,789</b>	<b>12,494</b>	<b>12,275</b>

#### Amounts falling due after one year

31 Narrow Lane mortgage	46,814	52,449	46,814	52,449
	<b>46,814</b>	<b>52,449</b>	<b>46,814</b>	<b>52,449</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 9. Funds

	Balances as at 1 January 2021 £	Incoming resources £	Resources expended £	Transfers £	Balances as at 31 December 2021 £
<b>Unrestricted General Funds</b>					
General Fund	304,747	353,099	-331,954	4,941	330,833
<b>Unrestricted Designated Funds</b>					
Buildings Fund	310,535	-	-	-4,941	305,594
Stepping Stones	10,260	661	-10,921	-	-
Children and Young People	10,636	4,313	-2,912	-	12,037
Weekend Away Fund	3,188	325	-	-	3,513
<b>Restricted Funds</b>					
St Andrew's Centre Fund	1,163,155	-	-25,613	-	1,137,542
Vicar Discretionary Fund	741	110	-245	-	606
Chancel Repair Fund	10,000	-	-	-	10,000
<b>Total funds</b>	<b>1,813,262</b>	<b>358,508</b>	<b>371,645</b>	<b>-</b>	<b>1,800,125</b>

	Balances as at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balances as at 31 December 2020 £
<b>Unrestricted General Funds</b>					
General Fund	284,241	349,015	338,798	10,289	304,747
<b>Unrestricted Designated Funds</b>					
Buildings Fund	315,475	-	-	-4,940	310,535
Stepping Stones	10,410	661	811	-	10,260
Children and Young People	-	10,770	134	-	10,636
Weekend Away Fund	500	8,517	480	-5,349	3,188
<b>Restricted Funds</b>					
St Andrew's Centre Fund	1,185,643	-	22,488	-	1,163,155
Vicar Discretionary Fund	-	2,698	1,957	-	741
Chancel Repair Fund	-	10,000	-	-	10,000
<b>Total funds</b>	<b>1,796,269</b>	<b>381,661</b>	<b>364,668</b>	<b>-</b>	<b>1,813,262</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### Restricted funds:

St Andrew's Centre Fund—this fund was set up to redevelop and renew the Church Hall's site.  
Chancel Repair Fund – this fund was established in 2020 following a legacy request for this purpose.

Vicar's Discretionary Fund – this fund was established in 2020 to allow the Vicar to make small grants at his/her own discretion.

### Designated funds:

This fund holds the value of the Stable Rooms and Narrow Lane properties. The funds can be used for general purposes. A designated fund was established in 2020 as part of our work in prioritising Children and Young People.

Weekend Away Fund—this fund was set up to receive donations towards the cost of the weekend away.

### Vicar and Churchwardens' Trust:

This is a special trust of the PCC which is held by the incumbent and churchwardens for the express purpose of assisting the PCC in the maintenance of the church and churchyard. It is vested in the Diocesan Board of Finance (DBF) as custodian trustee. A copy of the financial statements is available on request.

## 10. Transactions with related parties

There are transactions between the parent (Church) and subsidiary (Café). These are included in notes 13-14 but excluded from the main consolidated accounts. The cross charges are £300pm from the Centre to Café for service charges, and £250pm from Café to Centre for cleaning. There is also a loan account for the Café which was originally used to assist with the setup, stocking and first years operational cost. This will be repaid over time from profits and currently stands at £39,598 (2020: £38,498).

A lease agreement exists between the Café and PCC for an initial 5-year term, with a monthly rental of £1,000. This has been waived by the Landlord (PCC) until such time as the Café is making a sustainable operational profit. This waiver is reviewed on an annual basis. A proportion of any profits from the Café will be paid to the PCC as dividend.

The Vicar and Churchwardens' Trust made no contribution during the year (2020: no contribution).

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 11. Net movement in Funds

Reconciliation of the net movement in funds to net cash flow from operating activities

	<b>Consolidated</b>		<b>Parent</b>	
	<b>2021</b>	<b>2020</b>	<b>2021</b>	<b>2020</b>
	£	£	£	£
Net movement in Funds	-13,137	16,993	-2,231	33,742
Add back depreciation charge	33,674	34,865	31,392	31,055
Deduct interest income shown in investing activities	-46	-	-46	-
Deduct rental income shown in investing activities	-	-	-	-
Add back interest paid shown in financing activities	2,644	1,603	477	594
Change in debtors	4,460	-4,777	-10,227	7,506
Change in creditors	-13,115	-24,259	-5,416	-23,441
<b>Net cash provided by (used in) operating activities</b>	<b>14,480</b>	<b>24,425</b>	<b>13,949</b>	<b>49,456</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 12. Saint Andrew's Centre

The cross-charge transactions between the Centre and Café are included in the service charge and utilities figures in order to show the true operating costs of the Centre.

	2021	2020
<b>Income</b>		
Net Lettings	16,272	15,029
Service charges	3,000	3,000
	<b>19,272</b>	<b>18,029</b>
<b>Expenditure</b>		
Cleaning	3,263	3269
Insurance	-	209
Utilities	8,535	6495
Staffing	12,000	12,000
Repairs, Maintenance	5,577	2576
Management	-	111
Consumables	-	303
	<b>29,375</b>	<b>24,963</b>
Finance charges	-	-
<b>Profit</b>	<b>-10,103</b>	<b>-6,934</b>



# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 13. Saint Andrew's Centre Café—Profit & Loss

The cross-charge transactions between the Centre and Café are included in the cleaning and utilities figures in order to show the true operating costs of the Café.

	2021 £	2020 £
<b>Income</b>		
<b>Turnover</b>		
Cafe catering	67,207	50,089
Charity Items	365	324
Goods & Other	19,693	11,774
Interest Received	-	4
	<b>87,265</b>	<b>62,192</b>
<b>Cost of Goods</b>		
Catering	21,144	13,923
Charity Items	426	581
Non-food purchases	1,108	1,203
Plant Hire	907	999
	<b>23,585</b>	<b>16,707</b>
<b>Gross Margin</b>	<b>63,680</b>	<b>45,475</b>
<b>Expenses</b>		
Bank Charges	2,167	1,603
Catering equipment	1,249	1,935
Cleaning services	5,272	6,356
Operational Depreciation	632	634
Hardware	-	187
IT & Telephony	1,573	1,138
Insurance	1,613	1,557
Marketing & Advertising	348	195
Office Supplies	1,256	936
Payroll Cost	45,450	43,782
Maintenance	2,622	203
Utilities	98	161
Travel	8	-
Training	-	-
Bad Debts (written off)	-	607
	<b>62,288</b>	<b>59,294</b>
<b>Operating Profit/Loss</b>	<b>1,392</b>	<b>-12,073</b>
Capital Depreciation	1,648	3,176
<b>Total Profit/Loss</b>	<b>-256</b>	<b>-15,249</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 14. Saint Andrew's Centre Café—Balance Sheet

	2021 £	2020 £
<b>Assets</b>		
<b>Fixed Assets - Tangibles</b>		
Commercial Buildings	70,915	72,564
Computer Equipment	-	-
Fixtures & Fittings	1,371	2,003
Plant & Machinery	-	-
	<b>72,286</b>	<b>74,567</b>
<b>Current Assets</b>		
Stock	1,500	1,500
Bank accounts	18,874	20,627
Undeposited Funds	906	84
Credit card processors	331	340
	<b>21,611</b>	<b>22,551</b>
<b>Total Assets</b>	<b>93,897</b>	<b>97,118</b>
<b>Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	1,542	710
<b>Liability - Current</b>		
Payroll Liabilities	-	3,041
VAT Control	2,082	4,154
Café Credit Card	358	142
<b>Liability - Long term</b>		
St Andrew's PCC Loan	39,598	38,498
<b>Total Liabilities</b>	<b>43,580</b>	<b>46,545</b>
<b>Net Assets - Liabilities</b>	<b>50,317</b>	<b>50,573</b>
<b>Shareholder Funds</b>		
Called Up Share Capital	90,000	90,000
Retained P&L	-39,427	-22,444
Profit & Loss	-256	-16,983
<b>Total Shareholder Funds</b>	<b>50,317</b>	<b>50,573</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 15. Saint Andrew's Stepping Stones—Profit & Loss

The cross-charge transactions between the Centre and Stepping Stones are included in the rental figures in order to show the true operating costs of Stepping Stones.

	2021	2020
<b>Income</b>	<b>£</b>	<b>£</b>
<b>Fees</b>		
Baby Club	10	10
Toddlers	76	76
Playgroup	5	5
Lunches	-	-
<b>Total Fees</b>	<b>91</b>	<b>91</b>
Grants	570	570
Donations	-	-
Other income	-	-
Fundraising	-	-
<b>Total Income</b>	<b>661</b>	<b>661</b>
<b>Expenses</b>		
<b>Operational Costs</b>		
Insurance	-	-
Materials	-	-
Ofsted	-	-
Playgroup	-	28
Rent	-	-
Software	280	67
Training	-	-
Website	-	-
<b>Total Operational Costs</b>	<b>280</b>	<b>95</b>
Admin & Management	117	71
Payroll Cost	645	645
Donations to Parent	9,879	-
<b>Total Expenses</b>	<b>10,921</b>	<b>811</b>
<b>Surplus/Deficit</b>	<b>-10,260</b>	<b>-150</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements For the year ended 31 December 2021

### 16. Saint Andrew's Stepping Stones—Balance Sheet

	2021	2020
	£	£
<b>Assets</b>		
Bank accounts	-	705
Debtors	-	87
	-	<b>793</b>
<b>Liabilities</b>		
Payroll Liabilities	-	3,635
Creditors	-	-
	-	<b>3,635</b>
<b>Net Assets - Liabilities</b>	-	<b>-2,842</b>
<b>Funds</b>		
Retained P&L	10,260	10,410
Surplus (Deficit) for year	-10,260	-150
<b>Balance c/f</b>	-	<b>10,260</b>

Stepping Stones ceased trading in the 2021 financial year, with any remaining cash balances and funds transferred to the Parent Charity.