

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST PETER, GREAT BERKHAMSTED

England & Wales · Charity number 1130108

Details

Other names ST PETER'S PCC, GREAT BERKHAMSTED

Status Registered

Legal form Previously excepted

Registered 2009-06-11

Register [View on the Charity Commission register](#)

Contact

Address The Parish Office
The Court House
Church Lane
Berkhamsted
Hertfordshire

Phone 01442878227

Email churchoffice@greatberkhamsted.org.uk

Website www.stpetersberkhamsted.org.uk

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: The PCC co-operates with the incumbent and the other parochial clergy in the promotion of the whole mission of the Church; pastoral, evangelistic, ecumenical and social. The Council's responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints' House, and also for the maintenance of parts of the Three Close Lane Cemetery.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£269,235	£224,968	-	-
2023-12-31	£292,673	£262,134	-	-
2022-12-31	£259,673	£251,673	-	-
2021-12-31	£255,884	£307,223	-	-
2020-12-31	£209,056	£265,674	-	-

Trustees

Name	Role	Appointed
Rev Stuart James Owen	Chair	2020-09-12
CAROLE DELL		2023-04-30
CAROLYNNE CHARMAN		2017-04-02
Charlotte Jessica Eve Robinson		2026-04-19
Dr Christopher Chatterton		2022-04-03
Hilary Elliott		2014-04-06
RICHARD DAVID HACKWORTH		
Rev Benjamin Andrew Brady		2024-06-15
Samantha Clair Desbiens		2026-04-19
Sarah Elder		2022-04-03
Susan Patricia Homes		2020-10-25
William Henry Snow		2025-05-20

Accounts



The Parish Church of
St Peter Great Berkhamsted

**2024 Trustees' report
and
Financial Statements
Registered Charity Number 1130108**

Address for correspondence

The Parish of Great Berkhamsted
Parish Office, The Court House
Church Lane
Berkhamsted, Hertfordshire
HP4 2AX

Bankers

NatWest Bank Plc.

CAF Bank Ltd

CCLA Investment Management
Ltd

Independent Examiners

Hillier Hopkins LLP
Radius House
51 Clarendon Road
Watford
WD17 1HP

Rector

Revd. Stuart Owen

Church Wardens

Carolynne Charman

Tim Hennessey

Hon. Treasurer

Mike Below

Trustees between 1st of January 2024 up to the data of approval of this report

Ex Officio members

The Revd. Stuart Owen

The Revd. Ben Brady

The Revd. John Russell

Church Wardens

Tim Hennessey

Carolynne Charman

Deanery Synod

Carole Dell

Susan Holmes

Elected members

Mike Below

Chris Chatterton

Julian Dawson

Resigned 21-05-2024

Carol Dell

Sarah Elder

Hilary Elliott

Will Gore

Christopher Green

Resigned 24-09-2024

Richard Hackworth

Susan Holmes

Martin Moore

Safeguarding Officer

Hilary Elliott

All Saints Joint Representative Council

Richard Hackworth

All Saints Council St Peter's Representative

Richard Hackworth

Oliver Fradgley is the Electoral Role Officer, whilst not a member of the PCC or a trustee.

Trustees' report for 2024

The Trustees have pleasure in presenting their Annual Report and Accounts for 2024.

Mr Asadullah Mutaheri and his family from Afghanistan continue to live in the Court House Cottage whilst they try to sort out their future life. The church community has extended its relationship with the South Bucks Jewish Community.

Key numbers for 2024

- The PCC has met on 7 occasions with an average attendance of 79%.
- Total income across all funds is approximately £269,000 (£293,000 in 2023).
- Expenditure across all funds is approximately £225,000 (£262,000 in 2023).
- The total of all PCC funds is approximately £1.81m (£1.72m in 2023). If property assets are excluded, PCC funds amount to approximately £223,000 (£178,000 in 2023).
- Donated income across all funds and for all purposes, including Gift Aid, totals £164,163, representing 61% of all income (74% in 2023).
- Average Sunday attendance is 122 and 22 children (2023: 100 adults and 4 children).
 - The Parish Electoral Roll is 192.
- St Peter's church conducted 10 funeral services (with a further 6 at a cemetery) and 7 weddings

Our Parish

The Church of England Parish of Great Berkhamsted is situated in Hertfordshire. The town of Great Berkhamsted is served by churches of all major denominations. There are two churches in the Parish of Great Berkhamsted. One is St Peter's to which this report solely relates. The other is a self-governing Local Ecumenical Partnership between the Anglican Church and the Methodist Church, at All Saints Church in Berkhamsted. St Peter's is part of a Team Ministry alongside four other parishes in nearby villages – St Peter and St Paul in Little Gaddesden, St John the Baptist in Great Gaddesden, St Lawrence in Nettleden, and Holy Trinity in Potten End. Each of these parishes is self-governing. This report concerns the PCC of St Peter's only.

The PCC of St Peter's is a Registered Charity, number 1130108. Its responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints House, and parts of the Rectory Lane Cemetery, all of which are located in Great Berkhamsted.

Our Clergy

The Parish Rector is the Revd. Stuart Owen. The Revd. Ben Brady, Vicar of Holy Trinity church in the nearby village of Potten End, regularly officiates at mid-week services. The parish benefits from the valued ministry of four retired members of the clergy, Fr Anthony Lathe, Fr David Lawson, Fr Christopher Rogers and Margaret Saunders.

The parish has also been supported by an intern, Beth Mitchell. She is also Assistant Chaplain at Berkhamsted School, and we are very grateful to the School for enabling Miss Mitchell to work with St Peter's.

The clergy are supported by a large number of volunteers including lay ministers, Church Wardens, members of the church choir, Sunday school and youth leaders, as well as many people who serve on committees and assist with administrative and worship tasks.

Our Trustees

All trustees of our charity are members of the PCC. A full list of Trustees is presented on page 3. Each member of the PCC has confirmed that they have reviewed this report and that to the best of their knowledge it is correct, and that there are no additional important matters which should be brought to the attention of the Charity Commission or the Diocese of St Albans.

Major activities and public benefit

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard to the Charity Commission guidance on public benefit. The principal aims of the PCC are to serve its local community by:

- Providing a full programme of public Christian worship.
- Teaching the Christian faith.
- Encouraging and enabling as many people as possible to worship at St Peter's Church and to become members of our church community.
- Offering appropriate pastoral care within the local community.
- Promoting the whole pastoral, evangelistic, ecumenical and social missions of the Church of England.

St Peter's church is open during the day, and we invite all people of any faith or none to come into St Peter's to pray, to seek help and to find peace. Clergy take worship into the church schools, and lay

ministers and others carry worship and pastoral care into private and residential homes. The PCC is pleased to continue to provide meeting space to a local group of Muslims as our guests for weekly prayer. The PCC is also especially pleased to provide living accommodation to an Afghan family, and to support them as they continue their life within our community.

The PCC supports its Christian mission by hiring out the facilities of the Court House and St Peter's Church for public and private events. The Court House is used by children's recreational and teaching groups, and by families for private occasions. It is used for regular church sponsored events such as lunch clubs for the elderly. It is also hired for private business events such as book fairs and charity sales. St Peter's hosts a range of high-quality music concerts and recitals in the church for the benefit of the local community.

The PCC generally receives fees for the use of its facilities but these amount to significantly less than total operating and maintenance costs.

Governance structure and PCC responsibilities

The PCC is a body corporate and is registered as UK charity number 1130108. The Governing documents of the PCC are the Church Representation Rules and the Parochial Church Councils (Powers) Measure 1956. The PCC complies with the Charities Acts 2011 and 2022, appropriate charity accounting and reporting standards, and the management procedures of the Church of England. Annual PCC accounts are subject to Independent Examination.

Members of the PCC for the year ending 31st December 2024 are listed on page 3. Elected members are appointed by the Annual Parochial Church Meeting (APCM) for three years. The PCC has no corporate trustees and no trustees hold title to any PCC properties.

Copies of the minutes of the PCC meetings are available for reference on the St Peter's church website <http://www.stpetersberkhamsted.org.uk/groups/pcc>.

Trustee induction and training

New members of the PCC are provided with copies of recent accounts and meeting minutes. Significant changes in legislation are brought to the attention of the PCC from a variety of sources including regular mailings from the St Alban's Diocese and the Charity Commission. PCC members with specific responsibilities may attend relevant training courses offered by the Diocese and others as appropriate.

Management responsibilities

The PCC is ultimately responsible for the conduct and management of the charity, but the majority of day-to-day management decisions are taken by the following members of the PCC, and subsequently ratified by the PCC if appropriate:

- Rector of the Parish of Great Berkhamsted (Revd. Stuart Owen),
- Church Wardens (Tim Hennessey and Carolynne Charman),
- Hon Treasurer (Mike Below), and
- Chairman of the Buildings Committee (Carolynne Charman).

The PCC delegates responsibility for church music to the Director of Music (Adrian Davis), who is not a trustee.

Committees

Selected PCC activities are delegated to sub-committees which meet as required between full meetings of the Council. Reports of their activities are received and discussed at PCC meetings as appropriate, and reports of committee activities are presented to the APCM.

In addition to those listed below, informal groups are convened to manage specific parish events as appropriate.

The principal committees are as follows.

Buildings Committee

The Buildings Committee plans and oversees the maintenance and development of all properties which fall within the responsibility of the PCC. Faculty authorisation for work is obtained from the Diocese of St Albans as appropriate.

Members of this committee provide significant efforts to maintain the various properties whether this is painting, gardening or more significant activity. They also liaise with professionals that are brought in to perform specific maintenance activities.

Fund Raising Committee

This is a new committee that was set up during the year specifically to focus on raising significant additional funds to enable repairs to the roof to be carried out. This will entail submitting applications to various grant making bodies and providing church supervision of the work when it takes place.

Pastoral Group

The Pastoral Group supports and visits members of the parish with pastoral needs, including bereavement support.

Standing Committee

This committee is required by law. It consists of the stipendiary clergy, the two Church Wardens, deputy Church Wardens if they are appointed, the honorary treasurer and the honorary secretary. It has the power to transact the business of the PCC between its meetings.

Your Berkhamsted Committee

This committee and the activities of the magazine are temporarily on hold whilst its future is considered.

Parish staff, and volunteers

During 2024, administrative support to the PCC has been provided by Robin McMorran, Parish Administrator.

Church music has been led by our Director of Music, Adrian Davis, supported by our Organist Chris Beauchamp, both are paid fees for their professional services.

The work of the whole church in every area of activity is supported by many unpaid volunteers who receive only out of pocket expenses. The PCC is very grateful and appreciative of the untiring and voluntary support to the mission of the church. Since the life of the church is defined through these donations of time and talents, the PCC considers that it would be inappropriate to quantify them across the whole church community. However, a reasonable and conservative estimate of the total contribution donated by members of the PCC alone has been and remains in the region of 500 person-days per year.

Safeguarding and Compliance

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and has appointed a Safeguarding Officer (with an assistant), and the PCC has implemented controls and procedures to comply with the General Data Protection Regulations. Clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

Related organisations

The Parish of Great Berkhamsted is not a parent or subsidiary undertaking of any other organisation and is not in an Associate, Joint Venture or Joint Arrangement relationship with any other organisation. However, the PCC is active within the local community in several ways and the following allied self-governing organisations may be noted.

Church schools

Mrs R Roberts is Executive Head Teacher of the Castle CE Federation.

The Castle Church of England Federation is a partnership of two Church of England schools within the parish of St Peter's, and supported by the PCC:

- a) Thomas Coram Church of England School, Head of School Miss L Hill.
- b) Victoria Church of England Infant and Nursery School, Head of School Mrs L Freeman.

All Saints Church

All Saints Church, Berkhamsted (Registered Charity Number 1153162) is an Anglican/Methodist Local Ecumenical Partnership (LEP). The LEP is administered as part of the West Hertfordshire and Borders Methodist Circuit and is also part of the Parish of Great Berkhamsted. Ultimate responsibility for the management of All Saints Church lies with the Anglican Methodist Association (Berkhamsted) Ltd (Registered Charity Number 280703 and Company number 01493109). All day-to-day management responsibility is delegated to the All Saints Council which is funded directly by the All Saints congregation.

The Friends of St Peter's

The object of the Friends of St Peter's Great Berkhamsted (Registered Charity Number 1160314) is the preservation, repair, maintenance and improvement of the fabric of StPeter's Church and associated Churchyards, the Court House, the Court House Cottage and Rectory Lane Cemetery.

Other local charities

The PCC nominates trustees for some independent local charities.

Property

As well as the core properties of the Church and the Court House, the PCC owns two residential properties, All Saints House and Court House Cottage.

St Peter's Church and the Court House

St Peter's Church is a Grade II* listed building parts of which date from the thirteenth century. The Court House is a Grade II listed building that dates from the sixteenth century. Maintenance of these important properties is a continuing and generally expensive responsibility. The PCC sets money aside for routine building maintenance in a (Designated) Building fund.

All Saints House

All Saints House is rented on the open market, and the regular income provided is important to the charity. A local estate agent, Ashtons, is employed to manage tenancies and the property itself.

Court House Cottage

The Court House Cottage is separate from but adjacent to the Court House. The Court House Cottage is let through Hertfordshire County Council to a family of Afghan Refugees and managed by members of the PCC and the Buildings Committee. The charity is delighted to be able to provide accommodation for this family.

Principal plans, constraints and risks

The PCC aims to strengthen resources and develop skills in order to successfully to grow church membership and to serve the community well in the foreseeable future. PCC initiatives are constrained by available funds. In addition to the traditional method of donating through bank Standing Orders, significant donations are also received through the Parish Giving Scheme (PGS) which provides administrative and financial advantages to the PCC. During 2024 donations have also been made through on-line services available through the parish website, text-giving (Donr), Easyfundraising, and through contactless donation terminals deployed in church and at parish events. The PCC encourages all donors to Gift Aid their donations.

The average age of the congregation continues to rise, with associated medium to long term risks of reducing donated income and reducing numbers of volunteers for some roles. The PCC is attempting to address these risks by encouraging new members and through outreach to the community.

Property maintenance and development is limited by funds available for building work, these funds are allocated to projects according to practical priorities and available resources. It is therefore sometimes necessary to postpone lower priority, but nevertheless important, work and the PCC recognises the potential risks entailed.

The charity buys energy on annual fixed price contracts using the Energy Basket scheme managed by Parish Buying. The costs involved with the provision of gas and electricity remain significant. Because of the built-in price advantages of this scheme the charity does not benefit from government energy price caps. The challenges with the boiler system were finally overcome during 2024, and the church can now be heated much more effectively again.

PCC policy is to manage normal business risks in line with best practice. The charity has not suffered any material damage due to failures of, or inadequate management of, controls.

Independent Examiner's Report to the trustees of The Parish of Great Berkhamsted, St Peter for the year ended 31 December 2024

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2024 which are set out on pages 11 to 28.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

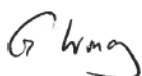
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Gary Wong BFP FCA
Hillier Hopkins LLP
Chartered Accountants
Radius House
51 Clarendon Road
Watford
Herts WD17 1HP
Date: 3 April 2025

PCC of Great Berkhamsted St Peter
Statement of Financial Activities
For the period from 01 January 2024 to 31 December 2024

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Incoming resources					
Incoming resources from generated funds	£0	£0	£0	£0	£0
Voluntary income	£146,806	£41,199	£10,247	£198,252	£219,744
Activities for generating funds	£0	£2,013	£0	£2,013	£4,403
Investment income	£40,065	£4,689	£302	£45,056	£41,183
Incoming resources from charitable activities	£21,787	£0	£962	£22,749	£21,193
Other incoming resources	£830	£335	£0	£1,165	£6,150
Total income	£209,488	£48,236	£11,511	£269,235	£292,673
Resources used					
Cost of generating funds	£6,151	£0	£0	£6,151	£5,812
Cost of generating voluntary income	£5,335	£427	£0	£5,762	£6,505
Fundraising trading cost of goods sold and other costs	£0	£0	£0	£0	£0
Investment management costs	£0	£0	£0	£0	£0
Charitable activities	£198,366	£9,559	£2,130	£210,055	£247,177
Governance costs	£3,000	£0	£0	£3,000	£2,640
Other resources used	£0	£0	£0	£0	£0
Total expenditure	£212,852	£9,986	£2,130	£224,968	£262,134
Net income / (expenditure) resources before transfer	-£3,364	£38,250	£9,381	£44,267	£30,539
Transfers					
Gross transfers between funds - in	£20,208	£11,829	£0	£32,037	£50,380
Gross transfers between funds – out	-£13,853	-£18,184	£0	-£32,037	-£50,380
Other recognised gains / losses	£0	£0	£0	£0	£0
Gains/losses on investment assets	£0	£0	£0	£0	£0
Gains on revaluation, fixed assets, charity's own use	£0	£41,000	£0	£41,000	-£51,000
Net movement in funds	£2,991	£72,895	£9,381	£85,267	-£20,461
Reconciliation of funds					
Total funds brought forward	£30,916	£1,668,283	£22,932	£1,722,131	£1,742,592
Total funds carried forward	£33,907	£1,741,178	£32,313	£1,807,398	£1,722,131

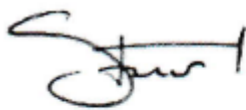
There may be minor discrepancies in the totals as the pence are not being shown

PCC of Great Berkhamsted St Peter

Balance Sheet (Separate funds)

	General	Designated	Restricted	At 31/12/2024 £	At 31/12/2023 £
Fixed assets					
Tangible Assets	£800	£1,584,000	-	£1,584,800	£1,544,200
	£800	£1,584,000	-	£1,584,800	£1,544,200
Current assets					
Cash At Bank And In Hand	£35,867	£157,393	£34,153	£227,413	£182,108
	£35,867	£157,393	£34,153	£227,413	£182,108
Liabilities					
Creditors: Amounts Falling Due In One Year	£2,760	£214	£1,841	£4,815	£4,177
	£2,760	£214	£1,841	£4,815	£4,177
Net current assets less current liabilities	£33,107	£157,179	£32,312	£222,598	£177,931
Total assets less current liabilities	£33,907	£1,741,179	£32,312	£1,807,398	£1,722,131
Liabilities	-	-	-	-	-
Total net assets less liabilities	£33,907	£1,741,179	£32,312	£1,807,398	£1,722,131
Represented by					
Unrestricted					
Unrestricted - General Fund	£33,907	-	-	£33,907	£30,916
Designated					
Designated - 800th	-	£2,964	-	£2,964	£11,856
Designated - Buildings Fund	-	£29,567	-	£29,567	£32,341
Designated - St Peters Choir	-	£1,085	-	£1,085	£570
Designated - Church Roof	-	£14,741	-	£14,741	£6,070
Designated - Coronation	-	£735	-	£735	£830
Designated - Legacy	-	£103,051	-	£103,051	£69,197
Designated - Little Fishes	-	£2,355	-	£2,355	£1,787
Designated - Parish Magazine	-	£2,536	-	£2,536	£2,488
Designated - Property	-	£1,584,000	-	£1,584,000	£1,543,000
Designated - Social Committee	-	£145	-	£145	£145
Restricted					
Restricted - Church Roof	-	-	£31,677	£31,677	£22,873
Restricted - Flower Fund	-	-	£635	£635	£58
Restricted - Agency collection	-	-	-	-	-
Fund Totals	£33,907	£1,741,179	£32,312	£1,807,398	£1,722,131

The Trustee Report and Accounts for 2024 were approved by the PCC at its meeting on 1st of April 2025



Revd Stuart Owen, Rector



Mike Below, Hon Treasurer, 2024

Dated 2. iv. 25

Financial Report for the year ended 31 December 2024

Financial responsibilities of trustees

The PCC is responsible for preparing annual financial statements in accordance with Charity law which give a true and fair view of the affairs of the PCC and of its financial activities. In summary, Trustees financial responsibilities are to:

- Evidence the trustees' responsibility for public accountability and Stewardship.
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.
- Keep 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.
- Safeguard the assets of the PCC and take reasonable steps for the prevention and detection of fraud or other irregularities.
- Maintain reserves at an adequate level appropriate to the Charity objectives and responsibilities.

Accounting standards

Accounts have been prepared on the going concern basis in accordance with relevant requirements of the Charities Act 2011, the Church Accounting Regulations 2006, the Charities Statement of Recommended Practice 2015 (SORP 2015) and the Financial Reporting Standard 102 (March 2018).

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

Eligibility for Independent Examination and application of Small Entity Accounting Standards.

For the year ending 31st December 2024, the charity has a turnover of less than £10.2m, it has less than £5.1m on its balance sheet and it employs less than 50 staff. The charity therefore qualifies to prepare its Report and Accounts in compliance with the Accounting Standards for Smaller Entities (FRS 102, 1a). In accordance with FRS 102 and the Charities SORP 2015 the charity is not required to commission a formal audit and may rely upon Independent Examination of its Annual Report and Accounts.

Risk management

The PCC considers that there is no significant risk of material adjustments to transactions relating to the current or previous reporting periods.

Day to day operational risks are managed in an appropriate and proportionate manner in accordance with recognised best practice.

An important operational risk is potential loss of computer data which would severely reduce the PCC's ability to function. Reputable security software is installed on computer equipment and important computer data is stored and automatically backed-up off-site.

The accounting records are managed by DataDevelopments who provide the MyFundAccounting system as software as a service.

The greatest financial risk is inadequate General fund cash flow to support regular commitments. Projections of the financial outlook have been prepared to inform the PCC of potential risks and contingency actions identified. Monthly cash flow summaries for fund and the Buildings fund will continue to be circulated to the PCC with supporting commentaries as appropriate.

Remuneration

Staff (note 12)

During 2024, the PCC has employed one person to staff the Parish Office from Monday to Friday, and two musicians (the Director of Music and the church organist). The PCC offers all employees membership of a workplace pension in accordance with the Pensions Act 2008.

Trustees

Clergy are employed by the Diocese of St Albans and receive no additional remuneration from the PCC. Members of the PCC are not remunerated for their services as Trustees. During 2024, no Trustee has been employed by the PCC.

Parochial church services

The church offers individual trained members of the church to provide assistance and support to parochial church services such as weddings and funerals. Examples include bellringers, vergers and musicians. This assistance and support is paid for by the people commissioning the services concerned (such as wedding couples and families for funerals), and not by the charity. Parochial fees are set out in a schedule approved by the PCC. The PCC collects Parochial fees on behalf of the people concerned and holds funds in an agency account where they are not counted as PCC assets, until they are disbursed.

Related Party Transactions

All trustees have confirmed that neither they, nor any of their relatives, nor any company in which they have financial interests, have been party to any PCC transactions in the year ending 31st December 2024. No trustees have any financial interests in any PCC assets.

Trustee Donations

Details of all personal donations are confidential to the parish Planned Giving Co-ordinator and the Treasurer, including those of PCC members and their families. Donations to the charity made by trustees and their family members are typical of donations made by the church congregation as a whole.

Reimbursement of expenses (note 13)

Clergy, employees and trustees may incur out-of-pocket expenses on behalf of the PCC which are reimbursed against reasonable evidence of payment. The total of unclaimed trustee expenses is considered to be immaterial.

Going Concern basis for accounts

The charity's financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have also considered the balance of funds held, and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. Trustees consider that reserves and the expected levels of income and expenditure are sufficient to enable the charity to continue as a going concern.

There are no matters to bring to the attention of the Charity Commission or the Diocese of St Albans, and no post balance sheet events are to be noted.

Notes to accompany the SOFA and Balance Sheet

1. Fixed Assets
2. Cash investments
3. Accrued assets and liabilities
4. Reserves
5. Incoming resources
6. Expended resources
7. Cash flow statement
8. Donated income and Gift Aid
9. Legacies
10. Investment income
11. Outward giving
12. Employment costs and pension scheme
13. Reimbursement of expenses
14. Professional fees
15. Fund management

1 Fixed assets

Property

Property assets are as follows.

a) Consecrated and benefice property including St Peter's Church and the Rectory Lane Cemetery. These are not included in the accounts in accordance with sections 10(2) to 10(4) of the Charities Act 2011. The PCC has maintenance responsibility for these properties and for ensuring that they are adequately insured.

b) The Court House. The PCC considers that the potential market value of the Court House, and the costs of a potential sale, would depend heavily on several important considerations none of which can be reliably identified nor assessed in advance. This property is therefore valued at zero for the purposes of the accounts.

c) Movable church furnishings held by the Rector and Church Wardens on special trust for the PCC, and which require a faculty for disposal. These are inalienable property, listed in the church inventory, which can be inspected by arrangement at any reasonable time. These assets are valued at zero.

d) Residential property consisting of the Court House Cottage and All Saints House. During the year ending 31st December 2024 both properties have been rented on the open market. The combined fair market value of residential property has been revalued upwards by £41,000 in December 2024 in line with the Land Registry UK House Price Index ([UK House Price Index summary: November 2024 - GOV.UK](#)) – the value used is that for November 2024. The November figure has been used because when this report was prepared the December figure was not yet available. The revised asset value is £1.584m

All expenditure incurred on PCC property, whether for maintenance or improvement, is written off.

Insured value

As at 31st December 2024 PCC property and contents are insured for a total replacement cost of approximately £35.2m, £31.9m of which relates to St Peter's church.

Other fixed assets

Fixed assets with a purchase price of £1,000 or less are written off when the asset is acquired. Other fixed assets, such as office and kitchen equipment, with a purchase price greater than £1,000, are depreciated on a straight-line basis over 5 years unless the PCC determines otherwise.

Asset revaluations

Property		
Property at fair market value at 31st December 2023		£1,543,000
Additions and disposals during 2024	Nil	
Revaluation at October 2024 (gain in value)	£41,000	
Property at estimated fair market value at 31 st December 2024		£1,584,000
Office and kitchen equipment		
Equipment at 31st December 2023 (dishwasher)		£1,200
Additions and disposals during 2024	Nil	
Depreciation during 2024	£400	
Net book value at 31st December 2024		£800

2 Cash investments

PCC policy is to hold cash in excess of that required for day-to-day activities, but likely to be required at call, in a CCLA CBF cash deposit account. This account is considered to represent no investment risk to the PCC. Funds can be accessed within 10 working days. Cash which the PCC considers is likely to be required in more than 1 year but less than 5 years is invested in term deposit accounts selected by reference to the return offered and finance industry risk ratings. As at 31st December 2024 no such term deposit accounts were held.

3 Accrued assets and liabilities

Accrued assets

As at 31st December 2024 the PCC has no debtors or accrued assets.

Accrued liabilities

As at 31st December 2024 the PCC has £2,974 accrued liabilities (for payment of the Independent Examination fees and an outstanding invoice with Techfix for looking at the nave lights), and no contingent liabilities.

4 Reserves

PCC policy is, if possible, to maintain a minimal but sufficient General fund cash balance to cover expected day to day transactions. During 2024 there has been a policy of steadily reducing the cash balance held in immediately accessible accounts, which has reduced the maximum held in the account during a month from £138,000 to a low of £33,000 (the minimum balance during any month in 2024 was £14,000). The excess funds have been transferred to an account providing a better rate of interest.

Monthly committed donated income and Gift Aid is approximately £16,250. Before transfers, the end of year General fund balance is approximately £34,000. PCC policy is to determine no formal reserve policies for other funds since these would serve no useful management purposes.

5 Incoming resources

All income is recognised upon receipt of that income by the PCC, and is accounted for gross. The value of the very considerable amount of time and expertise given free of charge by volunteer members of the congregation in a wide variety of ways is not quantified.

6 Expended resources

Expenditure is recognised when it is incurred and is accounted for gross. Parish support costs are not apportioned to specific activities. Grants and donations are recognised when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC.

7 Cash Flow Statement

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2024	31/12/2023
	£	£	£	All funds £	All funds £
Cash flows from operating activities					
Fund income from SOFA	£209,488	£48,236	£11,511	£269,235	£292,673
Less investment (rental) income	-£38,845	£0	£0	-£38,845	-£39,239
Less bank interest	-£1,220	-£4,689	-£302	-£6,211	-£1,943
Less increase in debtors	£0	£0	£0	£0	£0
Cash income from operating activities	£169,423	£43,547	£11,209	£224,179	£251,491
Fund expenditure from SOFA	£212,852	£9,986	£2,130	£224,968	£262,134
less increase in creditors	£48	-£214	-£472	-£638	-£65
less depreciation	-£400	£0	£0	-£400	-£400
Cash expenditure on operating activities	£212,500	£9,772	£1,658	£223,930	£261,669
Net cash provided by (used in) operating activities	-£43,077	£33,775	£9,551	£249	-£10,178
Reconciliation of movement in funds to net operating cash flows					
Net movement in funds as reported in the SOFA	£2,991	£72,895	£9,381	£85,267	-£20,461
Less investment (rental) and interest	-£40,065	-£4,689	-£302	-£45,056	-£41,182
Less revaluation of property assets	£0	-£41,000	£0	-£41,000	£51,000
Less cash fund transfer in	-£20,208	-£11,829	£0	-£32,037	-£50,380
Plus cash fund transfer out	£13,853	£18,184	£0	£32,037	£50,380
Depreciation charges	£400	£0	£0	£400	£400
Decrease in Debtors	£0	£0	£0	£0	£0
Plus increase in creditors	-£48	£214	£472	£638	£65
Net cash provided by (used in) operating activities	-£43,077	£33,775	£9,551	£249	-£10,178
Cash flows from investments and interest					
Rental income	£38,845	£0	£0	£38,845	£39,239
Bank interest	£1,220	£4,689	£302	£6,211	£1,943
Equipment purchase	£0	£0	£0	£0	£0
Net cash flows from investments and interest	£40,065	£4,689	£302	£45,056	£41,182
Net change in cash from operating activities, investments and int	-£3,012	£38,464	£9,853	£45,305	£31,004
Reconciliation of net cash flows from operating activities with cash at bank and in hand					
Change in cash during 2024 before interfund transfers	-£3,012	£38,464	£9,853	£45,305	£31,004
Cash at bank and in hand brought forward from 2023	£32,524	£125,284	£24,300	£182,108	£151,104
Plus cash transfers in during 2024	£20,208	£11,829	£0	£32,037	£50,380
Less cash transfers out during 2024	-£13,853	-£18,184	£0	-£32,037	-£50,380
Cash at bank and in hand reported in Balance Sheet	£35,867	£157,393	£34,153	£227,413	£182,108
Analysis of cash and cash equivalents					
Cash at banks and in hand	£35,867	£157,393	£34,153	£227,413	£182,108
Notice deposits	£0	£0	£0	£0	£0
Overdraft facilities	£0	£0	£0	£0	£0
Total cash and cash equivalents	£35,867	£157,393	£34,153	£227,413	£182,108

8 Donated Income and Gift Aid

Donated income and Gift Aid

Total donations received during 2024 from all sources, across all funds and for all purposes, including Gift Aid, is £164,163. Gift Aid received represents 20% of this total.

Each year a large proportion of the donations are made as regular gifts with certain ones being “one offs” or occasional. Some of these one offs are very significant (\geq £500) and come for a specific purpose eg maintenance of the Church roof or the bells. In the table below all identified one off donations, large or small, have been excluded from the totals for “Planned Stewardship direct to PCC” and “Planned Stewardship through PGS” and the associated gift aid lines. This allows for a fair comparison with 2023.

Source	2024		2023	
All donations excluding Gift Aid				
Planned Stewardship direct to PCC	£29,734		£32,748	
Planned Stewardship through PGS	£70,122		£68,289	
Other one off donations	£1,196			
Donations specifically to the buildings fund	£891			
Donations specifically to the roof fund	£16,140			
		£118,083		£101,037
Other gifting mechanisms				
Donr	£10		£52	
Easyfundraising	£188			
Give A Little	£675		£2,460	
Goodbox	£1,477		£1,266	
Sumup	£1,957		£304	
Sunday collections and other bits	£9,620		£6,780	
		£13,927		£10,862
Total donations excluding Gift Aid		£132,010		£111,899
Gift Aid received				
Planned stewardship claimed by PCC	£8,885		£7,796	
Planned stewardship received through PGS	£17,051		£16,580	
GASDS*	£6,217			
Total Gift Aid		£32,153		£24,376
Total donated income		£164,163		£136,275

* GASDS is the Gift Aid Small Donations Scheme whereby gift aid can be reclaimed on small donations.

For Stewardship direct to the PCC, the donations line shows the income that was transferred to the PCC account during 2024. The gift aid figure shows the amount of gift aid that was received from HMRC during 2024.

For Stewardship through PGS, the donation and gift aid lines show the amounts that were transferred to the PCC through the scheme during 2024. The donations transfer occurs within the first 10 days of the following month of the donation, and the gift aid transfer normally follows about 10 days later.

9 Legacies

During 2024 the PCC received legacies totalling £30,678.

10 Investment income

Investment income in 2024 consists of:

- a) Interest of £6,212 earned on cash deposits with CCLA and CAF Bank (2023: £1,943)
- b) £16,452 from rental of Court House Cottage (2023: £14,256)
- c) £22,392 from rental of All Saints House (2023: £24,983)

11 Outward giving

During 2024 the parish made donations totalling £2,964 to external charities

12 Employment costs and pension scheme

Total employment costs in 2024 are £30,968 including salaries, pension contributions, income tax and National Insurance. The PCC has no liability for post-employment or post-retirement benefits.

Pension scheme – Church Workers’ Pension Fund Pension Builder 2014

In accordance with the Pensions Act 2008, the PCC offers all employees membership of a pension scheme, specifically the Church Workers’ Pension Fund - Pension Builder 2014. This is administered by the Church of England Pensions Board. In accordance with financial reporting standards the Board has prepared the following disclosure notice for the year ending 31st December 2024.

The charity participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic, and,
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS102. This is because it is not possible to attribute the Pension Builder Scheme’s assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution

scheme. The pensions costs charged to the SOFA in the year are the contributions payable (2024: £383, 2023: £292).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a surplus of £34.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2025, the Board chose to grant a discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 2.7% (where usually it would be calculated based on inflation up to 2.5%) This followed improvements in the funding position over 2024. There is no requirement for deficit payments at the current time.

The next valuation is due at 31 December 2025.

For the Pension Builder 2014 section, the valuation revealed a surplus of £8.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

13 Reimbursement of expenses

During 2024 expense reimbursements are as follows.

Group	Total reimbursements
Members of the clergy	£766
Trustees	£629
Office expenses	£0
Others	£1,327
Total	£2,722

The highest reimbursement of expenses to a non-trustee is £576. The PCC has made no loans to trustees or staff.

14 Professional fees

During 2024 the PCC has accrued a total of £2,760 for professional fees.

15 Fund management

During 2024 the PCC has operated fifteen funds which are set out below, the Parish Magazine Fund is inactive but has a balance. The PCC holds no Endowment funds.

Unrestricted funds

General fund - receives the regular income of the PCC and is used for normal operating and recurring expenses including insurance, utility, administration and housekeeping costs.

Designated unrestricted funds

800th fund - to hold funds for activities and events for the 800th anniversary of St Peter's church in 2022. This is in the process of being wound down.

Building fund – to support general property maintenance and improvements.

Choir fund – to hold monies that were previously in the Choir bank account and which are for the benefit of the choir.

Church roof fund – holds money received and which the PCC or the church has set aside for resolving the challenges with the Church roof

Coronation fund – to manage funds received and spent on project associated with the Coronation.

Festival of Light fund – to manage funds received and spent for the Festival of Light.

Legacy fund – to hold all legacies bequeathed to the PCC. All money received from legacies is accounted for through this fund.

Little Fishes – to support the Little Fishes children’s group.

Parish Magazine fund – to support the production and distribution of the parish magazine, “Your Berkhamsted”.

Property fund – represents the fair value to the PCC of the properties held for the benefit of the PCC. The properties are legally vested in the Diocesan Board of Finance as Custodian Trustee.

Social Committee fund – to manage the income and expenditure associated with the running of various social events during the year.

Restricted funds

Flower fund – holds money received for the provision of flowers in St Peter’s Church.

Church roof fund – holds money specifically received for resolving the challenges with the Church roof

St Peter’s Church Fabric fund – holds funds specifically donated for the maintenance and renovation of St Peter’s Church (as distinct from funds available for general property support). Again, these funds have been moved to the Church Roof fund.

Inactive funds with zero balances and no transactions during 2024.

Clergy Support fund

Court House fund

Court House Restricted fund

Cowper Society

Organ Appeal fund

Petertide

Rectory Lane Cemetery Project Contingency

Refugee Fund

Restricted fund

St Catherine Chapel Fund

Agency funds

These hold monies collected by the PCC acting as agent for independent organisations and individuals. No formal Agency Agreements are in place.

Independent organisations include charities and the Diocese of St Albans. Money held for charities is usually collected during church services such as funerals, or in “red bucket” appeals on behalf of specified charities. The PCC ensures that the identities of the charities concerned are made clear to church congregations at the time of the collection.

Money collected on behalf of the Diocese consists of fees for parochial church services such as weddings and funerals.

Money collected on behalf of individuals includes fees due to musicians, bell ringers and church vergers for optional services provided at weddings or other special events. These fees are paid by those commissioning the services concerned and not by the PCC.

These funds are referred to collectively as “Agency Funds”. They are not PCC assets although they generally reside temporarily in PCC bank accounts until disbursed, which the PCC aims to complete promptly. The Balance Sheet shows the value of Agency funds held at year end. During 2024 the PCC has collected and disbursed £10,500 through Agency funds.

[Fund movement summary](#)

PCC of Great Berkhamsted St Peter
Fund movement summary
Selected period: 01 January 2024 to 31 December 2024

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
800th - 800th	£11,856	-	£2,964	-£5,928	-	£2,964
Buildings - Buildings Fund	£32,341	£3,275	£6,049	-	-	£29,567
Choir - St Peters Choir	£570	£964	£449	-	-	£1,085
Church Roof - Church Roof	£28,943	£19,183	£1,708	-	-	£46,418
Coronation - Coronation	£830	-	£93	-	-	£737
Fest Light - Festival Of Light	-	£853	£427	-£426	-	-
Flower - Flower Fund	£58	£999	£422	-	-	£635
Legacy - Legacy	£69,197	£33,854	-	-	-	£103,051
LitFsh - Little Fishes	£1,787	£568	-	-	-	£2,355
Magazine - Parish Magazine	£2,488	£47	-	-	-	£2,535
Property - Property	£1,543,000	-	-	-	£41,000	£1,584,000
SocComm - Social Committee	£145	-	-	-	-	£145
General - General fund	£30,916	£209,488	£212,852	£6,354	-	£33,906
Totals	£1,722,131	£269,231	£224,964	-	£41,000	£1,807,398

Statement of Assets and Liabilities

PCC of Great Berkhamsted St Peter

Statement of Assets and Liabilities (by fund)

As at: 31 December 2024

		Balance	Previous balance
Tangible Assets			
Property			
Property	Designated	£1,584,000.00	£1,543,000.00
		£1,584,000.00	£1,543,000.00
Equipment			
General fund	Unrestricted	£800.00	£1,200.00
		£800.00	£1,200.00
	Tangible Assets	£1,584,800.00	£1,544,200.00
Cash At Bank And In Hand			
NatWest Current xx266			
General fund	Unrestricted	£10.00	£10.00
		£10.00	£10.00
CAF Bank Account 00030116			
800th	Designated	-	£11,856.11
Buildings Fund	Designated	£382.53	£32,341.57
St Peters Choir	Designated	£1,084.85	£570.55
Church Roof	Designated	£163.52	£6,069.82
Church Roof	Restricted	£375.03	£22,873.19
Coronation	Designated	-	£830.03
Flower Fund	Restricted	£635.35	£58.34
Legacy	Designated	-	£13,475.54
Little Fishes	Designated	£2,354.84	£1,786.45
Parish Magazine	Designated	-	£2,487.90
Social Committee	Designated	£145.00	£145.00
General fund	Unrestricted	£13,576.20	£32,503.58
Agency collection	Restricted	£1,840.51	£1,368.97
		£20,557.83	£126,367.05
CCLA Account 632232001D			
800th	Designated	£2,964.00	-
Buildings Fund	Designated	£29,399.01	-
Church Roof	Restricted	£31,301.90	-
Church Roof	Designated	£14,577.86	-
Coronation	Designated	£735.04	-
Legacy	Designated	£103,050.60	£55,720.50
Parish Magazine	Designated	£2,535.79	-
General fund	Unrestricted	£22,270.68	-
		£206,834.88	£55,720.50
NatWest Stewardship Account xx304			
General fund	Unrestricted	£10.00	£10.00
		£10.00	£10.00
	Cash At Bank And In Hand	£227,412.71	£182,107.55

Agency Accounts**Agency collections**

Agency collection	Restricted	£1,840.52	£1,368.98
		£1,840.52	£1,368.98

Agency Accounts**£1,840.52** **£1,368.98****Creditors: Amounts Falling Due In One Year****Accruals**

Buildings Fund	Designated	£214.40	-
General fund	Unrestricted	£2,760.00	£2,807.68
		£2,974.40	£2,807.68

**Creditors: Amounts
Falling Due In One Year****£2,974.40** **£2,807.68****Grand Total****£1,807,397.79** **£1,722,130.89**

Accounts



The Parish Church of
St Peter Great Berkhamsted

2023 Trustees' report

and

Financial Statements

Registered Charity Number 1130108

Address for correspondence

The Parish of Great Berkhamsted
Parish Office, The Court House
Church Lane
Berkhamsted, Hertfordshire
HP4 2AX

Bankers

NatWest Bank Plc.

CAF Bank Ltd

CCLA Investment Management
Ltd

Independent Examiners

Hillier Hopkins LLP
Radius House
51 Clarendon Road
Watford
WD17 1HP

Rector

Revd. Stuart Owen

Church Wardens

Carolynne Charman

Tim Hennessey

Hon. Treasurer

Mike Below

Trustees between 1st of January 2023 up to the data of approval of this report

Ex Officio members

The Revd. Stuart Owen

The Revd. Joe Roberts

Until 31st August 2023

The Revd. John Russell

Church Wardens

Tim Hennessey

Carolynne Charman

Elected members

Astrid Biddle

Until APCM 30th April 2023

Mike Below

Chris Chatterton

David Cooke

Until APCM 30th April 2023

Alan Conway

Until APCM 30th April 2023

Christine Cowie

Until APCM 30th April 2023

Julian Dawson

Carol Dell

Sarah Elder

Hilary Elliott

Oliver Fradgley

Until APCM 30th April 2023

Will Gore

Christopher Green

Mark Grego

Until APCM 30th April 2023

Richard Hackworth

Susan Holmes

Peter Matthews

Until APCM 30th April 2023

Beth Mitchell

From 26th September 2023

Martin Moore

Trustees' report for 2023

The Trustees have pleasure in presenting their Annual Report and Accounts for 2023.

Mr Asadullah Mutaheri and his family from Afghanistan continue to live in the Court House Cottage whilst they try to sort out their future life. The church community has extended its relationship with the South Bucks Jewish Community.

2023 has had its financial challenges but has at the last minute turned out positively, helped by a significant refund on Court House Electricity payments and a legacy donation received in December.

Key numbers for 2023

- The PCC has met on 6 occasions with an average attendance of 81%.
- Total income across all funds is approximately £293,000 (£260,000 in 2022).
- Expenditure across all funds is approximately £262,000 (£252,000 in 2022).
- The total of all PCC funds is approximately £1.72m (£1.74m in 2022). If property assets are excluded, PCC funds amount to approximately £179,000 (£147,000 in 2022).
- Donated income across all funds and for all purposes, including Gift Aid, totals £215,398, representing 74% of all income (62% in 2022).
- Average Sunday attendance is 100 and 4 children (2022: 100 adults and 12 children).
 - The Parish Electoral Roll is 197.
 - St Peter's church conducted 20 funeral services and 3 weddings

Our Parish

The Church of England Parish of Great Berkhamsted is situated in Hertfordshire. The town of Great Berkhamsted is served by churches of all major denominations. There are two churches in the Parish of Great Berkhamsted. One is St Peter's to which this report solely relates. The other is a self-governing Local Ecumenical Partnership between the Anglican Church and the Methodist Church, at All Saints Church in Berkhamsted. St Peter's is part of a Team Ministry alongside four other parishes in nearby villages – St Peter and St Paul in Little Gaddesden, St John the Baptist in Great Gaddesden, St Lawrence in Nettleden, and Holy Trinity in Potten End. Each of these parishes is self-governing. This report concerns the PCC of St Peter's only.

The PCC of St Peter's is a Registered Charity, number 1130108. Its responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints House, and parts of the Rectory Lane Cemetery, all of which are located in Great Berkhamsted.

Our Clergy

The Parish Rector is the Revd. Stuart Owen. Revd. Joe Roberts (who has now moved to another position), Vicar of Holy Trinity church in the nearby village of Potten End, regularly officiates at mid-week services and is responsible for leading the church's representation in our two church schools. The parish benefits from the valued ministry of three retired members of the clergy, Fr Anthony Lathe, Fr David Lawson and Fr Christopher Rogers.

The parish has also been supported by an intern, Beth Mitchell. She is also Assistant Chaplain at Berkhamsted School and we are very grateful to the School for enabling Beth to work with St Peter's.

The clergy are supported by a large number of volunteers including lay ministers, Church Wardens, members of the church choir, Sunday school and youth leaders, as well as many people who serve on committees and assist with administrative and worship tasks.

Our Trustees

All trustees of our charity are members of the PCC. A full list of Trustees is presented above. Each member of the PCC has confirmed that they have reviewed this report and that to the best of their knowledge it is correct, and that there are no additional important matters which should be brought to the attention of the Charity Commission or the Diocese of St Albans.

Major activities and public benefit

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard to the Charity Commission guidance on public benefit. The principal aims of the PCC are to serve its local community by:

- Providing a full programme of public Christian worship.
- Teaching the Christian faith.
- Encouraging and enabling as many people as possible to worship at St Peter's Church and to become members of our church community.
- Offering appropriate pastoral care within the local community.
- Promoting the whole pastoral, evangelistic, ecumenical and social missions of the Church of England.

St Peter's church is open during the day, and we invite all people of any faith or none to come into St Peter's to pray, to seek help and to find peace. Clergy take worship into the church schools, and lay

ministers and others carry worship and pastoral care into private and residential homes. The PCC is pleased to continue to provide meeting space to a local group of Muslims as our guests for weekly prayer. The PCC is also especially pleased to provide living accommodation to an Afghan family, and to support them as they settle into life within our community.

The PCC supports its Christian mission by hiring out the facilities of the Court House and St Peter's Church for public and private events. The Court House is used by children's recreational and teaching groups, and by families for private occasions. It is used for regular church sponsored events such as lunch clubs for the elderly. It is also hired for private business events such as book fairs and charity sales. St Peter's hosts a range of high-quality music concerts and recitals in the church for the benefit of the local community.

The PCC generally receives fees for the use of its facilities but these amount to significantly less than total operating and maintenance costs.

Governance structure and PCC responsibilities

The PCC is a body corporate and is registered as UK charity number 1130108. The Governing documents of the PCC are the Church Representation Rules and the Parochial Church Councils (Powers) Measure 1956. The PCC complies with the Charities Acts 2011 and 2022, appropriate charity accounting and reporting standards, and the management procedures of the Church of England. Annual PCC accounts are subject to Independent Examination.

Members of the PCC for the year ending 31st December 2023 are listed above. Elected members are appointed by the Annual Parochial Church Meeting (APCM) for three years. The PCC has no corporate trustees and no trustees hold title to any PCC properties.

Copies of the minutes of the PCC meetings are available for reference on the St Peter's church website <http://www.stpetersberkhamsted.org.uk/groups/pcc>.

Trustee induction and training

New members of the PCC are provided with copies of recent accounts and meeting minutes. Significant changes in legislation are brought to the attention of the PCC from a variety of sources including regular mailings from the St Alban's Diocese and the Charity Commission. PCC members with specific responsibilities may attend relevant training courses offered by the Diocese and others as appropriate.

Management responsibilities

The PCC is ultimately responsible for the conduct and management of the charity, but the majority of day-to-day management decisions are taken by the following members of the PCC, and subsequently ratified by the PCC if appropriate.:

- Rector of the Parish of Great Berkhamsted (Revd. Stuart Owen),
- Church Wardens (Tim Hennessey and Carolynne Charman),
- Hon Treasurer (Mike Below), and
- Chairman of the Buildings Committee (Carolynne Charman).

The PCC delegates responsibility for church music to the Director of Music (Adrian Davis), who is not a trustee.

Committees

Selected PCC activities are delegated to sub-committees which meet as required between full meetings of the Council. Reports of their activities are received and discussed at PCC meetings as appropriate, and reports of committee activities are presented to the APCM.

In addition to those listed below, informal groups are convened to manage specific parish events as appropriate.

The principal committees are as follows.

Buildings Committee

The Buildings Committee plans and oversees the maintenance and development of all properties which fall within the responsibility of the PCC. Faculty authorisation for work is obtained from the Diocese of St Albans as appropriate.

Members of this committee provide significant efforts to maintain the various properties whether this is painting, gardening or more significant activity. They also liaise with professionals that are brought in to perform specific maintenance activities.

Pastoral Group

The Pastoral Group supports and visits members of the parish with pastoral needs, including bereavement support.

Standing Committee

This committee is required by law. It consists of the stipendiary clergy, the two Church Wardens, deputy Church Wardens if they are appointed, the honorary treasurer and the honorary secretary. It has the power to transact the business of the PCC between its meetings.

Your Berkhamsted Committee

This committee and the activities of the magazine are temporarily on hold whilst its future is considered. Thanks are due to Jackie Hicks as the most recent editor for the effort that she has put in to continue the creation of the parish magazine.

Parish staff, and volunteers

During 2023, administrative support to the PCC has been provided by Robin McMorran, Parish Administrator.

Church music has been led by our Director of Music, Adrian Davis, supported by our Organist Chris Beauchamp, both are paid fees for their professional services.

The work of the whole church in every area of activity is supported by many unpaid volunteers who receive only out of pocket expenses. The PCC is very grateful and appreciative of the untiring and voluntary support to the mission of the church. Since the life of the church is defined through these donations of time and talents, the PCC considers that it would be inappropriate to quantify them across the whole church community. However, a reasonable and conservative estimate of the total contribution donated by members of the PCC alone has been and remains in the region of 500 person-days per year.

Safeguarding and Compliance

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and has appointed a Safeguarding Officer (with an assistant), and the PCC has implemented controls and procedures to comply with the General Data Protection Regulations. Clergy and Trustees attend relevant

safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

Related organisations

The Parish of Great Berkhamsted is not a parent or subsidiary undertaking of any other organisation and is not in an Associate, Joint Venture or Joint Arrangement relationship with any other organisation. However, the PCC is active within the local community in several ways and the following allied self-governing organisations may be noted.

Church schools

Rob Halls was Executive Headteacher of the Castle CE Federation for a significant proportion of the year but has now been replaced by Beccy Roberts who took up her position in January 2024, we wish Rob well in his new role elsewhere.

The Castle Church of England Federation is a partnership of two Church of England schools within the parish of St Peter's, and supported by the PCC:

- a) Thomas Coram Church of England School, Head of School Lucy Hill.
- b) Victoria Church of England Infant and Nursery School, Head of School Lisa Freeman.

Beccy Roberts is the Executive Headteacher of the Castle CE Federation.

All Saints Church

All Saints Church, Berkhamsted (Registered Charity Number 1153162) is an Anglican/Methodist Local Ecumenical Partnership (LEP). The LEP is administered as part of the West Hertfordshire and Borders Methodist Circuit and is also part of the Parish of Great Berkhamsted. Ultimate responsibility for the management of All Saints Church lies with the Anglican Methodist Association (Berkhamsted) Ltd (Registered Charity Number 280703 and Company number 01493109). All day-to-day management responsibility is delegated to the All Saints Council which is funded directly by the All Saints congregation.

The Friends of St Peter's

The object of the Friends of St Peter's Great Berkhamsted (Registered Charity Number 1160314) is the preservation, repair, maintenance and improvement of the fabric of St Peter's Church and associated Churchyards, the Court House, the Court House Cottage and Rectory Lane Cemetery.

Other local charities

The PCC nominates trustees for some independent local charities.

Property

As well as the core properties of the Church and the Court House, the PCC owns two residential properties, All Saints House and Court House Cottage.

St Peter's Church and the Court House

St Peter's Church is a Grade II* listed building parts of which date from the thirteenth century. The Court House is a Grade II listed building that dates from the sixteenth century. Maintenance of these important properties is a continuing and generally expensive responsibility. The PCC sets money aside for routine building maintenance in a (Designated) Building fund.

All Saints House

All Saints House is rented on the open market, and the regular income provided is important to the charity. A local estate agent, Ashtons, is employed to manage tenancies and the property itself.

Court House Cottage

The Court House Cottage is separate from but adjacent to the Court House. The Court House Cottage is let through Hertfordshire County Council to a family of Afghan Refugees and managed by members of the PCC and the Buildings Committee. The charity is delighted to be able to provide accommodation for this family.

Principal plans, constraints and risks

The PCC aims to strengthen resources and develop skills in order to successfully to grow church membership and to serve the community well in the foreseeable future. PCC initiatives are constrained by available funds. In addition to the traditional method of donating through bank Standing Orders, significant donations are also received through the Parish Giving Scheme (PGS) which provides administrative and financial advantages to the PCC. During 2023 donations have also been made through on-line services available through the parish website, text-giving (Donr), Easyfundraising, and through contactless donation terminals deployed in church and at parish events. The PCC encourages all donors to Gift Aid their donations.

The average age of the congregation continues to increase, with associated medium to long term risks of reducing donated income and reducing numbers of volunteers for some roles. The PCC is attempting to address these risks by encouraging new members and through outreach to the community.

Property maintenance and development is limited by funds available for building work, these funds are allocated to projects according to practical priorities and available resources. It is therefore sometimes necessary to postpone lower priority, but nevertheless important, work and the PCC recognises the potential risks entailed. The Buildings Committee has managed to reduce the scale of the outstanding minor task list, and many thanks are due to Stephen Lally for his work there.

Continuing finance concerns relate to the costs of providing the various utilities and the continued failure of the Church boiler to operate effectively. This latter point is causing challenges in maintaining lettings of the Church facilities. The charity buys energy on annual fixed price contracts using the Energy Basket scheme managed by Parish Buying. The costs involved with the provision of gas and electricity remain high but were reduced significantly with the renewal of the contract in October. Because of the built-in price advantages of this scheme the charity does not benefit from government energy price caps. Following the decision in 2022 to massively reduce the provision of heating in the Church, energy bills were limited to a fair degree, but that decision has now been reversed. As mentioned above, the challenges with the boiler system have meant that the change in temperature has not been as great as had been hoped.

PCC policy is to manage normal business risks in line with best practice. The charity has not suffered any material damage due to failures of, or inadequate management of, controls.

Independent Examiner's Report to the trustees of The Parish of Great Berkhamsted, St Peter for the year ended 31 December 2023

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2023 which are set out on pages 11 to 27.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:

Hillier Hopkins LLP

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Gary Wong BFP FCA

Hillier Hopkins LLP
Chartered Accountants

Radius House

51 Clarendon Road

Watford

Herts WD17 1HP

Date 25-04-2024 | 11:57 BST

PCC of Great Berkhamsted St Peter

Statement of Financial Activities

For the period from 01 January 2023 to 31 December 2023

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	£218,047	£1,697	-	£219,744	£194,920
Activities for generating funds	£7,637	-£3,234	-	£4,403	£26,173
Investment income	£41,183	-	-	£41,183	£24,147
Incoming resources from charitable activities	£20,843	£350	-	£21,193	£14,097
Other incoming resources	£6,150	-	-	£6,150	£336
Total income	£293,860	-£1,187	-	£292,673	£259,673
Resources used					
Cost of generating funds	£5,812	-	-	£5,812	£13,252
Cost of generating voluntary income	£6,505	-	-	£6,505	£15,703
Fundraising trading cost of goods sold and other costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Charitable activities	£246,814	£363	-	£247,177	£220,318
Governance costs	£2,640	-	-	£2,640	£2,400
Other resources used	-	-	-	-	-
Total expenditure	£261,771	£363	-	£262,134	£251,673
Net income / (expenditure) resources before transfer	£32,089	-£1,550	-	£30,539	£8,000
Transfers:					
Gross transfers between funds – in	£28,084	£22,296	-	£50,380	£20,270
Gross transfers between funds – out	-£43,260	-£7,120	-	-£50,380	-£20,270
Other recognised gains / losses					
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-£51,000	-	-	-£51,000	£106,080
Net movement in funds	-£34,087	£13,626	-	-£20,461	£114,080
Reconciliation of funds					
Total funds brought forward	£1,733,287	£9,305	-	£1,742,592	£1,628,512
Total funds carried forward	£1,699,199	£22,932	-	£1,722,131	£1,742,592

PCC of Great Berkhamsted St Peter

Balance Sheet (Separate funds)

	General	Designated	Restricted	Endo wment	At 31/12/2023 £	At 31/12/2022 £
Fixed assets						
Tangible Assets	£1,200	£1,543,000	-	-	£1,544,200	£1,595,600
	£1,200	£1,543,000	-	-	£1,544,200	£1,595,600
Current assets						
Cash At Bank And In Hand	£32,524	£125,283	£24,301	-	£182,108	£151,104
	£32,524	£125,283	£24,301	-	£182,108	£151,104
Liabilities						
Creditors: Amounts Falling Due In One Year	£2,808	-	£1,369	-	£4,177	£4,112
	£2,808	-	£1,369	-	£4,177	£4,112
Net current assets less current liabilities						
	£29,716	£125,283	£22,932	-	£177,931	£146,992
Total assets less current liabilities						
	£30,916	£1,668,283	£22,932	-	£1,722,131	£1,742,592
Liabilities						
	-	-	-	-	-	-
Total net assets less liabilities						
	£30,916	£1,668,283	£22,932	-	£1,722,131	£1,742,592
Represented by						
Unrestricted						
Unrestricted - General Fund	£30,916	-	-	-	£30,916	£13,993
Designated						
Designated - 800th Designated - Buildings Fund	-	£11,856	-	-	£11,856	£12,306
Designated - St Peters Choir	-	£32,342	-	-	£32,342	£41,858
Designated - Church Roof	-	£571	-	-	£571	-
Designated - Church Roof	-	£6,070	-	-	£6,070	-
Designated - Coronation	-	£830	-	-	£830	-
Designated - Legacy	-	£69,196	-	-	£69,196	£67,115
Designated - Little Fishes Designated - Parish Magazine	-	£1,786	-	-	£1,786	£1,456
Designated - Parish Magazine	-	£2,488	-	-	£2,488	£2,558
Designated - Property Designated - Social Committee	-	£1,543,000	-	-	£1,543,000	£1,594,000
Designated - Social Committee	-	£145	-	-	£145	-
Restricted						
Restricted - St Catherine Chapel	-	-	-	-	-	£6,000
Restricted - Church Roof	-	-	£22,873	-	£22,873	-
Restricted - Flower Fund	-	-	£58	-	£58	£72
Restricted - St Peters Church Fabric Fund	-	-	-	-	-	£3,234
Restricted - Agency collection	-	-	-£0	-	-£0	-£0
Fund Totals	£30,916	£1,668,283	£22,932	-	£1,722,131	£1,742,592

The Trustee Report and Accounts for 2023 were approved by the PCC at its meeting on 21 April 2024



Revd Stuart Owen, Rector



Mike Below, Hon Treasurer, 2023

Dated 23. iv. 24

Financial Report for the year ended 31 December 2023

Financial responsibilities of trustees

The PCC is responsible for preparing annual financial statements in accordance with Charity law which give a true and fair view of the affairs of the PCC and of its financial activities. In summary, Trustees financial responsibilities are to:

- Evidence the trustees' responsibility for public accountability and Stewardship.
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.
- Keep 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.
- Safeguard the assets of the PCC and take reasonable steps for the prevention and detection of fraud or other irregularities.
- Maintain reserves at an adequate level appropriate to the Charity objectives and responsibilities.

Accounting standards

Accounts have been prepared on the going concern basis in accordance with relevant requirements of the Charities Act 2011, the Church Accounting Regulations 2006, the Charities Statement of Recommended Practice 2015 (SORP 2015) and the Financial Reporting Standard 102 (March 2018).

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

Eligibility for Independent Examination and application of Small Entity Accounting Standards. For the year ending 31st December 2023, the charity has a turnover of less than £10.2m, it has less than £5.1m on its balance sheet and it employs less than 50 staff. The charity therefore qualifies to prepare its Report and Accounts in compliance with the Accounting Standards for Smaller Entities (FRS 102, 1a). In accordance with FRS 102 and the Charities SORP 2015 the charity is not required to commission a formal audit and may rely upon Independent Examination of its Annual Report and Accounts.

Risk management

The PCC considers that there is no significant risk of material adjustments to transactions relating to the current or previous reporting periods.

Day to day operational risks are managed in an appropriate and proportionate manner in accordance with recognised best practice.

An important operational risk is potential loss of computer data which would severely reduce the PCC's ability to function. Reputable security software is installed on computer equipment and important computer data is stored and automatically backed-up off-site.

The accounting records are managed by Data Developments who provide the MyFundAccounting system as software as a service.

The greatest financial risk is inadequate General fund cash flow to support regular commitments. Projections of the financial outlook have been prepared to inform the PCC of potential risks and contingency actions identified. Monthly cash flow summaries for the General fund and the Buildings fund will continue to be circulated to the PCC with supporting commentaries as appropriate.

Remuneration

Staff (note 12)

During 2023, the PCC has employed one person to staff the Parish Office from Monday to Friday, and two musicians (the Director of Music and the church organist). The PCC offers all employees membership of a workplace pension in accordance with the Pensions Act 2008.

Trustees

Clergy are employed by the Diocese of St Albans and receive no additional remuneration from the PCC. Members of the PCC are not remunerated for their services as Trustees. During 2023, no Trustee has been employed by the PCC.

Parochial church services

The church offers individual trained members of the church to provide assistance and support to parochial church services such as weddings and funerals. Examples include bellringers, vergers and musicians. This assistance and support is paid for by the people commissioning the services concerned (such as wedding couples and families for funerals), and not by the charity. Parochial fees are set out in a schedule approved by the PCC. The PCC collects Parochial fees on behalf of the people concerned and holds funds in an agency account where they are not counted as PCC assets, until they are disbursed.

Related Party Transactions

All trustees have confirmed that neither they, nor any of their relatives, nor any company in which they have financial interests, have been party to any PCC transactions in the year ending 31st December 2023. No trustees have any financial interests in any PCC assets.

Trustee Donations

Details of all personal donations are confidential to the parish Planned Giving Co-ordinator and the Treasurer, including those of PCC members and their families. Donations to the charity made by trustees and their family members are typical of donations made by the church congregation as a whole.

Reimbursement of expenses (note 13)

Clergy, employees and trustees may incur out-of-pocket expenses on behalf of the PCC which are reimbursed against reasonable evidence of payment. The total of unclaimed trustee expenses is considered to be immaterial.

Going Concern basis for accounts

The charity's financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have also considered the balance of funds held, and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. Trustees consider that reserves and the expected levels of income and expenditure are sufficient to enable the charity to continue as a going concern.

There are no matters to bring to the attention of the Charity Commission or the Diocese of St Albans, and no post balance sheet events are to be noted.

Notes to accompany the SOFA and Balance Sheet

1. Fixed Assets
2. Cash investments
3. Accrued assets and liabilities
4. Reserves
5. Incoming resources
6. Expended resources
7. Cash flow statement
8. Donated income and Gift Aid
9. Legacies
10. Investment income
11. Outward giving
12. Employment costs and pension scheme
13. Reimbursement of expenses
14. Professional fees
15. Fund management

1 Fixed assets

Property

Property assets are as follows.

- a) Consecrated and benefice property including St Peter's Church and the Rectory Lane Cemetery. These are not included in the accounts in accordance with sections 10(2) to 10(4) of the Charities Act 2011. The PCC has maintenance responsibility for these properties and for ensuring that they are adequately insured.
- b) The Court House. The PCC considers that the potential market value of the Court House, and the costs of a potential sale, would depend heavily on several important considerations none of which can be reliably identified nor assessed in advance. This property is therefore valued at zero for the purposes of the accounts.
- c) Movable church furnishings held by the Rector and Church Wardens on special trust for the PCC, and which require a faculty for disposal. These are inalienable property, listed in the church inventory, which can be inspected by arrangement at any reasonable time. These assets are valued at zero.
- d) Residential property consisting of the Court House Cottage and All Saints House. During the year ending 31st December 2023 both properties have been rented on the open market. The combined fair market value of residential property has been revalued downwards by £51,000 in December 2023 in line with the Land Registry UK House Price Index ([UK House Price Index](#)) – the value used is that for November 2023. The November figure has been used because as at 08/02/2024 the December figure was not yet available. The revised asset value is £1.543m

All expenditure incurred on PCC property, whether for maintenance or improvement, is written off.

Insured value

As at 31st December 2023 PCC property and contents are insured for a total replacement cost of approximately £35.2m, £31.9m of which relates to St Peter's church.

Other fixed assets

Fixed assets with a purchase price of £1,000 or less are written off when the asset is acquired. Other fixed assets, such as office and kitchen equipment, with a purchase price greater than £1,000, are depreciated on a straight-line basis over 5 years unless the PCC determines otherwise.

Asset revaluations

Property		
Property at fair market value at 31st December 2022		£1,594,000
Additions and disposals during 2023	Nil	
Revaluation at October 2023 (loss of value)	(£51,000)	
Property at estimated fair market value at 31 st December 2023		£1,543,000
Office and kitchen equipment		
Equipment at 31st December 2022 (dishwasher)		£1,600
Additions and disposals during 2023	Nil	
Depreciation during 2023	£400	
Net book value at 31st December 2023		£1,200

2 Cash investments

PCC policy is to hold cash in excess of that required for day-to-day activities, but likely to be required at call, in a CCLA CBF cash deposit account. This account is considered to represent no investment risk to the PCC. Funds can be accessed within 10 working days. Cash which the PCC considers is likely to be required in more than 1 year but less than 5 years is invested in term deposit accounts selected by reference to the return offered and finance industry risk ratings. As at 31st December 2023 no such term deposit accounts were held.

3 Accrued assets and liabilitiesAccrued assets

As at 31st December 2023 has an outstanding debt of one month's rent for the Court House Cottage, aside from that the PCC has no debtors or accrued assets.

Accrued liabilities

As at 31st December 2023 the PCC has £2,807 accrued liabilities (for payment of the Independent Examination fees and a potential bill with Scottish Power), and no contingent liabilities.

In February 2024 we have been alerted to a possible delayed debt from 2020. Between February and June 2020 the Court House Cottage was unoccupied and the property continued to be connected to the electricity and gas supply which was provided by Scottish Power. There is no record in the accounts for 2020 to show any payments being made to Scottish Power (nor for any rent being received which would indicate that the property was empty) and therefore the PCC would have been liable for the standing charge and any energy consumed. Whilst the bill that has been presented shows estimated readings for both the beginning and the end of the period, it is now impossible to validate these numbers. The value of the bill being presented is £287.68 and this has been included in these accounts although it has not yet been paid. It is possible that any outstanding debt will be cleared by payment of a smaller sum. Any such sum will be put through in the 2024 accounts when the value is known.

4 Reserves

PCC policy is, if possible, to maintain a minimum General fund cash balance to cover expected day to day transactions. During 2023, monthly committed donated income and Gift Aid is approximately £9,750. Before transfers, the end of year General fund balance is approximately £30,900. PCC policy is to determine no formal reserve policies for other funds since these would serve no useful management purposes.

5 Incoming resources

All income is recognised upon receipt of that income by the PCC, and is accounted for gross. The value of the very considerable amount of time and expertise given free of charge by volunteer members of the congregation in a wide variety of ways is not quantified.

6 Expended resources

Expenditure is recognised when it is incurred and is accounted for gross. Parish support costs are not apportioned to specific activities. Grants and donations are recognised when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC.

7 Cash Flow Statement

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2023	31/12/2022
	£	£	£	All funds £	All funds £
Cash flows from operating activities					
Fund income from SOFA	£219,937	£73,923	-£1,187	£292,673	£259,673
Less investment (rental) income	-£39,239	£0	£0	-£39,239	-£23,355
Less bank interest	-£1,943	£0	£0	-£1,943	-£792
Less increase in debtors	£0	£0	£0	£0	£0
Cash income from operating activities	£178,754	£73,923	-£1,187	£251,490	£235,526
Fund expenditure from SOFA	£218,974	£42,797	£363	£262,134	£251,673
less increase in creditors	-£408	£0	£343	-£65	-£132
less depreciation	-£400	£0	£0	-£400	-£480
Cash expenditure on operating activities	£218,166	£42,797	£706	£261,669	£251,061
Net cash provided by (used in) operating activities	-£39,412	£31,126	-£1,893	-£10,179	-£15,536
Reconciliation of movement in funds to net operating cash flows					
<i>Net movement in funds as reported in the SOFA</i>	£16,923	-£51,010	£13,626	-£18,382	£10,081
Less investment (rental) and interest	-£41,183	£0	£0	-£41,183	-£24,147
Less revaluation of property assets	£0	£51,000	£0	£48,920	-£2,081
Less cash fund transfer in	-£21,733	-£6,351	-£22,296	-£50,380	-£17,276
Plus cash fund transfer out	£5,774	£37,487	£7,120	£50,380	£17,276
Depreciation charges	£400	£0	£0	£400	£480
Decrease in Debtors	£0	£0	£0	£0	£0
Plus increase in creditors	£408	£0	-£343	£65	£132
Net cash provided by (used in) operating activities	-£39,412	£31,126	-£1,893	-£10,179	-£15,536
Cash flows from investments and interest					
Rental income	£39,239	£0	£0	£39,239	£23,355
Bank interest	£1,943	£0	£0	£1,943	£792
Equipment purchase	£0	£0	£0	£0	£0
Net cash flows from investments and interest	£41,183	£0	£0	£41,183	£24,147
Net change in cash from operating activities, investments and interest	£1,771	£31,126	-£1,893	£31,004	£8,612
Reconciliation of net cash flows from operating activities with cash at bank and in hand					
Change in cash during 2023 before interfund transfers	£1,771	£31,126	-£1,893	£31,004	£8,612
Cash at bank and in hand brought forward from 2022	£14,793	£125,294	£11,017	£151,104	£140,112
Plus cash transfers in during 2023	£21,733	£6,351	£22,296	£50,380	£17,276
Less cash transfers out during 2023	-£5,774	-£37,487	-£7,120	-£50,380	-£17,276
Cash at bank and in hand reported in Balance Sheet	£32,524	£125,283	£24,301	£182,108	£148,724
Analysis of cash and cash equivalents					
Cash at banks and in hand	£32,524	£125,283	£24,301	£182,108	£148,724
Notice deposits	£0	£0	£0	£0	£0
Overdraft facilities	£0	£0	£0	£0	£0
Total cash and cash equivalents	£32,524	£125,283	£24,301	£182,108	£148,724

8 Donated Income and Gift Aid

Donated income and Gift Aid

Total donations received during 2023 from all sources, across all funds and for all purposes, including Gift Aid, is £215,398. Total Gift Aid received represents 14% of this total.

Each year a large proportion of the donations are made as regular gifts with certain ones being “one offs” or occasional. Some of these one offs are very significant (\geq £500) and come for a specific purpose eg maintenance of the Church roof or the bells. In the table below all identified one off donations, large or small, have been excluded from the totals for “Planned Stewardship direct to PCC” and “Planned Stewardship through PGS” and the associated gift aid lines. This allows for a fair comparison with 2022. However the result is that the total shown in the table does not match the total in the previous paragraph.

Source	2023	2022
All donations excluding Gift Aid		
Planned Stewardship direct to PCC	£32,748	£37,963
Planned Stewardship through PGS	£68,289	£73,168
Other gifting mechanisms		
Goodbox	£1,266	£673
Give A Little	£2,460	£25
Sumup	£304	£445
Donr	£52	£46
Sunday collections	£6,780	£2,203
Total donations excluding Gift Aid	£111,899	£114,523
Gift Aid received		
Planned stewardship claimed by PCC	£7,796	£12,314
Planned stewardship received through PGS	£16,580	£14,516
GASDS*		
Total Gift Aid	£24,376	£26,830
Total donated income	£136,275	£141,353

* GASDS is the Gift Aid Small Donations Scheme whereby gift aid can be reclaimed on small donations

For Stewardship direct to the PCC, the donations line shows the income that was transferred to the PCC account during 2023. The gift aid figure shows the amount of gift aid that was received from HMRC during 2023.

For Stewardship through PGS, the donations line shows the amounts that were transferred to the PCC through the scheme during 2023 and the gift aid line shows the amounts that were transferred to the PCC during 2023 after PGS had received the gift aid from HMRC. The donations transfer occurs within the first 10 days of the following month of the donation, and the gift aid transfer normally follows about 10 days later.

9 Legacies

During 2023 the PCC received legacies totalling £20,000.

10 Investment income

Investment income in 2023 consists of:

- Interest of £1,943 earned on cash deposits with CCLA and CAF Bank.
- £14,256 from rental of Court House Cottage.
- £24,984 from rental of All Saints House.

11 Outward giving

During 2023 the parish made donations totalling £1,903 to external charities

12 Employment costs and pension scheme

Total employment costs in 2023 are £31,068 including salaries, pension contributions, income tax and National Insurance. The PCC has no liability for post-employment or post-retirement benefits.

Pension scheme – Church Workers’ Pension Fund Pension Builder 2014

In accordance with the Pensions Act 2008, the PCC offers all employees membership of a pension scheme, specifically the Church Workers’ Pension Fund - Pension Builder 2014. This is administered by the Church of England Pensions Board. In accordance with financial reporting standards the Board has prepared the following disclosure notice for the year ending 31st December 2023.

The charity participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
 - a) a deferred annuity section known as Pension Builder Classic, and,
 - b) a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme’s assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are the contributions payable (2023: £292, 2022: £350).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review effective 1 January 2024, the Board chose to grant a

discretionary bonus of 6.7% to both pensions not yet in payment and pensions in payment in respect of service prior to April 1997; and a bonus on pensions in payment in respect of post April 2006 service so that the pension increase was 5% (where usually it would be calculated based on inflation up to 2.5%) This followed improvements in the funding position over 2023. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the 2019 valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The next valuation is due as at 31 December 2022. Calculations for this are currently under way.

13 Reimbursement of expenses

During 2023 expense reimbursements are as follows.

Group	Total reimbursements
Members of the clergy	£650
Trustees	£0
Office expenses	£240
Others	£18
Total	£908

There was no reimbursement of expenses paid to any trustee. The highest reimbursement of expenses to a non-trustee is £260. The PCC has made no loans to trustees or staff.

14 Professional fees

During 2023 the PCC paid a total of £2,520 for professional fees.

15 Fund management

During 2023 the PCC has operated fifteen funds which are set out below. The PCC holds no Endowment funds.

Unrestricted funds

General fund - receives the regular income of the PCC and is used for normal operating and recurring expenses including insurance, utility, administration and housekeeping costs.

Designated unrestricted funds

800th fund - to hold funds for activities and events for the 800th anniversary of St Peter's church in 2022. This is in the process of being wound down.

Building fund – to support general property maintenance and improvements.

Choir fund – to hold monies that were previously in the Choir bank account and which are for the benefit of the choir.

Coronation fund – to manage funds received and spent on project associated with the Coronation.

Festival of Light fund – to manage funds received and spent for the Festival of Light.

Legacy fund – to hold all legacies bequeathed to the PCC. All money received from legacies is accounted for through this fund.

Little Fishes – to support the Little Fishes children's group.

Parish Magazine fund – to support the production and distribution of the parish magazine, “Your Berkhamsted”.

Property fund – represents the fair value to the PCC of the properties held for the benefit of the PCC. The properties are legally vested in the Diocesan Board of Finance as Custodian Trustee.

Social Committee fund – to manage the income and expenditure associated with the running of various social events during the year.

Restricted funds

Flower fund – holds money received for the provision of flowers in St Peter’s Church.

Church roof fund – holds money specifically received for resolving the challenges with the Church roof

St Catherine’s Chapel fund – holds funds specifically donated for restoration of the St Catherine’s chapel. The moneys that were available in this fund have, with the agreement of the donors, been moved to the Church Roof fund, as the original intention of this fund was to resolve the issues with the roof in the chapel.

St Peter’s Church Fabric fund – holds funds specifically donated for the maintenance and renovation of St Peter’s Church (as distinct from funds available for general property support). Again, these funds have been moved to the Church Roof fund.

Inactive funds with zero balances and no transactions during 2023.

Clergy Support fund

Court House fund

Court House Restricted fund

Cowper Society

Organ Appeal fund

Petertide

Rectory Lane Cemetery Project Contingency

Refugee Fund

Restricted fund

Agency funds

These hold monies collected by the PCC acting as agent for independent organisations and individuals. No formal Agency Agreements are in place.

Independent organisations include charities and the Diocese of St Albans. Money held for charities is usually collected during church services such as funerals, or in “red bucket” appeals on behalf of specified charities. The PCC ensures that the identities of the charities concerned are made clear to church congregations at the time of the collection.

Money collected on behalf of the Diocese consists of fees for parochial church services such as weddings and funerals.

Money collected on behalf of individuals includes fees due to musicians, bell ringers and church vergers for optional services provided at weddings or other special events. These fees are paid by those commissioning the services concerned and not by the PCC.

These funds are referred to collectively as "Agency Funds". They are not PCC assets although they generally reside temporarily in PCC bank accounts until disbursed, which the PCC aims to complete promptly. The Balance Sheet shows the value of Agency funds held at year end. During 2023 the PCC has collected and disbursed £7,460 through Agency funds.

Fund movement summary

PCC of Great Berkhamsted St Peter
Fund movement summary
Selected period: 01 January 2023 to 31 December 2023

Fund	Fund balances		Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
	brought forward							
800th - 800th	£12,306.11	-	£450.00	-	-	-	-	£11,856.11
Buildings - Buildings Fund	£41,858.17	£29,433.93	£39,205.53	£1,410.00	-	-	-	£32,341.57
Cath - St Catherine Chapel	£6,000.00	-	-	£6,000.00	-	-	-	-
Choir - St Peters Choir	-	£570.55	-	-	-	-	-	£570.55
Church Roof - Church Roof	-	£20,625.26	-	-	£40,910.13	-	-	£28,943.01
Coronation - Coronation	-	£997.23	£167.20	-	-	-	-	£830.03
Fest Light - Festival Of Light	-	£4,377.24	£2,644.11	£1,733.13	-	-	-	-
Flower - Flower Fund	£71.54	£350.00	£363.20	-	-	-	-	£58.34
Legacy - Legacy	£67,115.28	-	-	£2,080.76	-	-	-	£69,196.04
LitFsh - Little Fishes	£1,456.05	£330.40	-	-	-	-	-	£1,786.45
Magazine - Parish Magazine	£2,557.90	-	£70.00	-	-	-	-	£2,487.90
Property - Property	£1,594,000.00	-	-	-	-	-£51,000.00	-	£1,543,000.00
Restricted - Money received for restricted purposes	-	-£1,120.00	-	-	£1,120.00	-	-	-
SocComm - Social Committee	-	£405.00	£260.00	-	-	-	-	£145.00
St Peter's fabric - St Peters Church Fabric Fund	£3,233.79	-£3,233.79	-	-	-	-	-	-
General - General fund	£13,993.25	£239,937.11	£218,974.08	£7,506.64	-	-	-	£30,915.90
Totals	£1,742,592.09	£292,672.93	£262,134.12	£60,760.66	-£51,000.00	-	-	£1,722,130.90

Statement of Assets and Liabilities

PCC of Great Berkhamsted St Peter
Statement of Assets and Liabilities (by fund)
As at: 31 December 2023

			Balance	Previous balance
Tangible Assets				
Property				
Property	Designated		£1,543,000.00	£1,594,000.00
			£1,543,000.00	£1,594,000.00
Equipment				
General fund	Unrestricted		£1,200.00	£1,600.00
			£1,200.00	£1,600.00
	Tangible Assets		£1,544,200.00	£1,595,600.00
Cash At Bank And In Hand				
NatWest Current 51858266				
General fund	Unrestricted		£10.00	£10.00
			£10.00	£10.00
CAF Bank Account 00030116				
800th	Designated		£11,856.11	£12,306.11
Buildings Fund	Designated		£32,341.57	£41,858.17
St Catherine Chapel	Restricted		-	£6,000.00
St Peters Choir	Designated		£570.55	-
Church Roof	Designated		£6,069.82	-
Church Roof	Restricted		£22,873.19	-
Coronation	Designated		£830.03	-
Flower Fund	Restricted		£58.34	£71.54
Legacy	Designated		£13,475.54	£13,475.54
Little Fishes	Designated		£1,786.45	£1,456.05
Parish Magazine	Designated		£2,487.90	£2,557.90
Social Committee	Designated		£145.00	-
St Peters Church Fabric Fund	Restricted		-	£3,233.79
General fund	Unrestricted		£32,503.58	£14,422.83
Agency collection	Restricted		£1,368.97	£1,711.51
			£126,367.05	£97,093.44
CCLA Account 632232001D				
Legacy	Designated		£55,720.50	£53,639.74
General fund	Unrestricted		-	£350.42
			£55,720.50	£53,990.16
NatWest Stewardship Account 51858304				
General fund	Unrestricted		£10.00	£10.00
			£10.00	£10.00
	Cash At Bank And In Hand		£182,107.55	£151,103.60
Agency Accounts				
Agency collections				
Agency collection	Restricted		£1,368.98	£1,711.52
			£1,368.98	£1,711.52
	Agency Accounts		£1,368.98	£1,711.52
Creditors: Amounts Falling Due In One Year				
Accruals				
General fund	Unrestricted		£2,807.68	£2,400.00
			£2,807.68	£2,400.00
	Creditors: Amounts Falling Due In One Year		£2,807.68	£2,400.00
	Grand Total		£1,722,130.89	£1,742,592.08

Accounts



The Parish Church of
St Peter Great Berkhamsted



**2022 Trustees Report
and
Financial Statements**

Registered Charity number 1130108

Address for correspondence

The Parish of Great Berkhamsted
Parish Office, The Court House
Church Lane
Berkhamsted, Hertfordshire
HP4 2AX

Our Bankers

NatWest Bank Plc.

CAF Bank Ltd

CCLA Investment
Management Ltd

Our Independent Examiners

Hillier Hopkins LLP
Radius House
51 Clarendon Road
Watford
WD17 1HP

Rector of our parish

Revd. Stuart Owen

Church Wardens

Mark Grego and Tim Hennessey

Hon. Treasurer

Richard Hackworth

Unless otherwise noted, the photographs in this Report have been taken by members of the church congregation.

Trustees

Trustees in office between the 2022 Annual Parochial Church Meeting (APCM) held on 3rd April 2022, and the 2023 APCM held on 30th April, 2023 are set out below.

Clergy

The Revd. Stuart Owen
The Revd. Joe Roberts
The Revd. John Russell

Church Wardens

Mark Grego
Tim Hennessey

Deanery Synod

Alan Conway
Christine Cowie
Peter Matthews

Other PCC members

Astrid Biddle (*Deputy Churchwarden*)
Carolynne Charman (*Deputy Churchwarden*)
Chris Chatterton
David Cooke
Julian Dawson (*PCC Secretary*)
Sarah Elder

Hilary Elliott (*Deputy Churchwarden and Safeguarding Officer*)
Oliver Fradgley
Christopher Green (*Chairman of the Diocesan Advisory Committee*)
Richard Hackworth (*Hon PCC Treasurer and the All Saints representative on PCC*)
Susan Holmes

Trustee report for 2022

The Trustees have pleasure in presenting their Annual Report and Accounts for 2022. 2022 is the 800th anniversary of the founding of St Peter's Church, and has been a very special year for the church community. The necessary restrictions imposed by the Covid-19 pandemic of 2020 and 2021 have been lifted, and the church has been able to resume activities and services. We are delighted to have welcomed Mr Mutaheri Asadullah and his family from Afghanistan, to live in the Court House Cottage. The church community has developed a warm relationship with the South Bucks Jewish Community, including sharing worship with them. Sadly, we have said goodbye to two long standing and valued members of the church music department, Jean Wild who led the church choir for many years, and Jon Lee who has been our organist. We wish them both well for the future.

2022 has been a challenging year financially, and 2023 is also likely to be challenging. A key concern is likely to be increased energy costs.

KEY NUMBERS for 2022

- The PCC has met on 6 occasions with an average attendance of 78%.
- Total income across all funds is approximately £260,000 (£256,000 in 2021).
- Expenditure across all funds is approximately £252,000 (£307,000 in 2021).
- The total of all PCC funds is approximately £1.74m (£1.63m in 2021). If property assets are excluded, PCC funds amount to approximately £147,000 (£138,000 in 2021).
- Donated income across all funds and for all purposes, including Gift Aid grants, totals £160,800, representing 62% of all income (85% in 2021).
- Average Sunday attendance is 100 and 12 children (2021: 145 adults and 14 children).
 - The Parish Electoral Roll is 190.
- St Peter's church conducted 13 funeral services and 3 weddings.

Our Parish

The Church of England Parish of Great Berkhamsted is situated in Hertfordshire. The town of Berkhamsted is served by churches of all major denominations. There are two churches in the Parish of Great Berkhamsted. One is St Peter's to which this report solely relates. The other is a self-governing Local Ecumenical Partnership between the Anglican Church and the Methodist Church, at All Saints Church in Berkhamsted.

St Peter's is part of a Team Ministry alongside four other parishes in nearby villages - St Peter and St Paul in Little Gaddesden, St John the Baptist Great Gaddesden, St Lawrence in Nettleden, and Holy Trinity in Potten End. Each of these parishes is self-governing. This report concerns the PCC of St Peter's only.

The Parochial Church Council (PCC) of St Peter's is a UK Registered Charity, number 1130108. Its responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints House, and also parts of the Rectory Lane Cemetery, all of which are located in Berkhamsted.

Our Clergy

The Parish Rector is the Revd. Stuart Owen. Revd. Joe Roberts, Vicar of Holy Trinity church in the nearby village of Potten End, regularly officiates at mid-week services and is responsible for leading the church's representation in our two church schools. The parish benefits from the valued ministry of three retired members of the clergy, Fr Anthony Lathe, Fr David Lawson and Fr Christopher Rogers.

The parish has also been supported by an intern, Miss Chloe Hopkins. She is also Assistant Chaplain at Berkhamsted School and we are very grateful to the School for enabling Miss Hopkins to work with St Peter's.

Full time clergy are supported by a large number of volunteers including lay ministers, Church Wardens, members of the church choir, Sunday school and youth leaders, as well as many people who serve on committees and assist with administrative and worship tasks.

Our Trustees

All trustees of our charity are members of the PCC. A full list of Trustees is presented above. Each member of the PCC has confirmed that they have reviewed this report and that to the best of their knowledge it is correct, and that there are no additional important matters which should be brought to the attention of the Charity Commission or the Diocese of St Albans.

Major activities and public benefit

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard to the Charity Commission guidance on public benefit. The principal aims of the PCC are to serve its local community by:

- Providing a full programme of public Christian worship.
- Teaching the Christian faith.
- Encouraging and enabling as many people as possible to worship at St Peter's Church and to become members of our church community.
- Offering appropriate pastoral care within the local community.
- Promoting the whole pastoral, evangelistic, ecumenical and social missions of the Church of England.

St Peter's church is open during the day, and we invite all people of any faith or none to come into St Peter's to pray, to seek help and to find peace. Clergy take worship into the church schools, and lay ministers and others to carry worship and pastoral care into private and residential homes. The PCC is pleased to continue to provide meeting space to a local group of Muslims as our guests for weekly prayer. The PCC is also especially pleased to provide living accommodation to an Afghan family, and to support them settle into life within our community.

The PCC supports its Christian mission by hiring out the facilities of the Court House and St Peter's Church for public and private events. The Court House is used by children's, recreational and teaching groups, and by families for private occasions. It is used for regular church sponsored events such as lunch clubs for the elderly. It is also hired for private business events such as book fairs and charity sales. St Peter's hosts a range of high-quality music concerts and recitals in the church for the benefit of the local community.

The PCC generally receives fees for the use of its facilities but these amount to significantly less than total operating and maintenance costs.

Our parish magazine, *Your Berkhamsted*, is available online.



Celebrating St Peter's 800th Year

2022 is the 800th anniversary of the consecration of St Peter's church. It has been amazing to look back on 800 years of St Peter's church and the changing times during which it has contributed so much to Berkhamsted life. What a story the building could tell and what an opportunity for a year-long party. Our objective was to involve the whole town in our celebrations, bringing them in to the church for a wide variety of events. In this, we succeeded greatly with more than twenty packed events between May and November.

The celebrations started with three talks on the history of Berkhamsted, the history of St Peter's and a look into the future. A vast screen was erected on the chancel step and 200 people came to see and hear each of the fascinating speakers. Throughout the year a wonderful display and visual presentation was running in the church. This was provided by the Berkhamsted History Society and, as word got round, it drew people from far and wide specially to visit St Peter's.

There were more musical events than normal during the year, starting with a recital by celebrated cellist, Willard Carter in May. Bridgwater Sinfonia gave us 800 years of music, Hertswing Jazz gave a lively evening, as did The Strathspey and Reel Club with Scottish dance and whisky tasting. At the end of the year we were treated to a violin and cello recital by our own brilliant Madeleine and Beatrice Murray.



Pilgrimage was a theme running through the year, starting with a film on the subject (The Way) in the Court House. During the summer large groups enjoyed a pilgrimage walk to Little Gaddesden and a quiet day at Douai Abbey. On a hot summer day another group beat the parish bounds.

Giving thanks for our 800 years featured in all our services during the year but especially in a celebration evensong and a visit in October by Bishop Alan of St Albans who blessed a beautiful banner stitched by ladies of the congregation. We also, joyously, welcomed back two of our past rectors; the Very Reverend Mark Bonney and Father Tim Pilkington.

Of course, a celebration year must have its fair, tea party and dinner and each of these was great fun and a great success. The tea party was a gentle event where we also celebrated our Queen's 70 years on the throne. St Peter's 800th Anniversary Dinner in October was a grand event and opportunity for everybody to dress up for a night to remember – and 152 of us did just that. We were joined in Deans' Hall by groups from our sister churches; All Saints, St Mary's, St Michael's Sunnyside, Holy Trinity Potten End and the Gaddesdens.





The Fair, on St Peter's lawn, was a wonderful summer day that attracted a large crowd to the extent that some stalls ran out of prizes, plants and ice cream. There were train rides, teddy zip-wire from the tower, all sorts of stalls, food, drink and entertainment including the u3a folk singers. There was a fire engine and display of old cars.

Our year of celebration culminated in the Festival of Light when thousands of candles lit up the church and over 3,000 people filed through to wonder at our ancient holy building. Then, just squeezing in was the important new book by Christopher Green on the history of St Peters. This tells our fascinating story for future generations and puts the seal on an eventful year.

Only the death of our beloved Queen marred our year. Out of respect for her the Oktoberfest was cancelled and our heritage talks on St Peter's heraldry and graffiti were postponed. It was a disappointment that the planned flypasts of a Spitfire and Lancaster on two Saturdays in May were cancelled at very short notice. The roar of them flying up and down above the High Street would have impressed everybody that St Peter's was a force to be reckoned with.

The year was a great success. Everybody in Berkhamsted knows about St Peter's and its 800 year history. Hundreds of our fellow citizens visited our church, many of whom had never entered it before. St Peter's was a force to be reckoned with, as it has been for 800 years. And thanks must go to all those who made it a success; the arrangers, welcomers, florists and decorators, the stall holders, cooks, tea servers and clearers up and many more. You made it a year to remember.

Special events arranged for the 800th anniversary of St Peters raised a total of £12,300 that will be divided between St Peters church and the Bishop of St Albans Harvest Appeal.

Stephen Lally and Prunella Murray

Governance structure and PCC responsibilities

The PCC is a body corporate and is registered as UK charity number 1130108. The Governing documents of the PCC are the Church Representation Rules and the Parochial Church Councils (Powers) Measure 1956. The PCC complies with the Charities Acts 2011 and 2022, appropriate charity accounting and reporting standards, and the management procedures of the Church of England. Annual PCC accounts are subject to Independent Examination.

Members of the PCC for the year ending 31st December 2022 are listed above together with specific roles and responsibilities where applicable. Elected members are appointed by the Annual Parochial Church Meeting (APCM) for three years. The PCC has no corporate trustees and no trustees hold title to any PCC properties.

Copies of the minutes of the PCC meetings are available for reference on the St Peter's church website <http://www.stpetersberkhamsted.org.uk/groups/pcc>.

Trustee induction and training

New members of the PCC are provided with copies of recent accounts and meeting minutes.

Significant changes in legislation are brought to the attention of the PCC from a variety of sources including regular mailings from the St Alban's Diocese and the Charity Commission. PCC members with specific responsibilities may attend relevant training courses offered by the Diocese and others as appropriate.

Management responsibilities

The PCC is ultimately responsible for the conduct and management of the charity but the majority of day-to-day management decisions are taken by the following members of the PCC, and subsequently ratified by the PCC if appropriate.:

- Rector of the Parish of Great Berkhamsted (Revd. Stuart Owen),
- Church Wardens (Mark Grego and Tim Hennessey),
- Hon Treasurer (Richard Hackworth), and
- Chairman of the Buildings Committee (Mark Grego).

The PCC delegates responsibility for church music to the Director of Music (Adrian Davis), who is not a trustee.

Committees

Selected PCC activities are delegated to sub-committees which meet as required between full meetings of the Council. Reports of their activities are received and discussed at PCC meetings as appropriate, and reports of committee activities are presented to the APCM. The principal committees are as follows.

Buildings Committee

The Buildings Committee plans and oversees the maintenance and development of all properties which fall within the responsibility of the PCC. Faculty authorisation for work is obtained from the Diocese of St Albans as appropriate.

Pastoral Group

The Pastoral Group supports and visits members of the parish with pastoral needs, including bereavement support.

Standing Committee

This committee is required by law. It consists of the stipendiary clergy, the two Church Wardens, deputy Church Wardens if they are appointed, the honorary treasurer and the honorary secretary. It has the power to transact the business of the PCC between its meetings.

Your Berkhamsted Committee

This Committee oversees management of the parish magazine, Your Berkhamsted.

In addition, informal groups are convened to manage specific parish events as appropriate.

Parish staff, and volunteers

During 2022, administrative support to the PCC has been provided by Mrs Elizabeth Morris and Mr Robin McMorrان, Parish Administrators.

Church music has been led by our Director of Music, Adrian Davis, supported by our Assistant Director of Music, Jean Wild, and our Organist Jon Lee, who are paid fees for their professional services. Jean Wild retired from the parish in July, and Jon Lee left the parish at the end of the year. The parish is most grateful for the work and professionalism of Jean and Jon, and they leave with our very best wishes.

The work of the whole church in every area of activity is supported by many unpaid volunteers who receive only out of pocket expenses. The PCC is very grateful and appreciative of the untiring and voluntary support to the mission of the church. Since the life of the church is defined through these donations of time and talents, the PCC considers that it would be inappropriate to quantify them across the whole church community. However, a reasonable and conservative estimate of the total contribution donated by members of the PCC alone has been and remains in the region of 500 person-days pa.

Safeguarding and Compliance

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and has appointed a Safeguarding Officer, and the PCC has implemented controls and procedures to comply with the General Data Protection Regulations. Clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

Related organisations

The Parish of Great Berkhamsted is not a parent or subsidiary undertaking of any other organisation and is not in an Associate, Joint Venture or Joint Arrangement relationship with any other organisation. However, the PCC is active within the local community in several ways and the following allied self-governing organisations may be noted.

Church schools

The Castle Church of England Federation is a partnership of two Church of England School within the parish of St Peter's, and supported by the PCC:

- a) Thomas Coram Church of England School, Head of School Miss Hill.
- b) Victoria Church of England Infant and Nursery School, Head of School Mrs Freeman.

Mr Rob Halls is the Executive Headteacher of the Castle CE Federation.

All Saints Church

All Saints Church, Berkhamsted (Registered Charity number 1153162) is an Anglican/Methodist Local Ecumenical Partnership (LEP). The LEP is administered as part of the West Hertfordshire and Borders Methodist Circuit and is also part of the Parish of Great Berkhamsted. Ultimate responsibility for the management of All Saints Church lies with the Anglican Methodist Association (Berkhamsted) Ltd (Registered Charity number 280703 and Company number 01493109). All day-to-day management responsibility is delegated to the All Saints Council which is funded directly by the All Saints congregation.

The Friends of St Peter's

The object of the Friends of St Peter's Great Berkhamsted (Registered Charity number 1160314) is the preservation, repair, maintenance and improvement of the fabric of St Peter's Church and associated Churchyards, the Court House and the Court House Cottage.

Other local charities

The PCC nominates trustees for some independent local charities.

Property

St Peter's Church and the Court House

St Peter's Church is a Grade II* listed building parts of which date from the thirteenth century. The Court House is a Grade II listed building that dates from the sixteenth century. Maintenance of these important properties is a continuing and generally expensive responsibility. The PCC sets money aside for routine building maintenance in a (Designated) Building fund. 2022 is the 800th anniversary of the founding of St Peter's Church.

The PCC owns two residential properties, All Saints House, and Court House Cottage.

All Saints House

All Saints House is rented on the open market, and the regular income provided is important to the charity. A local estate agent, Ashtons, is employed to manage tenancies.

Court House Cottage

The Court House Cottage is separate but adjacent to the Court House. The Court House Cottage has recently been vacant while renovation work has been carried out, and in September 2022 it was let through Hertfordshire County Council to a family of Afghan refugees. The charity is delighted to be able to provide accommodation for this family.

Principal plans, constraints and risks

The PCC aims to strengthen resources and develop skills in order successfully to grow church membership and to serve the community well in the foreseeable future. PCC initiatives are constrained by available funds. In addition to the traditional method of donating through bank Standing Orders, significant donations are also received through the Parish Giving Scheme (PGS) which provides administrative and financial advantages to the PCC. During 2022 donations have also been made through on-line services available through the parish website, text-giving (Donr), Amazon Smile (being discontinued by Amazon in 2023), Easyfundraising, and through contactless donation terminals deployed in church and at parish events. The PCC encourages all donors to Gift Aid their donations.

The average age of the congregation continues to increase, with associated medium to long term risks of reducing donated income and reducing numbers of volunteers for some roles. The PCC is addressing these risks by encouraging new members and through outreach to the community.

Property maintenance and development is limited by funds available for building work, that are allocated to projects according to practical priorities and available resources. It is therefore sometimes necessary to postpone lower priority, but nevertheless important, work and the PCC recognises the potential risks entailed.

The most immediate finance concern is the dramatic increase in energy costs. The charity buys energy on annual fixed price contracts using the Energy Basket scheme managed by Parish Buying. This provided lower costs than would otherwise be available to the charity. Because of the built-in price advantages of this scheme the charity does not benefit from government energy price caps. The impact of energy price increases means that, assuming like-for-like annual energy consumption, the charity's total energy costs are estimated to increase from £6,600 to £22,200 pa. The PCC has taken all reasonable steps to reduce energy costs, and the PCC has been and will continue to monitor these closely.

PCC policy is to manage normal business risks in line with best practice. The charity has not suffered any material damage due to failures of, or inadequate management of, controls.

Independent Examiner's Report to the trustees of The Parish of Great Berkhamsted, St Peter for the year ended 31 December 2022

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2022 which are set out on pages 14 to 33.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Cundale BSc FCA
Hillier Hopkins LLP
Chartered Accountants
Radius House
51 Clarendon Road
Watford
Herts WD17 1HP

Date 28 April 2023

PCC of Great Berkhamsted St Peter
Statement of Financial Activities
For the period from 01 January 2022 to 31 December 2022

	Unrestricted funds	Designated funds	Restricted funds	Total funds	Prior year total funds
Incoming resources					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	£152,066	£33,140	£9,714	£194,920	£218,144
Activities for generating funds	£4,074	£21,859	£240	£26,173	£3,492
Investment income	£23,950	£198	-	£24,147	£21,440
Incoming resources from charitable activities	£13,866	-	£230	£14,097	£12,142
Other incoming resources	£86	-	£250	£336	£666
Total income	£194,042	£55,196	£10,434	£259,673	£255,884
Resources used					
Cost of generating funds	£12,972	£280	-	£13,252	£6,981
Cost of generating voluntary income	£8,443	£7,260	-	£15,703	£4,384
Charitable activities	£194,358	£15,340	£10,619	£220,318	£293,479
Governance costs	£2,400	-	-	£2,400	£2,380
Total expenditure	£218,174	£22,880	£10,619	£251,673	£307,223
Net income / (expenditure) resources before transfer	(£24,132)	£32,316	(£184)	£8,000	(£51,339)
Transfers:					
Gross transfers between funds - in	£17,120	£120	£3,030	£20,270	£89,314
Gross transfers between funds - out	(£156)	(£18,170)	(£1,944)	(£20,270)	(£89,314)
Other recognised gains / losses					
Gains/losses on investment assets	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	£2,080	£104,000	-	£106,080	£110,000
Net movement in funds	(£5,088)	£118,266	£902	£114,080	£58,661
Reconciliation of funds					
Total funds brought forward	£19,081	£1,601,027	£8,404	£1,628,512	£1,569,852
Total funds carried forward	£13,993	£1,719,294	£9,305	£1,742,592	£1,628,512
Represented by					
Unrestricted					
General fund	£13,993	-	-	£13,993	£19,081
Designated					
800th	-	£12,306	-	£12,306	(£450)
Buildings Fund	-	£41,858	-	£41,858	£35,446
Legacy	-	£67,115	-	£67,115	£71,917
Little Fishes	-	£1,456	-	£1,456	£1,276
Parish Magazine	-	£2,558	-	£2,558	£2,838
Property	-	£1,594,000	-	£1,594,000	£1,490,000
Restricted					
Agency collection	-	-	(£0)	(£0)	(£0)
Flower Fund	-	-	£72	£72	£344
Money received for restricted purposes	-	-	-	-	£2,060
St Catherine Chapel	-	-	£6,000	£6,000	£6,000
St Peters Church Fabric Fund	-	-	£3,234	£3,234	-

PCC of Great Berkhamsted St Peter

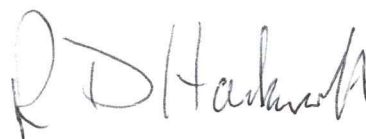
Balance Sheet (Separate funds)

	General	Designated	Restricted	Endowment	At 31/12/2022 £	At 31/12/2021 £
Fixed assets						
Tangible Assets	£1,600	£1,594,000	-	-	£1,595,600	£1,490,000
	£1,600	£1,594,000	-	-	£1,595,600	£1,490,000
Current assets						
Cash At Bank And In Hand	£14,793	£125,294	£11,017	-	£151,104	£140,112
	£14,793	£125,294	£11,017	-	£151,104	£140,112
Liabilities						
Creditors: Amounts Falling Due In One Year	£2,400	-	£1,712	-	£4,112	£1,600
	£2,400	-	£1,712	-	£4,112	£1,600
Net current assets less current liabilities	£12,393	£125,294	£9,305	-	£146,992	£138,512
Total assets less current liabilities	£13,993	£1,719,294	£9,305	-	£1,742,592	£1,628,512
Liabilities						
	-	-	-	-	-	-
Total net assets less liabilities	£13,993	£1,719,294	£9,305	-	£1,742,592	£1,628,512
Represented by						
Unrestricted						
Unrestricted - General Fund	£13,993	-	-	-	£13,993	£19,081
Designated						
Designated - 800th	-	£12,306	-	-	£12,306	(£450)
Designated - Buildings Fund	-	£41,858	-	-	£41,858	£35,446
Designated - Legacy	-	£67,115	-	-	£67,115	£71,917
Designated - Little Fishes	-	£1,456	-	-	£1,456	£1,276
Designated - Parish Magazine	-	£2,558	-	-	£2,558	£2,838
Designated - Property	-	£1,594,000	-	-	£1,594,000	£1,490,000
Restricted						
Restricted - St Catherine Chapel	-	-	£6,000	-	£6,000	£6,000
Restricted - Flower Fund	-	-	£72	-	£72	£344
Restricted - Money received for restricted purposes	-	-	-	-	-	£2,060
Restricted - St Peters Church Fabric Fund	-	-	£3,234	-	£3,234	-
Restricted - Agency collection	-	-	(£0)	-	(£0)	(£0)
Fund Totals	£13,993	£1,719,294	£9,305	-	£1,742,592	£1,628,512

The Trustee Report and Accounts for 2022 were approved by the PCC at its meeting on 19th April 2023



Revd. Stuart Owen, Rector



Richard Hackworth, Hon. Treasurer, 2022

Dated 19. iv. 23

Financial Report for the year ended 31 December 2022

Financial responsibilities of trustees

The PCC is responsible for preparing annual financial statements in accordance with Charity law which give a true and fair view of the affairs of the PCC and of its financial activities. In summary, Trustees financial responsibilities are to:

- Evidence the trustees' responsibility for public accountability and Stewardship.
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.
- Keep 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.
- Safeguard the assets of the PCC and take reasonable steps for the prevention and detection of fraud or other irregularities.
- Maintain reserves at an adequate level appropriate to the Charity objectives and responsibilities.

Accounting standards

Accounts have been prepared on the going concern basis in accordance with relevant requirements of the Charities Act 2011, the Church Accounting Regulations 2006, the Charities Statement of Recommended Practice 2015 (SORP 2015) and the Financial Reporting Standard 102 (March 2018).

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

Eligibility for Independent Examination and application of Small Entity Accounting Standards.

For the year ending 31st December 2022 the total assets of the charity are less than £3.26m net, its gross income is less than £500,000 and it employs less than 50 staff. The charity therefore qualifies to prepare its Report and Accounts in compliance with the Accounting Standards for Smaller Entities (FRS 102, 1a). In accordance with FRS 102 and the Charities SORP 2015 the charity is not required to commission a formal audit and may rely upon

Independent Examination of its Annual Report and Accounts.

Risk management

The PCC considers that there is no significant risk of material adjustments to transactions relating to the current or previous reporting periods.

Day to day operational risks are managed as appropriate and proportionate in accordance with recognised best practice.

An important operational risk is potential loss of computer data which would severely reduce the PCC's ability to function. Reputable security software is installed on computer equipment and important computer data is stored and automatically backed-up off-site.

The greatest financial risk is inadequate General fund cash flow to support regular commitments. Projections of the financial outlook have been prepared to inform the PCC of potential risks and contingency actions identified. Monthly cash flow summaries for the General fund and the Building fund will continue to be circulated to the PCC with supporting commentaries as appropriate.

Remuneration

Staff (note 12)

During 2022, the PCC has employed one person to staff the Parish Office from Monday to Friday, and three musicians (the Director of Music, the Assistant Director of music, and the church organist). The PCC offers all employees membership of a Work Place Pension in accordance with the Pensions Act 2008.

Trustees

Clergy are employed by the Diocese of St Albans and receive no additional remuneration from the PCC. Members of the PCC are not remunerated for their services as Trustees.

During 2022, no Trustee has been employed by the PCC.

Parochial church services

The church offers individual trained members of the church to provide assistance and support to parochial church services such as weddings and funerals. Examples include bell ringers, vergers and musicians. This assistance and support is paid for by the people commissioning the services concerned (such as wedding couples and families for funerals), and not by the charity. Parochial fees are set out in a schedule approved by the PCC. The PCC collects Parochial fees on behalf of the people concerned and holds funds in an agency account where they are not counted as PCC assets, until they are disbursed.

Related Party Transactions

All trustees have confirmed that neither they, nor any of their relatives, nor any company in which they have financial interests, have been party to any PCC transactions in the year ending 31st December 2022. No trustees have any financial interests in any PCC assets.

Trustee Donations

Details of all personal donations are confidential to the parish Planned Giving Co-ordinator and the Treasurer, including those of PCC members and their families. Donations to the charity made by trustees and their family members are typical of donations made by the church congregation as a whole.

Reimbursement of expenses (note 13)

Clergy, employees and trustees may incur out-of-pocket expenses on behalf of the PCC which are reimbursed against reasonable evidence of payment. The total of unclaimed trustee expenses is considered to be immaterial.

Going Concern basis for accounts

The charity's financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have also considered the balance of funds held, and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. Trustees consider that reserves and the expected levels of income and expenditure are sufficient to enable the charity to continue as a going concern.

There are no points of special concern relating to the pandemic or any other matter to bring to the attention of the Charity Commission or the Diocese of St Albans, and no post balance sheet events are to be noted.

Notes to accompany the SOFA and Balance Sheet

1. Fixed Assets
2. Cash investments
3. Accrued assets and liabilities
4. Reserves
5. Incoming resources
6. Expended resources
7. Cash flow statement
8. Donated income and Gift Aid
9. Legacies
10. Investment income
11. Outward giving
12. Employment costs and pension scheme
13. Reimbursement of expenses
14. Professional fees
15. Fund management

1 Fixed assets

Property

Property assets are as follows.

- a) Consecrated and benefice property including St Peter's Church and the Rectory Lane Cemetery. This is not included in the accounts in accordance with s. 10(2) to 10(4) of the Charities Act 2011. The PCC has maintenance responsibility for these properties and for ensuring that they are adequately insured.
- b) The Court House. The PCC considers that the potential market value of the Court House, and the costs of a potential sale, would depend heavily on several important considerations none of which can be reliably identified nor assessed in advance. This property is therefore valued at zero.
- c) Movable church furnishings held by the Rector and Church Wardens on special trust for the PCC, and which require a faculty for disposal. These are inalienable property, listed in the church inventory, which can be inspected by arrangement at any reasonable time. These assets are valued at zero.
- d) Residential property consisting of the Court House Cottage and All Saints House. During the year ending 31st December 2022 both properties have been rented on the open market. The combined fair market value of residential property has been revalued by £104,000 in December 2022 in line with the Land Registry UK House Price Index. The revised asset value is £1.594m

All expenditure incurred on PCC property, whether for maintenance or improvement, is written off.

Insured value

As at 31st December 2022 PCC property and contents is insured for a total replacement cost of approximately £32.3m, £28.4m of which relates to St Peter's church.

Other fixed assets

Fixed assets with a purchase price of £1,000 or less are written off when the asset is acquired. Other fixed assets, such as office and kitchen equipment, with a purchase price greater than £1,000, are depreciated on a straight-line basis over 5 years unless the PCC determines otherwise in specific cases.

Asset revaluations

Property		
Property at fair market value at 31 st December 2021		£1,490,000
Additions and disposals during 2022	Nil	
Revaluation at October 2022	£104,000	
Property at estimated fair market value at 31 st December 2022		£1,594,000
Office and kitchen equipment		
Equipment at 31 st December 2021		Nil
Additions and disposals during 2022 (dishwasher)	£2,080	
Depreciation during 2022	£480	
Net book value at 31 st December 2022		£1,600

2 Cash investments

PCC policy is to hold cash in excess of that required for day-to-day activities, but likely to be required at call, in a CCLA CBF cash deposit account. This account is considered to represent no investment risk to the PCC. Funds can be accessed within 10 working days. Cash which the PCC considers is likely to be required in more than 1 year but less than 5 years is invested in term deposit accounts selected by reference to the return offered and finance industry risk ratings. As at 31st December 2022 no such term deposit accounts were held.

3 Accrued assets and liabilities

Accrued assets

As at 31st December 2022 the PCC has no debtors or accrued assets.

Accrued liabilities

As at 31st December 2022 the PCC has £2,400 accrued liabilities, and no contingent liabilities.

4 Reserves

PCC policy is, if possible, to maintain a minimum General fund cash balance to cover expected day to day transactions. During 2022, monthly committed donated income and Gift Aid is approximately £12,000. Before transfers, the end of year General fund balance is approximately (£5,000). Consequently, on 31st December 2022 £17,000 has been transferred from the Legacy fund to the General fund giving a closing balance of

approximately £12,000. PCC policy is to determine no formal reserve policies for other funds since these would serve no useful management purposes.

5 Incoming resources

All income is recognised when receipt of that income by the PCC is considered highly probable, and is accounted for gross. The value of the very considerable amount of time and expertise given free of charge by volunteer members of the congregation in a wide variety of ways is not quantified.

6 Expended resources

Expenditure is recognised when it is incurred and is accounted for gross. Parish support costs are not apportioned to specific activities. Grants and donations are recognised when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC.

7 Cash Flow Statement

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2022	31/12/2021
	£	£	£	All funds £	All funds £
Cash flows from operating activities					
Fund income from SOFA	194042	55196	10434	259673	255884
Less investment (rental) income	-23355	0	0	-23355	-21396
Less bank interest	-594	-198	0	-792	-44
Less increase in debtors	0	0	0	0	0
Cash income from operating activities	170093	54998	10434	235526	234444
Fund expenditure from SOFA	218174	22880	10619	251673	307223
less increase in creditors	-2400	0	-112	-2512	6348
less depreciation	-480	0	0	-480	0
Cash expenditure on operating activities	215294	22880	10507	248681	313571
Net cash provided by (used in) operating activities	-45202	32118	-72	-13156	-79127
Reconciliation of movement in funds to net operating cash flows					
Net movement in funds as reported in the SOFA	-5088	118266	902	114080	58661
Less investment (rental) and interest	-23950	-198	0	-24147	-21440
Less revaluation of property assets	-2080	-104000	0	-106080	-110000
Less cash fund transfer in	-17120	-120	-3030	-20270	-89314
Plus cash fund transfer out	156	18170	1944	20270	89314
Depreciation charges	480	0	0	480	0
Decrease in Debtors	0	0	0	0	0
Plus increase in creditors	2400	0	112	2512	-6348
Net cash provided by (used in) operating activities	-45202	32118	-72	-13156	-79127

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2022	31/12/2021
	£	£	£	All funds £	All funds £
Cash flows from investments and interest					
Rental income	23355	0	0	23355	21396
Bank interest	594	198	0	792	44
Equipment purchase	0	0	0	0	0
Net cash flows from investments and interest	23950	198	0	24147	21440
Net change in cash from operating activities, investments and interest	-21252	32316	-72	10992	-57687
Reconciliation of net cash flows from operating activities with cash at bank and in hand					
Change in cash during 2022 before interfund transfers	-21252	32316	-72	10992	-57687
Cash at bank and in hand brought forward from 2021	19081	111027	10003	140112	197799
Plus cash transfers in during 2022	17120	120	3030	20270	89314
Less cash transfers out during 2022	-156	-18170	-1944	-20270	-89314
Cash at bank and in hand reported in Balance Sheet	14793	125294	11017	151104	140112
Analysis of cash and cash equivalents					
Cash at banks and in hand	14793	125294	11017	151104	140112
Notice deposits	0	0	0	0	0
Overdraft facilities	0	0	0	0	0
Total cash and cash equivalents	14793	125294	11017	151104	140112

8 Donated Income and Gift Aid

Donated income and Gift Aid

Total donations received during 2022 from all sources, across all funds and for all purposes, including Gift Aid, is £160,809. Gift Aid received represents 17% of this total.

Please note that 2021 donated income includes special donations towards renovation of the Court House. These, and associated Gift Aid, have been excluded to give a fair comparison with 2022.

Source	2022 £	2021 £
All donations excluding Gift Aid		
Planned Stewardship direct to PCC	37,963	45,411
Planned Stewardship through PGS	73,168	67,633
Other including collections and donations	22,848	31,158
Total donations excluding Gift Aid	133,979	144,202
Gift Aid received		
Claimed by PCC	12,314	13,895
Received through PGS	14,516	16,445
Total Gift Aid	26,830	30,340
Total donated income	160,809	174,542

9 Legacies

During 2022 the PCC received legacies totalling £33,500.

10 Investment income

Investment income in 2022 consists of:

- a) Interest of £792 earned on cash deposits with CCLA and CAF Bank.
- b) £6,480 from rental of Court House Cottage.
- c) £16,875 from rental of All Saints House.

11 Outward giving

During 2022 the parish made donations totalling £2,615 to external charities

12 Employment costs and pension scheme

Total employment costs in 2022 are £31,568 including salaries, pension contributions, income tax and National Insurance. The PCC has no liability for post-employment or post-retirement benefits.

Pension scheme – Church Workers’ Pension Fund Pension Builder 2014

In accordance with the Pensions Act 2008, the PCC offers all employees membership of a pension scheme, specifically the Church Workers’ Pension Fund - Pension Builder 2014. This is administered by the Church of England Pensions Board. In accordance with financial reporting standards the Board has prepared the following disclosure notice for the year ending 31st December 2022.

The charity participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
 - a. a deferred annuity section known as Pension Builder Classic, and,
 - b. a cash balance section known as Pension Builder 2014.

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

Pension Builder Classic provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of Financial Reporting Standard 102. This is because it is not possible to attribute the

Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SOFA in the year are the contributions payable (2022: £350, 2021: £1098).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 10.1% following improvements in the funding position over 2022. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, the charity could become responsible for paying a share of the failed employer's pension liabilities.

13 Reimbursement of expenses

During 2022 expense reimbursements are as follows.

Group	Total reimbursements
Members of the clergy	£1,439
Trustees	£793
Office expenses	£193
Others	£3,271
Total	£5,696

The highest reimbursement of expenses paid to a trustee is £712. The highest reimbursement of expenses to a non-trustee is £984. The PCC has made no loans to trustees or staff.

14 Professional fees

During 2022 the PCC paid a total of £2,400 for professional fees.

15 Fund management

During 2022 the PCC has operated twelve funds which are set out below. The PCC holds no Endowment funds.

Unrestricted funds

General fund - receives the regular income of the PCC and is used for normal operating and recurring expenses including insurance, utility, administration and housekeeping costs.

Designated unrestricted funds

800th fund - to hold funds for activities and events for the 800th anniversary of St Peter's church in 2022.

Building fund – to support general property maintenance and improvements.

Legacy fund – to hold all legacies bequeathed to the PCC. All money received from legacies is accounted for through this fund.

Little Fishes – to support the Little Fishes children's group.

Parish Magazine fund – to support the production and distribution of the parish magazine, "Your Berkhamsted".

Property fund – represents the fair value to the PCC of the properties held for the benefit of the PCC. The properties are legally vested in the Diocesan Board of Finance as Custodian Trustee.

Restricted funds

Flower fund – holds money received for the provision of flowers in St Peter's Church.

Refugee Fund – holds funds specifically donated for the support of refugees. As at the end of 2022 the balance in this fund has been reduced to zero.

Restricted fund – holds money received by the PCC for other restricted purposes. As at the end of 2022 the balance in this fund has been reduced to zero.

St Catherine's Chapel fund – holds funds specifically donated for restoration of the St Catherine's chapel.

St Peter's Church Fabric fund – holds funds specifically donated for the maintenance and renovation of St Peter's Church (as distinct from funds available for general property support)

Inactive funds with zero balances and no transactions during 2022.

Clergy Support fund

Court House fund

Court House Restricted fund

Cowper Society

Organ Appeal fund

Petertide

Rectory Lane Cemetery Project Contingency

Agency funds

These hold monies collected by the PCC acting as agent for independent organisations and individuals. No formal Agency Agreements are in place.

Independent organisations include charities and the Diocese of St Albans. Money held for charities is usually collected during church services such as funerals, or in “red bucket” appeals on behalf of specified charities. The PCC ensures that the identities of the charities concerned are made clear to church congregations at the time of the collection.

Money collected on behalf of the Diocese consists of fees for parochial church services such as weddings and funerals.

Money collected on behalf of individuals includes fees due to musicians, bell ringers and church vergers for optional services provided at weddings or other special events. These fees are paid by those commissioning the services concerned and not by the PCC.

These funds are referred to collectively as “Agency Funds”. They are not PCC assets although they generally reside temporarily in PCC bank accounts until disbursed, which the PCC aims to complete promptly. The Balance Sheet shows the value of Agency funds held at year end. During 2022 the PCC has collected and disbursed £9,016 through Agency funds.

PCC of Great Berkhamsted St Peter
Fund movement summary
Selected period: 01 January 2022 to 31 December 2022

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
800th - 800th	(£450)	£21,066	£7,260	(£1,050)	-	-	£12,306
Buildings - Buildings Fund	£35,446	£21,423	£15,011	-	-	-	£41,858
Cath - St Catherine Chapel	£6,000	-	-	-	-	-	£6,000
Flower - Flower Fund	£344	£230	£502	-	-	-	£72
Legacy - Legacy	£71,917	£12,198	-	(£17,000)	-	-	£67,115
LitFsh - Little Fishes	£1,276	£510	£330	-	-	-	£1,456
Magazine - Parish Magazine	£2,838	-	£280	-	-	-	£2,558
Property - Property	£1,490,000	-	-	-	£104,000	-	£1,594,000
Refugee - Refugee	-	£1,094	£1,130	£36	-	-	-
Restricted - Money received for restricted purposes	£2,060	£8,870	£8,986	(£1,944)	-	-	-
St Peter's fabric - St Peters Church Fabric Fund	-	£240	-	£2,994	-	-	£3,234
General - General fund	£19,081	£194,042	£218,174	£16,964	£2,080	-	£13,993
Totals	£1,628,512	£259,673	£251,673	-	£106,080	-	£1,742,592

PCC of Great Berkhamsted St Peter

Statement of Assets and Liabilities (by fund)
As at: 31 December 2022

			Balance	Previous balance
Tangible Assets				
0500: Property				
Property	Designated		£1,594,000	£1,490,000
			£1,594,000	£1,490,000
0510: Equipment				
General fund	Unrestricted		£1,600	-
			£1,600	-
		Tangible Assets	£1,595,600	£1,490,000
Cash At Bank And In Hand				
0600: NatWest Current xx266				
General fund	Unrestricted		£10	£10
			£10	£10
0601: CAF Bank Account 00030116				
800th	Designated		£12,306	(£450)
Buildings Fund	Designated		£41,858	£35,446
St Catherine Chapel	Restricted		£6,000	£6,000
Flower Fund	Restricted		£72	£344
Legacy	Designated		£13,476	£18,596
Little Fishes	Designated		£1,456	£1,251
Parish Magazine	Designated		£2,558	£2,838
Money received for restricted purposes	Restricted		-	£2,060
St Peters Church Fabric Fund	Restricted		£3,234	-
General fund	Unrestricted		£14,423	£18,994
Agency collection	Restricted		£1,712	£1,600
			£97,093	£86,678
0605: CCLA Account 632232001D				
Legacy	Designated		£53,640	£53,322
General fund	Unrestricted		£350	(£33)
			£53,990	£53,289
0625: NatWest Stewardship Account xx304				
General fund	Unrestricted		£10	£10
			£10	£10
0651: Closed St Peters Choir Float				
General fund	Unrestricted		-	£100
			-	£100
0652: Closed Little Fishes Float				
Little Fishes	Designated		-	£25
			-	£25
		Cash At Bank And In Hand	£151,104	£140,112

Agency Accounts

		Balance	Previous balance
6699: Agency collections			
Agency collection	Restricted	£1,712	£1,600
		£1,712	£1,600
	Agency Accounts	£1,712	£1,600
Creditors: Amounts Falling Due In One Year			
0700: Accruals			
General fund	Unrestricted	£2,400	-
		£2,400	-
	Creditors: Amounts Falling Due In One Year	£2,400	-
	Grand Total	£1,742,592	£1,628,512

Accounts



The Parish Church of
St Peter Great Berkhamsted



**2021 Trustees Report
and
Financial Statements**

Registered Charity number 1130108

Address for correspondence

The Parish of Great Berkhamsted
Parish Office, The Court House
Church Lane
Berkhamsted, Hertfordshire
HP4 2AX

Our Bankers

NatWest Bank Plc.
199 High Street
Berkhamsted,
Hertfordshire,
HP4 1BH

CAF Bank Ltd
25, Kings Hill Avenue
Kings Hill
West Malling, Kent
ME19 4JQ

The CBF Church of
England Funds
80 Cheapside
London
EC2V 6DZ

Our Independent Examiners

Hillier Hopkins LLP
Radius House
51 Clarendon Road
Watford
WD17 1HP

Incumbents during the reporting period

Rev'd. Stuart Owen

Church Wardens

Mark Grego and Tim Hennessey

Hon. Treasurer

Richard Hackworth

The photographs in this Report have been taken by members of the church congregation.

Trustees

Trustees in office between the 2020 APCM on 25th October 2020 and the 2022 APCM held on 3rd April are set out below.

Clergy

The Revd Stuart Owen

The Revd Joe Roberts

The Revd John Russell

Churchwardens

Mark Grego

Tim Hennessey

Deanery Synod

Alan Conway

Christine Cowie

Peter Matthews

Other PCC members

Chris Beauchamp

Astrid Biddle (*Deputy Churchwarden*)

Carolynne Charman (*Deputy Churchwarden*)

David Cooke

Julian Dawson (*PCC Secretary*)

Carole Dell

Hilary Elliott (*Deputy Churchwarden and Safeguarding Officer*)

Oliver Fradgley

Nicholas Goss

Christopher Green (*also Chairman of the Diocesan Advisory Committee*)

Richard Hackworth (*Hon PCC Treasurer and the All Saints representative on PCC*)

Susan Holmes

Jon Lee

Prunella Murray

Introduction and background

The Church of England Parish of Great Berkhamsted is situated in Hertfordshire. The town of Berkhamsted is served by churches of all major denominations. There are two churches in the Parish of Great Berkhamsted. One is St Peter's to which this report solely relates. The other is a self-governing Local Ecumenical Partnership with the Methodist Church at All Saints Church.

St Peter's is part of a Team Ministry alongside four other parishes in nearby villages - St Peter and St Paul in Little Gaddesden, St John the Baptist Great Gaddesden, St Lawrence in Nettleden, and Holy Trinity in Potten End. Each of these parishes is self-governing. This report concerns the PCC of St Peter's only.

The Parochial Church Council (PCC) of St Peter's is a UK Registered Charity, number 1130108. Its responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints House, and also parts of the Rectory Lane Cemetery, all of which are located in Berkhamsted.

Our Clergy

The Parish Rector is the Revd. Stuart Owen. The parish benefits from the ministry of three retired members of the clergy, Fr Anthony Lathe, Fr David Lawson and Fr Christopher Rogers.

Until July 2021, the parish has been supported by an intern, Miss Olivia Davies, Assistant Chaplain at Berkhamsted School. We are happy to welcome our new intern, Miss Chloe Hopkins, who joined the parish in September. She is also Assistant Chaplain at Berkhamsted School and we are very grateful to the School for enabling Miss Hopkins to work with St Peter's.

Full time clergy are supported by a large number of volunteers including lay ministers, Church Wardens, members of the church choir, Sunday school and youth leaders, as well as many people who serve on committees and assist with administrative and worship tasks.

Our Trustees

All trustees of our charity are members of the PCC. A full list of Trustees is presented above. Each member of the PCC has confirmed that they have reviewed this report and that to the best of their knowledge it is correct, and that there are no additional important matters which should be brought to the attention of the Charity Commission or the Diocese of St Albans.

KEY NUMBERS for 2021

- The PCC has met on 5 occasions with an average attendance of 85%.
- Total income across all funds is approximately £256,000 (£209,000 in 2020).
- Expenditure across all funds is approximately £307,000 (£266,000 in 2020).
- The total of all PCC funds is approximately £1.63m (£1.57m in 2020). If property assets are excluded, PCC funds amount to approximately £138,000 (£190,000 in 2020).
- Donated income across all funds and for all purposes, including Gift Aid grants, represents 85% of all income (81% in 2020).
- Average Sunday attendance is 145 and 14 children (2020: 100 adults and 15 children).
- The Parish Electoral Roll is 196.
- There have been 16 funeral services and 5 weddings.

Major activities and public benefit

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard to the Charity Commission guidance on public benefit. The principal aims of the PCC are to serve its local community by:

- Providing a full programme of public Christian worship.
- Teaching the Christian faith.
- Encouraging and enabling as many people as possible to worship at St Peter's Church and to become members of our church community.
- Offering appropriate pastoral care within the local community.
- Promoting the whole pastoral, evangelistic, ecumenical and social missions of the Church of England.

St Peter's church is open during the day, and we invite all people of any faith or none to come into St Peter's to pray, to seek help and to find peace. Clergy take worship into the church schools, and lay ministers and others to carry worship and pastoral care into private and residential homes. The PCC is pleased to provide meeting space to a local group of Muslims as our guests for weekly prayer.

The PCC supports its Christian mission by hiring out the facilities of the Court House and St Peter's Church for public and private events. The Court House is used by children's, recreational and teaching groups, and by families for private occasions. It is used for regular church sponsored events such as lunch clubs for the elderly. It is also hired for private

business events such as book fairs and charity sales. St Peter's hosts a full range of high-quality music concerts and recitals in the church for the benefit of the local community.

The PCC generally receives fees for the use of its facilities but these amount to significantly less than total operating and maintenance costs.

Our parish magazine, Your Berkhamsted, is available online.



Governance structure and PCC responsibilities

The PCC is a body corporate and is registered as UK charity number 1130108. The Governing documents of the PCC are the Church Representation Rules and the Parochial Church Councils (Powers) Measure 1956. The PCC complies with the Charities Act 2011, appropriate charity accounting and reporting standards, and the management procedures of the Church of England. Annual PCC accounts are subject to Independent Examination.

Members of the PCC for the year ending 31st December 2020 are listed above together with specific roles and responsibilities where applicable. Elected members are appointed by the Annual Parochial Church Meeting (APCM) for three years. The PCC has no corporate trustees and no trustees hold title to any PCC properties.

Copies of the minutes of the PCC meetings are available for reference on the St Peter's church website <http://www.stpetersberkhamsted.org.uk/groups/pcc>.

Trustee induction and training

New members of the PCC are provided with copies of recent accounts and meeting minutes.

Significant changes in legislation are brought to the attention of the PCC from a variety of sources including regular mailings from the St Alban's Diocese and the Charity Commission. PCC members with specific responsibilities may attend relevant training courses offered by the Diocese and others as appropriate.

Management responsibilities

The PCC is ultimately responsible for the conduct and management of the charity but the majority of day-to-day management decisions are taken by the following members of the PCC, and subsequently ratified by the PCC if appropriate.:

- Rector of the Parish of Great Berkhamsted (Rev'd Stuart Owen),
- Church Wardens (Mr Mark Grego and Mr Tim Hennessey),
- Hon Treasurer (Mr Richard Hackworth), and
- Chairman of the Buildings Committee (Mr Mark Grego).

The PCC delegates responsibility for church music to the Director of Music (Mr A Davis), who is not a trustee.

Committees

Selected PCC activities are delegated to sub-committees which meet as required between full meetings of the Council. Reports of their activities are received and discussed at PCC meetings as appropriate, and reports of committee activities are presented to the APCM. The principal committees are as follows.

Buildings Committee

The Buildings Committee plans and oversees the maintenance and development of all properties which fall within the responsibility of the PCC. Faculty authorisation for work is obtained from the Diocese of St Albans as appropriate.

Pastoral Group

The Pastoral Group supports and visits members of the parish with pastoral needs, including bereavement support.

Standing Committee

This committee is required by law. It consists of the stipendiary clergy, the two church wardens, the two deputy wardens if they are appointed, the honorary

treasurer and the honorary secretary. It has the power to transact the business of the PCC between its meetings.

Your Berkhamsted Committee

This Committee oversees management of the parish magazine, Your Berkhamsted. In addition, informal groups are convened to manage specific parish events as appropriate.



Parish staff, and volunteers

Sadly during 2021 we had to say farewell to Mrs Hilary Armstrong who has run the Parish office for many years. We are very grateful for all the support she has given to efficient parish administration and to the life of St Peter's more widely.

The PCC appointed Mrs Elizabeth Morris as Parish Administrator in October and we welcome her to our team.

Church music is led by a Director, Mr Adrian Davis, an Assistant Director of Music, Mrs Jean Wild, and an Organist, Mr Jon Lee, who are paid fees for their professional services. The work of the whole church in every area of activity is supported by many unpaid volunteers who receive only out of pocket expenses.

The PCC is very grateful and appreciative of the untiring and voluntary support to the mission of the church donated by members of the church congregation. Since the life of the church is defined through these donations of time and talents the PCC considers that it would be inappropriate to quantify them across the whole church community. However, a reasonable and conservative estimate of the total contribution donated by members of the PCC alone has been and remains in the region of 500 person-days pa.

Safeguarding and Compliance

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and has appointed a Safeguarding Officer, and the PCC has implemented controls and procedures to comply with the General Data Protection Regulations. All clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

Related organisations

The Parish of Great Berkhamsted is not a parent or subsidiary undertaking of any other organisation and is not in an Associate, Joint Venture or Joint Arrangement relationship with any other organisation. However, the PCC is active within the local community in several ways and the following allied self-governing organisations may be noted.

Church schools

The Castle Church of England Federation is a partnership of two Church of England School within the parish of St Peter's, and supported by the PCC:

- a) Thomas Coram Church of England School, Head of School Mrs Jackie Cutler.
- b) Victoria Church of England Infant and Nursery School, Head of School Mrs Caroline Crozier.

Mr Rob Halls is the Executive Headteacher of the Castle CE Federation.

All Saints Church

All Saints Church, Berkhamsted (Registered Charity number 1153162) is an Anglican/Methodist Local Ecumenical Partnership (LEP). The LEP is administered as part of the West Hertfordshire and Borders Methodist Circuit and is also part of the Parish of Great Berkhamsted. Ultimate responsibility for the management of All Saints Church lies with the Anglican Methodist Association (Berkhamsted) Ltd (Registered Charity number 280703 and Company number 01493109). All day-to-day management responsibility is delegated to the All Saints Council which is funded directly by the All Saints congregation.

The Friends of St Peter's

The object of the Friends of St Peter's Great Berkhamsted (Registered Charity number 1160314) is the preservation, repair, maintenance and improvement of the fabric of St Peter's Church and associated Churchyards.

Other local charities

The PCC nominates trustees for some independent local charities.

Property

The PCC owns two residential properties, All Saints House and Court House Cottage.

All Saints House

All Saints House is rented on the open market, and the regular income provided is important to the charity. All Saints is let through a local estate agent, and management of the tenancy has been subcontracted to Ash Residential Property Management Ltd (ARPM). Unfortunately, in September 2021 ARPM failed with substantial debts causing the PCC extraordinary costs of £4,000. Claims to recover these costs have been lodged but, in all likelihood, they have been lost. Management of this tenancy has been transferred to another company.

Court House Cottage

The Court House Cottage was occupied by a tenant until April 2021 since when it has been vacant while renovation work has been carried out. The Court House Cottage is separate but adjacent to the Court House.

St Peter's Church and the Court House

St Peter's Church is a Grade II* listed building parts of which date from the thirteenth century. The Court House is a Grade II listed building that dates from the sixteenth century. Maintenance of these important properties is a continuing and generally expensive responsibility. The PCC sets money aside for routine building maintenance in a (Designated) Building fund.

Renovations and thanks

During 2021 the PCC has carried out substantial renovation work to the Court House and the Cottage. This would not have been possible without very generous gifts from many members of the church congregation and the local community to an appeal for funds for this work. The whole church community is enormously grateful to all who contributed. The improvements will benefit all who use and hire the Court House, reduce ongoing property maintenance costs, and enhance rental income from the Cottage. The PCC would like to continue a programme of improvements to the Court House, further to reduce maintenance costs and for other benefits. The pace with which the PCC will be able to proceed with this programme will depend on available funds.

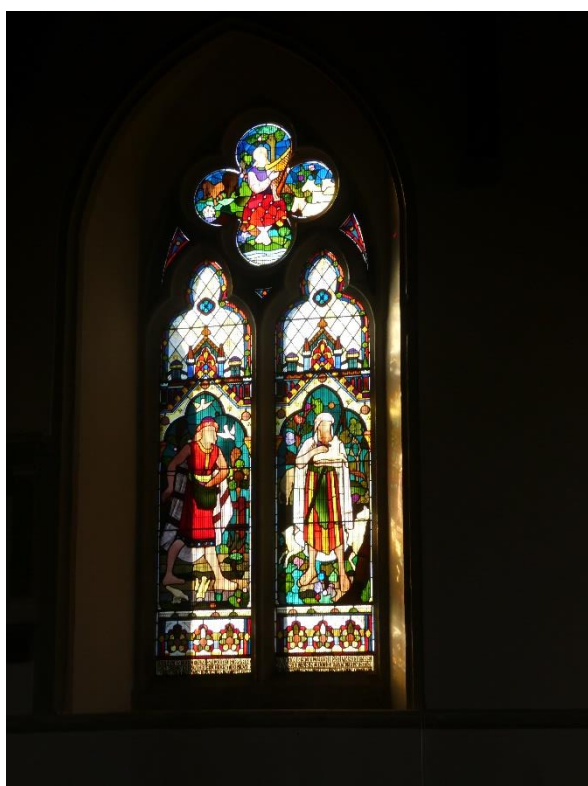
Charitable grants

Fund raising events and church service collections are carried out for a number of charities. During 2021 the PCC made gifts to charities totalling approximately £2,300. Details are summarised in Note 8 to the Financial Report.

Principal plans, constraints and risks

The PCC aims to strengthen resources and develop skills in order successfully to grow church membership and to serve the community well in the foreseeable future. PCC initiatives are constrained by available funds. In addition to the traditional method of donating through bank Standing Orders, donors may also donate through on-line services such as PayPal, and through the Parish Giving Scheme (PGS) which provides administrative and financial advantages to the PCC. The PCC encourages all donors to Gift Aid their donations.

The average age of the congregation continues to increase, with associated medium to long term risks of reducing donated income and reducing numbers of volunteers for some roles. The PCC is addressing these risks by encouraging new members and through outreach to the community.



Property maintenance and development is limited by funds available for building work, that are allocated to projects according to practical priorities and available resources. It is therefore sometimes necessary to postpone lower priority, but nevertheless important, work and the PCC recognises the potential risks entailed.

PCC policy is to manage normal business risks in line with best practice. The charity has not suffered any material damage due to failures of, or inadequate management of, controls.

Continuing impact of the Covid-19 Pandemic

Some of the measures put in place to respond to the Covid-19 pandemic in 2020 have continued to operate, but the success of the national vaccination campaign has allowed many activities of the charity to return to near normal. The charity complies with Government advice and guidance, and the guidance published by the Church of England. Here is a summary of the continuing impact of the Covid-19 pandemic on our charity's activities and mission.

Main actions taken

- St Peter's has continued to broadcast the principal church services through Internet streaming services provided by YouTube, Facebook and through the parish website.
- During 2021 regular public worship in church has resumed without the need for advanced booking, but church seating and the movement of people within the church during services, are controlled to maintain safe distancing. The wearing of face masks is discretionary, but the majority of people continue to wear masks during church services. Hand sanitisers are available at church doors.
- At Christmas when attendance for services is expected to be particularly high, an on-line booking system is used to control congregation numbers within Covid-safe limits, and additional services have been held to accommodate all who wish to attend.
- Church meetings continue to meet on-line rather than physically to minimise the risks of infection.
- The Court House and the church is now generally available for hire for community and church activities.

Main impacts

- The pandemic continues to limit the church's ability to take pastoral care into the community, particularly ministering to elderly and vulnerable residents of care homes.
- It is pleasing to report that regular donations to the charity have not been adversely affected by the pandemic. The PCC is very grateful for all who make regular donations to St Peter's. Income from hiring the Court House and St Peter's church remain reduced compared with 2019.
- Trustees and clergy will continue to do all possible to serve our community and meet our charitable objectives as the Covid-19 pandemic evolves. The initiatives already well established, such as live and recorded streaming of church services, will continue as regular features of church life.

Independent Examiner's Report to the trustees of The Parish of Great Berkhamsted, St Peter for the year ended 31 December 2021

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2021 which are set out on pages 14 to 34.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Cundale BSc FCA
Hillier Hopkins LLP
Chartered Accountants
Radius House
51 Clarendon Road
Watford
Herts WD17 1HP

Date 14 March 2022

PCC of Great Berkhamsted St Peter
Statement of Financial Activities
For the period from 01 January 2021 to 31 December 2021

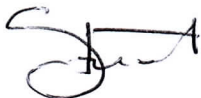
	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources						
Incoming resources from generated funds	-	-	-	-	-	-
Voluntary income	161,392	10,541	46,211	-	218,144	181,142
Activities for generating funds	3,492	-	-	-	3,492	810
Investment income	21,396	44	-	-	21,440	10,392
Incoming resources from charitable activities	11,296	-	846	-	12,142	9,241
Other incoming resources	666	-	-	-	666	7,470
Total income	198,242	10,585	47,057	-	255,884	209,056
Resources used						
Cost of generating funds	9,356	225	-	-	9,581	28,674
Cost of generating voluntary income	1,334	450	-	-	1,784	-
Charitable activities	189,858	5,888	97,734	-	293,479	234,980
Governance costs	2,380	-	-	-	2,380	2,020
Total expenditure	202,927	6,563	97,734	-	307,223	265,674
Net income / (expenditure) resources before transfer	(4,685)	4,023	(50,677)	-	(51,339)	(56,618)
Transfers:						
Gross transfers between funds - in	27,447	10,580	51,288	-	89,314	21,387
Gross transfers between funds - out	(10,580)	(78,734)	-	-	(89,314)	(21,387)
Other recognised gains / losses						
Gains/losses on investment assets	-	-	-	-	-	-
Gains on revaluation, fixed assets, charity's own use	-	110,000	-	-	110,000	-
Net movement in funds	12,182	45,868	611	-	58,661	(56,618)
Reconciliation of funds						
Total funds brought forward	6,900	1,555,159	7,793	-	1,569,852	1,626,470
Total funds carried forward	19,081	1,601,027	8,404	-	1,628,512	1,569,852
Represented by						
Unrestricted						
General fund	19,081	-	-	-	19,081	6,900
Designated						
800th	-	(450)	-	-	(450)	-
Buildings Fund	-	35,446	-	-	35,446	25,880
Clergy support fund	-	-	-	-	-	20,551
Court House	-	-	-	-	-	30,963
Cowper Society	-	-	-	-	-	-
Legacy	-	71,917	-	-	71,917	93,183
Little Fishes	-	1,276	-	-	1,276	1,324
Parish Magazine	-	2,838	-	-	2,838	3,258
Property	-	1,490,000	-	-	1,490,000	1,380,000
RLCP Contingency	-	-	-	-	-	-
Restricted						
Agency collection	-	-	(0)	-	(0)	(0)
Court House Restricted	-	-	-	-	-	-
Flower Fund	-	-	344	-	344	233
Money received for restricted purposes	-	-	2,060	-	2,060	1,560
Organ Appeal Fund	-	-	-	-	-	-
Petertide	-	-	-	-	-	-
St Catherine Chapel	-	-	6,000	-	6,000	6,000

PCC of Great Berkhamsted St Peter

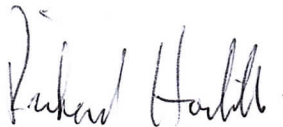
Balance Sheet (Separate funds)

	General	Designated	Restricted	Endowment	At 31/12/2021 £	At 31/12/2020 £
Fixed assets						
Tangible Assets	-	1,490,000	-	-	1,490,000	1,380,000
	-	1,490,000	-	-	1,490,000	1,380,000
Current assets						
Cash At Bank And In Hand	19,081	111,027	10,003	-	140,112	197,799
	19,081	111,027	10,003	-	140,112	197,799
Liabilities						
Creditors: Amounts Falling Due In One Year	-	-	1,600	-	1,600	7,947
	-	-	1,600	-	1,600	7,947
Net current assets less current liabilities	19,081	111,027	8,404	-	138,512	189,852
Total assets less current liabilities	19,081	1,601,027	8,404	-	1,628,512	1,569,852
Liabilities						
	-	-	-	-	-	-
Total net assets less liabilities	19,081	1,601,027	8,404	-	1,628,512	1,569,852
Represented by						
Unrestricted						
Unrestricted - General Fund	19,081	-	-	-	19,081	6,900
Designated						
Designated - 800th	-	(450)	-	-	(450)	-
Designated - Buildings Fund	-	35,446	-	-	35,446	25,880
Designated - Clergy support fund	-	-	-	-	-	20,551
Designated - Court House	-	-	-	-	-	30,963
Designated - Legacy	-	71,917	-	-	71,917	93,183
Designated - Little Fishes	-	1,276	-	-	1,276	1,324
Designated - Parish Magazine	-	2,838	-	-	2,838	3,258
Designated - Property	-	1,490,000	-	-	1,490,000	1,380,000
Restricted						
Restricted - St Catherine Chapel	-	-	6,000	-	6,000	6,000
Restricted - Flower Fund	-	-	344	-	344	233
Restricted - Money received for restricted purposes	-	-	2,060	-	2,060	1,560
Restricted - Agency collection	-	-	(0)	-	(0)	(0)
Fund Totals	19,081	1,601,027	8,404	-	1,628,512	1,569,852

The Trustee Report and Accounts for 2021 were approved by the PCC at its meeting on 22nd February 2022



Rev'd Stuart Owen, Rector



Richard Hackworth, Hon. Treasurer

Dated 22 FEBRUARY 2022

Financial Report for the year ended 31 December 2021

Financial responsibilities of trustees

The PCC is responsible for preparing annual financial statements in accordance with Charity law which give a true and fair view of the state of affairs of the PCC and of its financial activities. In summary, Trustees financial responsibilities are to:

- Evidence the trustees' responsibility for public accountability and Stewardship.
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.
- Keep 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.
- Safeguard the assets of the PCC and take reasonable steps for the prevention and detection of fraud or other irregularities.
- Maintain reserves at an adequate level appropriate to the Charity objectives and responsibilities.

Accounting standards

Accounts have been prepared on the going concern basis in accordance with relevant requirements of the Charities Act 2011, the Church Accounting Regulations 2006, the Charities Statement of Recommended Practice 2015 (SORP 2015) and the Financial Reporting Standard 102 (March 2018).

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

Eligibility for Independent Examination and application of Small Entity Accounting Standards.

For the year ending 31st December 2021 the total assets of the charity are less than £3.26m net, its gross income is less than £500,000 and it employs less than 50 staff. The charity therefore qualifies to prepare its Report and Accounts in compliance with the Accounting Standards for Smaller Entities (FRS 102, 1a). In accordance with FRS 102 and the Charities SORP 2015 the charity is not required to commission a formal audit and may rely upon

Independent Examination of its Annual Report and Accounts.

Funds

During 2021 the PCC has operated fourteen funds which are set out below. The PCC holds no Endowment funds.

Unrestricted funds

General fund - receives the regular income of the PCC and is used for normal operating and recurring expenses including insurance, utility, administration and housekeeping costs.

Designated unrestricted funds

800th fund - to hold funds for activities and events for the 800th anniversary of St Peter's church in 2022.

Building fund – to support property maintenance and improvements.

Clergy Support fund – to hold unrestricted reserves to support potential shortfalls in General fund income. This fund has been reduced to zero in the course of 2021.

Court House fund – holds money specifically donated for maintenance and enhancement of the Court House. This fund has been reduced to zero and replaced by the *Court House Restricted fund* during 2021 – *see below*.

Legacy fund – to hold all legacies bequeathed to the PCC. All money received from legacies is accounted for through this fund.

Little Fishes – to support the Little Fishes children's group.

Parish Magazine fund – to support the production and distribution of the parish magazine, "Your Berkhamsted".

Property fund – represents the fair value to the PCC of the properties held for the benefit of the PCC. The properties are legally vested in the Diocesan Board of Finance as Custodian Trustee.

Restricted funds

Flower fund – holds money received for the provision of flowers in St Peter's Church.

Restricted fund – holds money received by the PCC for other restricted purposes.

St Catherine's Chapel fund – holds funds specifically donated for restoration of the St Catherine's chapel.

Court House Restricted fund – holds money specifically donated for renovations to the Court House and Court House Cottage. As at the end of 2021 this fund has been reduced to zero.

Inactive funds with zero balances and no transactions during 2021.

Cowper Society

Organ Appeal fund

Petertide

Rectory Lane Cemetery Project Contingency

Agency funds

These hold monies collected by the PCC acting as agent for independent organisations and individuals. No formal Agency Agreements are in place.

Independent organisations include charities and the Diocese of St Albans. Money held for charities is usually collected during church services such as funerals, or in “red bucket” appeals on behalf of specified charities. The PCC ensures that the identities of the charities concerned are made clear to church congregations at the time of the collection.

Money collected on behalf of the Diocese consists of fees for parochial church services such as weddings and funerals.

Money collected on behalf of individuals includes fees due to musicians, bell ringers and church vergers for optional services provided at weddings or other special events. These fees are paid by those commissioning the services concerned and not by the PCC.

These funds are referred to collectively as “Agency Funds”. They are not PCC assets although they generally reside temporarily in PCC bank accounts until disbursed, which the PCC aims to complete promptly. The Balance Sheet shows the value of Agency funds held at year end. During 2021 the PCC has collected and disbursed £10,190 through Agency funds.

Incoming resources

All income is recognised when receipt of that income by the PCC is considered highly probable, and is accounted for gross. The value of the very considerable amount of time and expertise given free of charge by volunteer members of the congregation in a wide variety of ways is not quantified.

Expended resources

Expenditure is recognised when it is incurred and is accounted for gross. Parish support costs are not apportioned to specific activities. Grants and donations are recognised when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC.

Fixed assets

Property

Property assets are as follows.

- a) Consecrated and benefice property including St Peter's Church and the Rectory Lane Cemetery. This is not included in the accounts in accordance with s. 10(2) to 10(4) of the Charities Act 2011. The PCC has maintenance responsibility for these properties and for ensuring that they are adequately insured.
- b) The Court House. The PCC considers that the potential market value of the Court House, and the costs of a potential sale, would depend heavily on several important considerations none of which can be reliably identified nor assessed in advance. This property is therefore valued at zero.
- c) Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal. These are inalienable property, listed in the church inventory, which can be inspected by arrangement at any reasonable time. These assets are valued at zero.
- d) Residential property consisting of the Court House Cottage and All Saints House. During the year ending 31st December 2021 both properties have been rented on the open market, except in the case of the Court House Cottage while renovation work has been in progress. The fair market value of PCC property assets has been revalued in December 2021 in line with the Land Registry UK House Price Index at October 2021. No similar revaluation was made at the end of 2020.

All expenditure incurred on PCC property, whether for maintenance or improvement, is written off.

Insured value

As at 31st December 2021 PCC property and contents is insured for a total replacement cost of approximately £23.9m, £23.2m of which relates to St Peter's church.

Other fixed assets

Fixed assets with a purchase price of £1,000 or less are written off when the asset is acquired. Other fixed assets, such as office equipment, with a purchase price greater than £1,000 are depreciated on a straight-line basis over 5 years unless the PCC determines otherwise in specific cases.

Current assets

Cash at bank and in hand. The PCC operates bank accounts with CAF Bank Ltd, NatWest Bank plc and with CCLA Investment Management Ltd. Small cash floats are also held for certain activities.

Inventories. The PCC holds small inventories of office supplies, housekeeping materials, worship supplies and books. The fair sale value of these is considered to be immaterial and

inventories are valued at zero

Debtors. Amounts owing to the PCC at 31st December in respect of fees, rents, Gift Aid and other income are shown as debtors less any provision for amounts that may prove uncollectable. All utility and insurance costs are paid by monthly Direct Debits and therefore no accruals have been made for prepayments.

Intangible assets

The PCC has not identified any intangible assets with material value.

Liabilities

Long term commitments

The PCC has no outstanding borrowings or long-term funding commitments towards other organisations.

Current liabilities

Creditors.

Material payments considered to be highly likely although not yet invoiced are recorded as liabilities.

As a registered charity the PCC has no tax liabilities.

Reserves

PCC policy is, if possible, to maintain a minimum General fund balance to cover expected day to day transactions. Before transfers, the end of year General fund balance is approximately £7,000. Consequently, funds have been transferred from reserves to lift the General fund to approximately £19,000 on 31st December 2021.

PCC policy is to determine no formal reserve policies for other funds since these would serve no useful management purposes.

Cash investments

PCC investment policy is to hold cash in excess of that required for day-to-day activities but likely to be required at call in a CCLA CBF cash deposit account. This account is considered to represent no investment risk to the PCC. Funds can be accessed within 10 working days.

Cash which the PCC considers is likely to be required in more than 1 year but less than 5 years is invested in term deposit accounts selected by reference to the return offered and finance industry risk ratings. As at 31st December 2021 no such term deposit accounts were held.

Risk management

The PCC considers that there is no significant risk of material adjustments to transactions relating to the current or previous reporting periods.

Day to day operational risks are managed as appropriate and proportionate in accordance

with recognised best practice.

An important operational risk is potential loss of computer data which would severely reduce the PCC's ability to function. Reputable security software is installed on computer equipment and important computer data is stored and automatically backed-up off-site.

The greatest financial risk is inadequate General fund cash flow to support regular commitments. Projections of the financial outlook have been prepared to inform the PCC of potential risks and contingency actions identified. Monthly cash flow summaries for the General fund and the Building fund will continue to be circulated to the PCC with supporting commentaries as appropriate.

Remuneration

Staff

The PCC employs one person to staff the Parish Office from Monday to Friday.

Three musicians (the Director of Music, the Assistant Director of music, and the church organist) are also treated as employees for the purposes of collecting and paying PAYE and National Insurance contributions.

The PCC offers all employees membership of a Work Place Pension in accordance with the Pensions Act 2008.

Trustees

Clergy are employed by the Diocese of St Albans and receive no additional remuneration from the PCC. Members of the PCC are not remunerated for their services as Trustees.

During 2021 one Trustee has been employed by the PCC for his separate role as church organist.

All trustees are reimbursed by the PCC for out-of-pocket expenses incurred on PCC business and evidenced by reasonable receipts. The total of unclaimed trustee expenses is considered to be immaterial.

Parochial church services

The church offers individual trained members of the church to provide assistance and support to parochial church services such as weddings and funerals. Examples include bell ringers, vergers and musicians. This assistance and support is paid for by the people commissioning the services concerned (such as wedding couples and families for funerals), and not by the charity. Parochial fees are set out in a schedule approved by the PCC. The PCC collects Parochial fees on behalf of the people concerned and holds funds in an agency account where they are not counted as PCC assets, until they are disbursed.

Related Party Transactions

All trustees have confirmed that neither they, nor any of their relatives, nor any company in which they have financial interests, have been party to any PCC transactions in the year ending 31st December 2021. No trustees have any financial interests in any PCC assets.

Going Concern basis for accounts

The charity's financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have also considered the impact of Covid-19, the level of funds held, and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. Trustees consider that reserves and the expected levels of income and expenditure are sufficient to enable the charity to continue as a going concern.

There are no points of special concern relating to the pandemic or any other matter to bring to the attention of the Charity Commission or the Diocese of St Albans, and no post balance sheet events are to be noted.

Notes to this Financial Report

1. Cash flow statement.
2. Donated income and Gift Aid
3. Legacies.
4. Investment income.
5. Transactions with employees and trustees and related persons.
6. Employment costs.
7. Pension scheme.
8. Grants and outward giving.
9. Parish share.
10. Parochial fees.
11. Fixed assets.
12. Accrued assets and liabilities
13. Fund management.

1 Cash Flow Statement

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2021	31/12/2020
	£	£	£	All funds £	All funds £
Cash flows from operating activities					
Fund income from SOFA	198,242	10,585	47,057	255,884	209,056
Less investment (rental) income	-21,396		0	-21,396	-7,430
Less bank interest	0	-44	0	-44	-522
Less increase in debtors	0	0	0	0	12,000
Cash income from operating activities	176,846	10,541	47,057	234,444	213,103
Fund expenditure from SOFA	202,927	6,563	97,734	307,223	265,674
less increase in creditors	2,750	3,400	198	6,348	-389
less depreciation	0	0	0	0	-1,288
Cash expenditure on operating activities	205,677	9,963	97,931	313,571	263,996
Net cash provided by (used in) operating activities	-28,831	578	-50,875	-79,127	-50,893
Reconciliation of movement in funds to net operating cash flows					
Net movement in funds as reported in the SOFA	12,182	45,868	611	58,661	-56,618
Less investment (rental) and interest	-21,396	-44	0	-21,440	-7,952
Less revaluation of property assets	0	-110,000	0	-110,000	0
Less cash fund transfer in	-27,447	-10,580	-51,288	-89,314	-21,387
Plus cash fund transfer out	10,580	78,734	0	89,314	21,387
Depreciation charges	0	0	0	0	1,288
Decrease in Debtors	0	0	0	0	12,000
Plus increase in creditors	-2,750	-3,400	-198	-6,348	389
Net cash provided by (used in) operating activities	-28,831	578	-50,875	-79,127	-50,893

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2021	31/12/2020
	£	£	£	All funds £	All funds £
Cash flows from investments and interest					
Rental income	21,396	0	0	21,396	7,430
Bank interest	0	44	0	44	522
Equipment purchase	0	0	0	0	0
Net cash flows from investments and interest	21,396	44	0	21,440	7,952
Net change in cash from operating activities, investments and interest	-7,435	623	-50,875	-57,687	-42,940
Reconciliation of net cash flows from operating activities with cash at bank and in hand					
Change in cash during 2021 before interfund transfers	-7,435	623	-50,875	-57,687	-42,940
Cash at bank and in hand brought forward from 2020	9,650	178,559	9,590	197,799	240,739
Plus cash transfers in during 2021	27,447	10,580	51,288	89,314	21,387
Less cash transfers out during 2021	-10,580	-78,734	0	-89,314	-21,387
Cash at bank and in hand reported in Balance Sheet	19,081	111,027	10,003	140,112	197,799
Analysis of cash and cash equivalents					
Cash at banks and in hand	19,081	111,027	10,003	140,112	197,799
Notice deposits	0	0	0	0	0
Overdraft facilities	0	0	0	0	0
Total cash and cash equivalents	19,081	111,027	10,003	140,112	197,799

2 Donated income and Gift Aid

In total, the PCC received donations in 2021 from all sources, across all funds and for all purposes, and including Gift Aid, of £218,117, 17% of which is Gift Aid. This total includes special donations towards renovation work in the Court house and Court House Cottage, **that are shown separately below in red**. **Figures comparable with previous years are shown in blue**.

Source	£	£	2020
All donations excluding Gift Aid			
Planned Stewardship direct to PCC	45,411		69,971
Planned Stewardship through PGS	67,633		63,769
Other including collections and donations	31,158		9,326
Subtotal comparable to previous years		144,202	143,066
Donations for 2021 appeal for Court House & Cottage	35,580		
Total for PCC		179,782	
Gift Aid received			
Claimed by PCC	13,895		26,144
Received through PGS	16,445		13,818
Subtotal comparable to previous years		30,340	39,962
Gift Aid claimed for 2021 appeal for Court House & Cottage	7,995		
Total Gift Aid for PCC		38,335	
Total income from all donations		218,117	183,028

3 Legacies

The PCC has received no legacies during 2021.

4 Investment income

Investment income consists of:

- a) Interest of £44 earned on cash deposits with CCLA.
- b) £2,825 from rental of Court House Cottage. The Cottage was let for only 3 months in 2021 due to renovation work in the Court House. No costs of renovation work have been charged against the Cottage. Routine Cottage property service costs in 2021 are £2,281.
- c) £18,570 from rental of All Saints House. Routine property service costs in 2021 are £1,564. However, ARPM Ltd, that had been managing the tenancy of All Saints House, failed in September 2021, causing exceptional costs totalling £4,068. The PCC is advised that it is unlikely to recover these costs.

5 Financial transactions with employees, trustees, professional services and related person transactions

Donations

Details of all personal donations are confidential to the parish Planned Giving Co-ordinator and the Treasurer, including those of PCC members and their families. Donations to the charity made by trustees and their family members are typical of donations made by the church congregation as a whole.

Reimbursement of expenses

Clergy, employees and trustees may incur out-of-pocket expenses on behalf of the PCC which are reimbursed against reasonable evidence of payment. During 2021 expense reimbursements are as follows.

Group (numbers making claims)	Total reimbursements
Employees (1 people)	£49
Members of the clergy (4 people)	£2,001
Other trustees (2 people)	£330
Total (across 7 people)	£2,380

The maximum total reimbursement of expenses paid to a single trustee (other than members of clergy) in the reporting period is £205. The PCC has made no loans to trustees or staff.

Professional fees

During 2021 the PCC paid a total of £6,300 for professional fees, for accounting, surveying and architectural services.

6 Employment costs

Total employment costs in 2021 are £26,114, including remuneration, pension contributions, income tax and National Insurance.

The PCC has no liability for post-employment or post-retirement benefits.

7 Pension scheme – CWPF Pension Builder 2014

In accordance with the 2008 Pensions Act, the PCC offers membership of a pension scheme to all eligible workers. The PCC participates in the Pension Builder 2014 Scheme section of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board.

Pension Builder 2014 is classed as defined benefit scheme. It is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. The Board may add discretionary bonuses to member accounts before retirement, depending on investment experience and other factors. There is no requirement for the Board grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. A reduction may be made if benefits are withdrawn before this age.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The legal structure of the scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities. There is no requirement for deficit payments at the current time.

An actuarial valuation of the Pension Builder Scheme is carried out once every three years, the most recent valuation being as at 31 December 2020. For the Pension Builder 2014 section, the 2020 valuation revealed a surplus on the ongoing assumptions used of £7.2m. A bonus of 6% was declared in April 2021. The next valuation is due at the end of 2022. Retirement accounts are invested in line with the Church of England's ethical policies.

8 Grants and outward giving

Money collected on behalf of independent charities is accounted for through Agency funds. Charitable grants and contributions paid in 2021 include:

- a) £189 to the Royal British Legion.
- b) £390 to the WHO Covax appeal.
- c) £70 to Christmas charities.

Money is also donated to various charities at pastoral services such as funerals which is generally not managed by the PCC. Such donations are not included.

9 Parish Share

The Parish Share is paid to the Diocese of St Albans to contribute towards clergy employment costs, ministerial training, and to assist less well-off parishes in the Diocese. Annual Parish Share expenditure is:

2018	£132,455
2019	£131,674
2020	£130,858
2021	£132,053
2022	£131,280

The Parish Share is the single largest item of PCC expenditure, representing approximately 65% of General fund expenditure in 2021.

10 Parochial Fees

The Church of England sets standard fees for parochial church services such as weddings, funerals and memorial services, some of which are retained by the PCC and some of which are remitted to the Diocese of St Albans. In 2021 the PCC received a total of £3,042, and the Diocese a total of £3,756.

In addition, the PCC sets its own fees for providing “extras” such as musicians and bell ringing for parochial church services. These fees are collected in Agency funds and distributed to the people concerned. During 2021 the PCC collected and distributed fees for “extras” totalling £3,905.

11 Fixed assets and depreciation

Property		
Property at fair market value at 31 st December 2020 (unchanged since 2019)		£1,380,000
Additions and disposals during 2021	Nil-	
Revaluation during 2021	£110,000	
Property at fair market value at 31 st December 2021		£1,490,000
Office equipment		
Office equipment at 31 st December 2020		Nil
Additions and disposals during 2021	Nil	
Net book value at 31 st December 2021		Nil

The total net value of fixed assets at 31st December 2021 is £1,490,000. The property revaluation is based on the Land Registry House Price index for the year to October 2021.

12 Accrued assets and liabilities

Accrued assets

As at 31st December 2021 the PCC has no debtors or accrued assets.

Accrued liabilities

As at 31st December 2021 the PCC has no contingent liabilities. Accrued current liabilities total £2,400.

13 Fund management

Fund transfers

During 2021, £18,400 was transferred from the Clergy Support fund, and £9,000 from the Legacy fund, to the General fund to maintain an adequate balance to support day to day business. £21,400 was used from the Legacy fund to the Court House Restricted fund to cover the costs of renovation work in the Court House and Court house Cottage.

Other transfers have been made during the year for administrative convenience such as managing fund balances between PCC bank accounts, and to consolidate related funds.

Fund movements, assets and liabilities

Summary reports are given below.

PCC of Great Berkhamsted St Peter
Fund movement summary
Selected period: 01 January 2021 to 31 December 2021

Fund	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Fund balances Carried forward
800th - 800th	-	-	450	-	-	(450)
Buildings - Buildings Fund	25,880	10,455	2,354	1,465	-	35,446
Cath - St Catherine Chapel	6,000	-	-	-	-	6,000
CHR - Court House Restricted	-	45,711	96,998	51,288	-	-
Clergy - Clergy support fund	20,551	-	2,124	(18,427)	-	-
CourtH - Court House	30,963	-	1,080	(29,883)	-	-
Flower - Flower Fund	233	846	735	-	-	344
Legacy - Legacy	93,183	44	-	(21,309)	-	71,917
LitFsh - Little Fishes	1,324	86	134	-	-	1,276
Magazine - Parish Magazine	3,258	-	420	-	-	2,838
Property - Property	1,380,000	-	-	-	110,000	1,490,000
Restricted - Money received for restricted purposes	1,560	500	-	-	-	2,060
General - General fund	6,900	198,242	202,927	16,867	-	19,081
Totals	1,569,852	255,884	307,223	-	110,000	1,628,512

PCC of Great Berkhamsted St Peter

Statement of Assets and Liabilities (by fund)
As at: 31 December 2021

		Balance	Previous balance
Tangible Assets			
0500: Property			
Property	Designated	1,490,000	1,380,000
		1,490,000	1,380,000
		1,490,000	1,380,000
Cash At Bank And In Hand			
0600: Natwest Current			
General fund	Unrestricted	10	10
		10	10
0601: CAF Bank Account			
800th	Designated	(450)	-
Buildings Fund	Designated	35,446	29,280
St Catherine Chapel	Restricted	6,000	6,000
Clergy support fund	Designated	-	20,551
Court House	Designated	-	30,963
Flower Fund	Restricted	344	233
Legacy	Designated	18,596	-
Little Fishes	Designated	1,251	1,299
Parish Magazine	Designated	2,838	3,258
Money received for restricted purposes	Restricted	2,060	1,560
General fund	Unrestricted	18,994	9,397
Agency collection	Restricted	1,600	1,797
		86,678	104,339
0605: CCLA Account			
Legacy	Designated	53,322	93,183
General fund	Unrestricted	(33)	62
		53,289	93,245
0625: Natwest Stewardship Account			
General fund	Unrestricted	10	70
		10	70
0651: St Peters Choir Float			
General fund	Unrestricted	100	100
		100	100
0652: Little Fishes Float			
Little Fishes	Designated	25	25
General fund	Unrestricted	-	10
		25	35
		140,112	197,799
Cash At Bank And In Hand		140,112	197,799
Agency Accounts			
6699: Agency collections			
Agency collection	Restricted	1,600	1,797

		Balance	Previous balance
		1,600	1,797
Agency Accounts		1,600	1,797
Creditors: Amounts Falling Due In One Year			
0700: Accruals			
Buildings Fund	Designated	-	3,400
General fund	Unrestricted	-	2,750
		-	6,150
Creditors: Amounts Falling Due In One Year		-	6,150
Grand Total		1,628,512	1,569,852

Accounts



The Parish Church of
St Peter Great Berkhamsted



**2020 Trustees Report
and
Financial Statements**

Registered Charity number 1130108

Address for correspondence

The Parish of Great Berkhamsted
Parish Office, The Court House
Church Lane
Berkhamsted, Hertfordshire
HP4 2AX

Our Bankers

NatWest Bank Plc.
199 High Street
Berkhamsted,
Hertfordshire,
HP4 1BH

CAF Bank Ltd
25, Kings Hill Avenue
Kings Hill
West Malling, Kent
ME19 4JQ

The CBF Church of
England Funds
80 Cheapside
London
EC2V 6DZ

Our Independent Examiners

Hillier Hopkins LLP
Radius House
51 Clarendon Road
Watford
WD17 1HP

Incumbents during the reporting period

Rev'd. Canon Timothy Pilkington.
Rev'd. Stuart Owen

Church Wardens

Mark Grego and Tim Hennessey

Hon. Treasurer

Richard Hackworth

The photographs in this Report have been taken by members of the church congregation.

Trustees

Trustees in office between the 2019 APCM on 14th April 2019 and the 2020 APCM are set out below.

As a consequence of the 2020 Covid-19 pandemic, the 2020 AGM that had been planned for 14th April was postponed until 25th October 2020. Trustees who were in office in April 2020 had their periods of service extended until 25th October, when elections to replace retiring trustees took place.

For clarity, Trustees in office following the 2020 APCM are underlined.

Clergy

The Revd Stuart Owen (Rector of St Peter's from 12th September 2020)

The Revd Canon Timothy Pilkington (Team Rector until his retirement on 2nd February 2020)

The Revd Joe Roberts

The Revd John Russell

The Revd Simon Vivian (until his departure on 26th July 2020 from St Peter's to take up his appointment as Vicar of St Mary's Sawbridgeworth on 20th September)

Churchwardens

Mark Grego

Tim Hennessey

Deanery Synod

Alan Conway

Carole Dell (until APCM 25th October)

Christine Cowie (from APCM 25th October)

Peter Matthews (from APCM 25th October)

Other PCC members

Chris Beauchamp

Astrid Biddle (Deputy Churchwarden)

Carolynne Charman (Deputy Churchwarden)

Richard Currie (until APCM 25th October)

Julian Dawson (PCC Secretary)

Hilary Elliott (Deputy Churchwarden and Safeguarding Officer)

Oliver Fradgley (from APCM 25th October)

John Gerry (until APCM 25th October)

Nicholas Goss (from APCM 25th October)

Richard Hackworth (Hon PCC Treasurer and the All Saints representative on PCC)

Jon Lee

Alison McMunn (until APCM 25th October)

Prunella Murray

Christopher Green (also Chairman of the Diocesan Advisory Committee)

David Northcott (until APCM 25th October)

David Cooke (from APCM 25th October)

Susan Holmes (from APCM 25th October)

Trustee Report for the year ended 31st December 2020

The 2020 Covid-19 Pandemic

The 2020 Covid-19 pandemic has disrupted personal lives and the community throughout most of the year. Government's response to the pandemic has aimed to minimise rates of infection by limiting contacts between individuals and groups of people. Church life is essentially communal and so the community of St Peter's, and all other churches, has been particularly impacted. For periods of time, it has been necessary to close the church and suspend all public worship in line with Government and Church of England guidance. Here is a summary of the main actions taken by the PCC, the main impacts on our charity, and significant implications for the future.

Main actions taken

- When St Peter's was closed for all public worship and private prayer, our clergy prepared video recordings of services, either alone in church or from their homes, and these were broadcast live or as recordings through Internet streaming services provided by YouTube, Facebook and through the parish website.
- Additional pastoral care networks were quickly established to ensure regular telephone contact with members of the community living alone or who were considered vulnerable. This network continued until St Peter's was able to reopen.
- When restrictions were relaxed sufficiently to open St Peter's for private prayer a small area within the church was made available subject to careful controls. The number of visitors present at any one time was limited, and the church was manned at all times by a church minister and a steward. All visitors were required to wear face masks and to clean their hands with sanitiser when they arrived and when they departed, and the church was cleaned thoroughly after each period.
- Also, when restrictions were relaxed a limited number of most welcome music concerts were given in St Peter's church, and during Advent the church was illuminated as a sign of hope and greeting to the community. At Christmas additional services were conducted to enable all people who wished to attend church to be welcomed in at this very important season.
- Video meeting services such as Zoom and WhatsApp have been used to enable church groups to continue meeting while they could not meet face to face. Zoom has been used for PCC meetings, meetings between church officers and with clergy, and to run discussion groups within the parish. The Diocese of St Albans has made extensive use of Zoom to deliver important training, such as continuing Safeguarding training, and to host helpful meetings between parishes, such as for clergy, parish treasurers and Church Wardens.

- When public worship has been resumed it has necessarily been subject to continuing constraints to control how many people are able to attend church services, where they may sit in church, and how they may move around the building. Regrettably, communal singing has been prohibited, and some church liturgy has been reshaped to avoid potential sources of infection during worship. Congregants have been instructed to wear face masks at all times during church services. Special arrangements have been made to enable a limited church choir safely to accompany church services. Hand sanitisers and face masks have been made available and additional cleaning has been carried out following public worship.
- To manage the limited number of people permitted to attend church services an online ticketing service, Eventbrite, has been implemented to enable parishioners to reserve seats and to simplify church administration.
- The Court House that would normally be hired for community and church activities has necessarily been closed when required by Government restrictions. It has only been reopened when permitted for a limited number of clients known to the PCC and who are trusted to comply with the safety precautions and maintain the COVID secure environment.
- The parish magazine would normally be printed and distributed by volunteers, the majority of whom are drawn from older members of the church. To avoid unnecessary risk, for the duration of the pandemic printing and physical distribution have been suspended and the magazine has been published online on the parish website.
- The PCC has given full support to the Government Test and Trace system.

Main impacts

- The impact of the pandemic overall has been to reduce the ability of the church to reach members of the community, and to welcome people into church, especially over the Christmas period, which is particularly sad. The pandemic has frustrated the PCC's efforts fully to address its charitable objectives.
- Older people represent a relatively high proportion of the congregation of St Peter's, and older people have been considered to be at relatively high risk of infection and of consequent serious illness. A significant number of regular older worshipers therefore chose to avoid attending church until the pandemic is under control and they have been protected through vaccination. This is regrettable but understandable, and in these respects St Peter's experience matches that of other churches and charities.

- For the same reasons a number of regular volunteers have stood back from the tasks they undertake for the parish. Although this has caused some inconvenience, other members of the church have come forward to pick up these roles. The PCC has also called on volunteers to undertake new roles in response to the pandemic, such as supervising periods of private prayer, managing the recording and streaming of services, and additional cleaning. The PCC is grateful to all who have responded so readily to these needs.
- The pandemic has prevented members of the church from taking pastoral care into the community, including visiting people at home, ministering to residents of care homes, and carrying worship into our church schools. Pastoral services such as funerals have also been significantly impacted.
- Many people have been involved in the measures summarised above and the PCC is grateful to them all. The PCC is particularly grateful to our Parish Administrator who has carried out much of the significant additional work required to plan and implement necessary procedures and controls. She has been a source of constant energy throughout.
- On a brighter note, St Peter's has also provided a place of peace to people suffering the impacts of the pandemic who might not normally attend church, but who have been grateful for the opportunity to visit St Peter's for private prayer and a conversation with a member of the church. Church services streamed on the Internet have attracted an online audience drawn from a wider community and geographical areas than would or could otherwise attend St Peter's. These are positive outcomes of the pandemic for the church.
- The pandemic has impacted the charity's finances. In particular, 2020 income from hiring the Court House and St Peter's church for activities and events, and income from church collections, have together reduced by approximately £20,000 compared with 2019. In contrast, costs have not reduced significantly. As a result, the General fund has been reduced to approximately £7,000, significantly below the PCC reserve policy level of £20,000 - £22,000. Reserves will be applied to support the General fund, but this will unavoidably limit the PCC's ability to cope with potential future difficulties. Some parish staff were placed on furlough and the PCC took advantage of the Government's Corona virus Job Retention Scheme to benefit from additional financial support. Nevertheless, because of deteriorating financial circumstances and in order to reduce costs the PCC has regrettably decided to declare an administrative post redundant during the year.
- It is pleasing to report that despite the pandemic regular donations through bank standing orders, the Parish Giving Scheme and Gift Aid envelopes, and Gift Aid income, have not been adversely affected. The PCC is very grateful for all who make regular donations to St Peter's.

Significant implications for the future

- At the time of writing this Report in early 2021 the outlook for the pandemic remains uncertain. Trustees and clergy will continue to do all possible to serve our community and meet our charitable objectives, and to respond to opportunities and manage set-backs as the situation evolves. The initiatives already well established, such as live and recorded streaming of church services, will continue and look likely to become regular features of future church life.
- All Saints House, that has until recently housed a curate and his family, has been let to tenants from the beginning of January 2021, yielding valuable and welcome additional income. But even with this benefit, other income is likely to be less than normal, and with our reserves depleted 2021 is likely to present the PCC, and all churches and charities, with significant but as yet unclear risks.
- PCC finances will therefore require closer attention for the foreseeable future. Two financial projections have been prepared for 2021 to provide the PCC with a basis for monitoring and managing resources. An optimistic projection assuming a normal year indicates a surplus. A pessimistic projection assuming the effects of the pandemic continue through 2021 indicates a deficit. The outcome will probably be between these two views and progress will be closely monitored each month.
- It is against this background that the Trustees present their Report and Accounts for 2020.



Introduction and background

The Church of England Parish of Great Berkhamsted is situated in Hertfordshire. The town of Berkhamsted is served by churches of all major denominations. There are two churches in the Parish of Great Berkhamsted. One is St Peter's to which this report solely relates. The other is a self-governing Local Ecumenical Partnership with the Methodist Church at All Saints Church.

St Peter's is part of a Team Ministry alongside four other parishes in nearby villages - St Peter and St Paul in Little Gaddesden, St John the Baptist Great Gaddesden, St Lawrence in Nettleden, and Holy Trinity in Potten End. Each of these parishes is self-governing. This report concerns the PCC of St Peter's only.

PCC responsibilities include the care and maintenance of St Peter's Church, the Court House, the Court House Cottage and All Saints House, and also parts of the Rectory Lane Cemetery, all of which are located in Berkhamsted.

Our Clergy

Revd. Canon Timothy Pilkington served as the Rector of St Peter's until his retirement on 2nd February 2020. The parish has also been supported by Revd. Simon Vivian, our first post Curate, until he left the parish to take up his appointment as Vicar of Great St Mary, Sawbridgeworth on 20th September 2020.

The parish was delighted to welcome Revd. Stuart Owen and his family to Berkhamsted. Fr Stuart was licensed as Rector of the parish on 12th September.

The parish benefits from the ministry of three retired members of the clergy, Fr Anthony Lathe, Fr David Lawson and Fr Christopher Rogers.

The parish has also been supported by Miss Olivia Davies, also Assistant Chaplain at Berkhamsted School. We are very grateful to the School for enabling Miss Davies to work with St Peter's.

Full time clergy are supported by a large number of volunteers including lay ministers, Church Wardens, members of the church choir, Sunday school and youth leaders, as well as many people who serve on committees and assist with administrative and worship tasks.

Our Trustees

Trustees constitute the Parochial Church Council, and are referred to as the PCC in this report. A full list of Trustees is presented above. Each member of the PCC has confirmed that they have reviewed this report and that to the best of their knowledge it is correct, and that there are no additional important matters which should be brought to the attention of the Charity Commission or the Diocese of St Albans.

Major activities and public benefit

The PCC is a Public Benefit Entity within the meaning of Financial Reporting Standard 102, and it has regard to the Charity Commission guidance on public benefit. The principal aims of the PCC are to serve its local community by:

- Providing a full programme of public Christian worship.
- Teaching the Christian faith.
- Encouraging and enabling as many people as possible to worship at St Peter's Church and to become members of our church community.
- Offering appropriate pastoral care within the local community.
- Promoting the whole pastoral, evangelistic, ecumenical and social missions of the Church of England.

St Peter's church is open during the day, and we invite all people of any faith or none to come into St Peter's to pray, to seek help and to find peace. Clergy take worship into the church schools, and lay ministers and others to carry worship and pastoral care into private and residential homes. The PCC is pleased to provide meeting space to a local group of Muslims as our guests for weekly prayer.

The PCC supports its Christian mission by hiring out the facilities of the Court House and St Peter's Church for a wide range of public and private events. The Court House is used by children's, recreational and teaching groups, and by families for private occasions. It is used for regular church sponsored events such as lunch clubs for the elderly. It is also hired for private business events such as book fairs and charity sales. St Peter's hosts a full range of high-quality music concerts and recitals in the church for the benefit of the local community. The PCC generally receives fees for the use of its facilities but these amount to significantly less than total operating and maintenance costs.

Our parish magazine, Your Berkhamsted, is available online and is distributed throughout Berkhamsted.

Governance structure and PCC responsibilities

The PCC is a body corporate and is registered as UK charity number 1130108. The Governing documents of the PCC are the Church Representation Rules and the Parochial Church Councils (Powers) Measure 1956. The PCC complies with the Charities Act 2011, appropriate charity accounting and reporting standards, and the management procedures of the Church of England. Annual PCC accounts are subject to Independent Examination.

Members of the PCC for the year ending 31st December 2020 are listed above together with specific roles and responsibilities where applicable. Elected members are appointed by the Annual Parochial Church Meeting (APCM) for three years. The PCC has no corporate trustees and no trustees hold title to any PCC properties. Copies of the minutes of the PCC

meetings are available for reference on the St Peter's church website
<http://www.stpetersberkhamsted.org.uk/groups/pcc>.

Trustee induction and training

New members of the PCC are provided with copies of recent accounts and meeting minutes. Significant changes in legislation are brought to the attention of the PCC from a variety of sources including regular mailings from the St Alban's Diocese and the Charity Commission. PCC members with specific responsibilities may attend relevant training courses offered by the Diocese and others as appropriate.

Management responsibilities

The PCC is ultimately responsible for the conduct and management of the charity but the majority of day-to-day management decisions are taken by the following members of the PCC, and subsequently ratified by the PCC if appropriate.:

- Rector of the Parish of Great Berkhamsted (Rev'd Stuart Owen),
- Church Wardens (Mr Mark Grego and Mr Tim Hennessey),
- Hon Treasurer (Mr Richard Hackworth), and
- Chairman of the Buildings Committee (Mr Mark Grego).

The PCC delegates responsibility for church music to the Director of Music (Mr A Davis), who is not a trustee.



KEY NUMBERS for 2020

- The PCC has met on 6 occasions during 2020 with an average attendance of 91%.
- Total income across all funds is approximately £209,000 (£236,700 in 2019).
- Expenditure across all funds is approximately £265,000 (£267,000 in 2019).
- The total of all PCC funds is approximately £1.57m (£1.63m in 2019). If property assets are excluded, PCC funds amount to approximately £190,000 (£246,000 in 2019).
- In 2020 donated income (including Gift Aid grants) represented 81% of all income across all funds (74% in 2019).
- Because of the Covid-19 pandemic St Peter's was closed for public worship for 21 Sundays in 2020. Sunday morning services were streamed from about mid-April, including an additional four services over Christmas 2020 and some mid-week services.
- Average Sunday attendance in October 2020 was 100 adults and 15 children (2019: 160 adults and 30 children). During the Covid-19 lock-down at the end of 2020, average Sunday attendance was about 50. Approximately 30 people regularly follow the main Sunday morning Eucharist service online.

Committees

Selected PCC activities are delegated to sub-committees which meet as required between full meetings of the Council. Reports of their activities are received and discussed at PCC meetings as appropriate, and reports of committee activities are presented to the APCM. The principal committees are as follows.

Buildings Committee

The Buildings Committee plans and oversees the maintenance and development of all properties which fall within the responsibility of the PCC. Faculty authorisation for work is obtained from the Diocese of St Albans as appropriate.

Pastoral Group

The Pastoral Group supports and visits members of the parish with pastoral needs, including bereavement support.

Standing Committee

This committee is required by law. It consists of the stipendiary clergy, the two church wardens, the two deputy wardens if they are appointed, the honorary treasurer and the honorary secretary. It has the power to transact the business of the PCC between its meetings.

Your Berkhamsted Committee

This Committee oversees management of the parish magazine, Your Berkhamsted. In addition, informal groups are convened to manage specific parish events as appropriate.

Parish staff, and volunteers

The St Peter's Parish office is operated by the Parish Administrator, Mrs Hilary Armstrong, who is a salaried employee. Until mid-2020 the PCC employed a second Administrator and it is with regret that the PCC reluctantly decided to make this job redundant in October 2020 because of financial difficulties caused by the Covid-19 pandemic.

Church music is led by a Director, Mr Adrian Davis, and Assistant Director of Music, Mrs Jean Wild, and an Organist, Mr Jon Lee, who are paid fees for their professional services. The work of the whole church in every area of activity is supported by many unpaid volunteers who receive only out of pocket expenses. The PCC is very grateful and appreciative of the untiring and voluntary support to the mission of the church donated by members of the church congregation. Since the life of the church is defined through these donations of time and talents the PCC considers that it would be inappropriate to quantify them across the whole church community. However, a reasonable and conservative estimate of the total contribution donated by members of the PCC alone has been and remains in the region of 500 person-days pa.

Safeguarding and Compliance

The PCC seeks to implement recognised and appropriate best practice to comply with relevant legislation, regulation and standards. In particular, the PCC attaches a high priority to safeguarding matters and has appointed a Safeguarding Officer, and the PCC has implemented controls and procedures to comply with the General Data Protection Regulations. All clergy and Trustees attend relevant safeguarding courses run by the Diocese of St Albans appropriate to their roles and responsibilities. The PCC complies with all relevant policies of the Church of England and the Diocese of St Albans.

Related organisations

The Parish of Great Berkhamsted is not a parent or subsidiary undertaking of any other organisation and is not in an Associate, Joint Venture or Joint Arrangement relationship with any other organisation. However, the PCC is active within the local community in several ways and the following allied self-governing organisations may be noted.

Church schools

The Castle Church of England Federation is a partnership of two Church of England School within the parish of St Peter's, and supported by the PCC:

- a) Thomas Coram Church of England School, Head of School Mrs Jackie Cutler.
- b) Victoria Church of England Infant and Nursery School, Head of School Mrs Caroline Crozier.

Mr Rob Halls is the Executive Headteacher of the Castle CE Federation.

All Saints Church

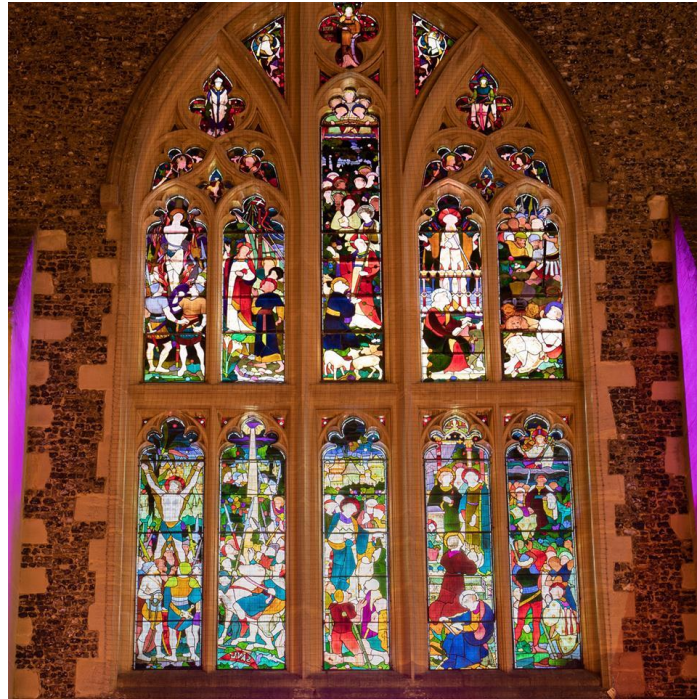
All Saints Church, Berkhamsted (Registered Charity number 1153162) is an Anglican/Methodist Local Ecumenical Partnership (LEP). The LEP is administered as part of the West Hertfordshire and Borders Methodist Circuit and is also part of the Parish of Great Berkhamsted. Ultimate responsibility for the management of All Saints Church lies with the Anglican Methodist Association (Berkhamsted) Ltd (Registered Charity number 280703 and Company number 01493109). All day-to-day management responsibility is delegated to the All Saints Council which is funded directly by the All Saints congregation.

The Friends of St Peter's

The object of the Friends of St Peter's Great Berkhamsted (Registered Charity number 1160314) is the preservation, repair, maintenance and improvement of the fabric of St Peter's Church and associated Churchyards. The PCC receives occasional grants from the Friends for the care of the church, for which it has been very grateful. The PCC has collaborated with the Friends of St Peter's and with Dacorum Borough Council in a project to enhance the Rectory Lane Cemetery during the period November 2017 to October 2020.

Other local charities

The PCC nominates trustees for some independent local charities.



Property

The PCC owns two residential properties, All Saints House and Court House Cottage. All Saints House has been occupied by our curate Revd Simon Vivian and his family until September 2020 when he left the parish to take up a new position. The PCC has invested in significant maintenance of All Saints House in preparation to let it to tenants commencing in January 2021. The additional regular income will be important to the charity.

The Court House Cottage was occupied by a tenant until February 2020. It was then vacant until it was relet in August 2020.

The Court House Cottage and the Court House are separate but adjacent properties and the PCC has prepared a detailed programme of investment work to improve them both for the benefit of future tenants of the Cottage and users of the Court House. The pace with which the PCC will be able to proceed with this plan will depend on available funds.

St Peter's Church is a Grade II* listed building parts of which date from the thirteenth century. The Court House is a Grade II listed building that dates from the sixteenth century. Maintenance of these important properties is a continuing and generally expensive responsibility. The PCC sets money aside for this work in a (Designated) Building fund.

Charitable grants

Fund raising events and church service collections are carried out for a number of charities. During 2019 the PCC made gifts to charities totalling approximately £2,300. Details are summarised in Note 9 to the Financial Report.

Principal plans, constraints and risks

The PCC aims to strengthen resources and develop skills in order successfully to grow church membership and to serve the community well in the foreseeable future. PCC initiatives are constrained by available funds. In addition to the traditional method of donating through bank Standing Orders, donors may also donate through on-line services such as PayPal, and through the Parish Giving Scheme (PGS) which provides administrative and financial advantages to the PCC. The PCC encourages all donors to Gift Aid their donations.

The average age of the congregation continues to increase, with associated medium to long term risks of reducing donated income and reducing numbers of volunteers for some roles. The PCC is addressing these risks by encouraging new members and through outreach to the community.

Property maintenance and development is limited by funds available for building work, that are allocated to projects according to practical priorities and available resources. It is therefore sometimes necessary to postpone lower priority, but nevertheless important, work and the PCC recognises the potential risks entailed. However, the PCC plans a programme of improvements to the Court House Cottage and the Court House better to reduce costs and to serve its community more effectively.

PCC policy is to manage normal business risks in line with best practice. The charity has not suffered any material damage due to failures of, or inadequate management of, controls.

Going Concern basis for accounts

The charity's financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have also considered the impact of Covid-19, the level of funds held, and the expected level of income and expenditure for 12 months from the date of authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

There are no points of special concern relating to the pandemic or any other matter to bring to the attention of the Charity Commission or the Diocese of St Albans, and no post balance sheet events are to be noted.

Independent Examiner's Report to the trustees of The Parish of Great Berkhamsted, St Peter for the year ended 31 December 2020

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 December 2020 which are set out on pages 17 to 37.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Neil Cundale BSc FCA
Hillier Hopkins LLP
Chartered Accountants
Radius House
51 Clarendon Road
Watford
Herts WD17 1HP

Date: 3 March 2021

PCC of Great Berkhamsted St Peter
Statement of Financial Activities
For the period from 01 January 2020 to 31 December 2020

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources						
Incoming resources from generated funds						
Voluntary income	170,524	10,618	—	—	181,142	184,294
Activities for generating funds	270	540	—	—	810	4,612
Investment income	10,392	—	—	—	10,392	21,574
Incoming resources from charitable activities	7,633	1,548	60	—	9,241	22,043
Other incoming resources	7,470	—	—	—	7,470	4,223
Total income	196,290	12,706	60	—	209,056	236,745
Resources used						
Cost of generating funds	8,212	20,463	—	—	28,674	15,162
Charitable activities	200,514	34,366	100	—	234,980	250,205
Governance costs	2,020	—	—	—	2,020	2,160
Total expenditure	210,746	54,828	100	—	265,674	267,527
Net income / (expenditure) resources before transfer	(14,456)	(42,123)	(40)	—	(56,618)	(30,782)
Transfers						
Gross transfers between funds - in	10	19,817	1,560	—	21,387	13,148
Gross transfers between funds - out	(1,277)	(20,109)	—	—	(21,387)	(13,148)
Other recognised gains / losses						
Net movement in funds	(15,723)	(42,416)	1,521	—	(56,618)	(30,782)
Reconciliation of funds						
Total funds brought forward	22,623	1,597,575	6,272	—	1,626,470	1,657,251
Total funds carried forward	6,900	1,555,159	7,793	—	1,569,852	1,626,470
Represented by						
Unrestricted						
General fund	6,900	—	—	—	6,900	22,623
Designated						
Buildings Fund	—	25,880	—	—	25,880	53,282
Clergy support fund	—	20,551	—	—	20,551	20,551
Court House	—	30,963	—	—	30,963	36,692
Legacy	—	93,183	—	—	93,183	93,183
Little Fishes	—	1,324	—	—	1,324	1,169
Parish Magazine	—	3,258	—	—	3,258	2,598
Property	—	1,380,000	—	—	1,380,000	1,380,000
RLCP Contingency	—	—	—	—	—	10,100
Restricted						
Agency collection	—	—	0	—	0	0
Flower Fund	—	—	233	—	233	272
Money received for restricted purposes	—	—	1,560	—	1,560	—
St Catherine Chapel	—	—	6,000	—	6,000	6,000

PCC of Great Berkhamsted St Peter

Balance sheet (Separate funds)

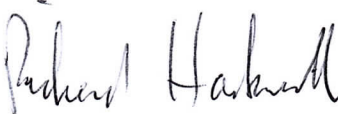
As at: 31 December 2020

	General Fund	Designated Funds	Restricted Funds	Endowment Funds	At 31/12/2020 £	At 31/12/2019 £
Fixed assets						
Tangible assets	—	1,380,000	—	—	1,380,000	1,381,288
Fixed assets	—	1,380,000	—	—	1,380,000	1,381,288
Current assets						
Debtors	—	—	—	—	—	12,000
Cash at bank and in hand	9,650	178,559	9,590	—	197,799	240,739
Current assets	9,650	178,559	9,590	—	197,799	252,739
Liabilities						
Creditors: Amounts falling due in one year	2,750	3,400	1,797	—	7,947	7,558
Net current assets less current liabilities	6,900	175,159	7,793	—	189,852	245,181
Total assets less current liabilities	6,900	1,555,159	7,793	—	1,569,852	1,626,470
Total net assets less liabilities	6,900	1,555,159	7,793	—	1,569,852	1,626,470
Represented by						
Unrestricted						
Unrestricted - General fund	6,900	—	—	—	6,900	22,623
Designated						
Designated - All Saints Roof	—	—	—	—	—	—
Designated - RLCP Contingency	—	—	—	—	—	10,100
Designated - Buildings Fund	—	25,880	—	—	25,880	53,282
Designated - Clergy support fund	—	20,551	—	—	20,551	20,551
Designated - Court House	—	30,963	—	—	30,963	36,692
Designated - Cowper Society	—	—	—	—	—	—
Designated - Legacy	—	93,183	—	—	93,183	93,183
Designated - Little Fishes	—	1,324	—	—	1,324	1,169
Designated - Parish Magazine	—	3,258	—	—	3,258	2,598
Designated - Property	—	1,380,000	—	—	1,380,000	1,380,000
Restricted						
Restricted - St Catherine Chapel	—	—	6,000	—	6,000	6,000
Restricted - Flower Fund	—	—	233	—	233	272
Restricted - Organ Appeal Fund	—	—	—	—	—	—
Restricted - Petertide	—	—	—	—	—	—
Restricted - Money received for restricted purposes	—	—	1,560	—	1,560	—
Restricted - Agency collection	—	—	0	—	0	0
Funds of the church	6,900	1,555,159	7,793	—	1,569,852	1,626,470

The Trustee Report and Accounts for 2020 were approved by the PCC at its meeting on 23rd February 2021



Rev'd Stuart Owen, Rector



Richard Hackworth, Hon. Treasurer

Dated 2 . iii . 21

Financial Report for the year ended 31 December 2020

Financial responsibilities of trustees

The PCC is responsible for preparing annual financial statements in accordance with Charity law which give a true and fair view of the state of affairs of the PCC and of its financial activities. In summary, Trustees financial responsibilities are to:

- Evidence the trustees' responsibility for public accountability and Stewardship.
- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the PCC will continue in operation.
- Keep 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.
- Safeguard the assets of the PCC and take reasonable steps for the prevention and detection of fraud or other irregularities.
- Maintain reserves at an adequate level appropriate to the Charity objectives and responsibilities.

Accounting standards

Accounts have been prepared on the going concern basis in accordance with relevant requirements of the Charities Act 2011, the Church Accounting Regulations 2006, the Charities Statement of Recommended Practice 2015 (SORP 2015) and the Financial Reporting Standard 102 (March 2018).

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

Eligibility for Independent Examination and application of Small Entity Accounting Standards.

For the year ending 31st December 2020 the total assets of the charity are less than £3.26m net, its gross income is less than £500,000 and it employs less than 50 staff. The charity therefore qualifies to prepare its Report and Accounts in compliance with the Accounting Standards for Smaller Entities (FRS 102, 1a). In accordance with FRS 102 and the Charities SORP 2015 the charity is not required to commission a formal audit and may rely upon

Independent Examination of its Annual Report and Accounts.

Funds

The PCC operates thirteen funds which are set out below. The PCC holds no Endowment funds.

Unrestricted funds

General fund - receives the regular income of the PCC and is used for normal operating and recurring expenses including insurance, utility, administration and housekeeping costs.

Designated unrestricted funds

Buildings fund - to support property maintenance and improvements.

Clergy Support fund – to hold unrestricted reserves to support potential shortfalls in General fund income.

Court House fund – holds money specifically donated for maintenance and enhancement of the Court House.

Legacy fund – to hold all legacies bequeathed to the PCC. All money received from legacies is accounted for through this fund.

Little Fishes – to support the Little Fishes children’s group.

Parish Magazine fund – to support the production and distribution of the parish magazine, “Your Berkhamsted”.

Property fund – represents the fair value to the PCC of the properties held for the benefit of the PCC. The properties are legally vested in the Diocesan Board of Finance as Custodian Trustee.

Rectory Lane Cemetery Project (RLCP) fund – held money set aside to supplement funds raised by the RLCP between November 2017 and October 2020 to ensure that the RLCP is able to meet its fund-raising obligations arising from a Lottery Heritage Fund grant. As at 31st December 2020 this fund has been reduced to zero.

Restricted funds

Petertide fund – holds money specifically given to the PCC to support the Petertide charities selected by the PCC.

Flower fund – holds money received for the provision of flowers in St Peter’s Church.

Restricted fund – holds money received by the PCC for other restricted purposes.

St Catherine’s Chapel fund – holds funds specifically donated for restoration of the St Catherine’s chapel.

Agency funds

These hold monies collected by the PCC acting as agent for independent organisations and individuals. No formal Agency Agreements are in place.

Independent organisations include charities and the Diocese of St Albans. Money held for charities is usually collected during church services such as funerals, or in “red bucket” appeals on behalf of specified charities. The PCC ensures that the identities of the charities concerned are made clear to church congregations at the time of the collection.

Money collected on behalf of the Diocese consists of fees for parochial church services such as weddings and funerals.

Money collected on behalf of individuals includes fees due to musicians, bell ringers and church vergers for optional services provided at weddings or other special events. These fees are paid by those commissioning the services concerned and not by the PCC.

These funds are referred to collectively as “Agency Funds”. They are not PCC assets although they generally reside temporarily in PCC bank accounts until disbursed, which the PCC aims to complete promptly. The Balance Sheet shows the value of Agency funds held at year end. During 2020 the PCC has collected and disbursed approximately £11,800 through Agency funds.

Incoming resources

All income is recognised when receipt of that income by the PCC is considered highly probable, and is accounted for gross. The value of the very considerable amount of time and expertise given free of charge by volunteer members of the congregation in a wide variety of ways is not quantified.

Expended resources

Expenditure is recognised when it is incurred and is accounted for gross. Parish support costs are not apportioned to specific activities. Grants and donations are recognised when paid over, or when awarded if that award creates a binding or constructive obligation on the PCC.

Fixed assets

Property

Property assets are as follows.

- a) Consecrated and benefice property including St Peter’s Church and the Rectory Lane Cemetery. This is not included in the accounts in accordance with s. 10(2) to 10(4) of the Charities Act 2011. The PCC has maintenance responsibility for these properties and for ensuring that they are adequately insured.
- b) The Court House. The PCC considers that the potential market value of the Court House, and the costs of a potential sale, would depend heavily on several important considerations none of which can be reliably identified nor assessed in advance. This property is therefore valued at zero.

- c) Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal. These are inalienable property, listed in the church inventory, which can be inspected by arrangement at any reasonable time. These assets are valued at zero.
- d) Residential property consisting of the Court House Cottage and All Saints House. During the year ending 31st December 2020 the Court House Cottage has been rented on the open market, and All Saints House has been occupied by our Curate and his family free of rent. The fair market value of PCC property assets has been left unchanged at the end of this Financial Year.

All expenditure incurred on the property set out under a) to d) above, whether for maintenance or improvement, is written off.

Insured value

As at 31st December 2020 PCC property and contents is insured for a total replacement cost of approximately £26.5m, £23.2m of which relates to St Peter's church.

Other fixed assets

Fixed assets with a purchase price of £1,000 or less are written off when the asset is acquired. Other fixed assets, such as office equipment, with a purchase price greater than £1,000 are depreciated on a straight-line basis over 5 years unless the PCC determines otherwise in specific cases.

Current assets

Cash at bank and in hand. The PCC operates bank accounts with CAF Bank Ltd, NatWest Bank plc and with CCLA Investment Management Ltd. Small cash floats are also held for certain activities.

Inventories. The PCC holds small inventories of office supplies, housekeeping materials, worship supplies and books. The fair sale value of these is considered to be immaterial and inventories are valued at zero

Debtors. Amounts owing to the PCC at 31st December in respect of fees, rents, Gift Aid and other income are shown as debtors less any provision for amounts that may prove uncollectable. All utility and insurance costs are paid by monthly Direct Debits and therefore no accruals have been made for prepayments.

Intangible assets

The PCC has not identified any intangible assets with material value.

Liabilities

Long term commitments

The PCC has no outstanding borrowings or long-term funding commitments towards other organisations.

Current liabilities

Creditors.

Material payments considered to be highly likely although not yet invoiced are recorded as liabilities.

As a registered charity the PCC has no tax liabilities.

Reserves

PCC policy is to maintain a minimum General fund balance of not less than 2 months regular planned income to cover likely day to day transactions. Through 2020, average monthly planned income is approximately £12,000 to £13,000. As at 31st December 2020 the General fund balance is approximately £7,000. Consequently, in January 2021 funds have been transferred from reserves to lift the General fund to an acceptable balance. Through 2021 the General fund will be monitored closely every monthly, and supported as necessary from reserves held in the Clergy Support fund and, if essential, the Legacy fund. One associated potential risk of calling upon the Legacy fund is that the PCC might not have sufficient funds available for planned building work during 2021.

PCC policy is to determine no formal reserve policies for other funds since these would serve no useful management purposes.

Cash investments

PCC investment policy is to hold cash in excess of that required for day-to-day activities but likely to be required at call in a CCLA CBF cash deposit account. This account is considered to represent no investment risk to the PCC. Funds can be accessed within 10 working days. Cash which the PCC considers is likely to be required in more than 1 year but less than 5 years is invested in term deposit accounts selected by reference to the return offered and finance industry risk ratings. As at 31st December 2020 no such term deposit accounts were held.

Risk management

The PCC considers that there is no significant risk of material adjustments to transactions relating to the current or previous reporting periods.

Day to day operational risks are managed as appropriate and proportionate in accordance with recognised best practice.

An important operational risk is potential loss of computer data which would severely reduce the PCC's ability to function. Reputable security software is installed on computer equipment and important computer data is stored and automatically backed-up off-site.

The greatest financial risk is inadequate General fund cash flow to support regular commitments, particularly through the Covid-19 pandemic. Projections of the financial outlook have been prepared to inform the PCC of potential risks and contingency actions

identified. Monthly cash flow summaries for the General fund and the Building fund will continue to be circulated to the PCC with supporting commentaries.

Remuneration

Staff

Until mid-2020 the PCC employed two people to staff the Parish Office from Monday to Friday. With much regret the PCC decided to declare one of these jobs redundant because of financial difficulties caused by the Covid-19 pandemic, and she left employment on 31st October 2020.

Three musicians (the Director of Music, the Assistant Director of music, and the church organist) are also treated as employees for the purposes of collecting and paying PAYE and National Insurance contributions.

The PCC offers all employees membership of a Work Place Pension in accordance with the Pensions Act 2008.

Trustees

Clergy are employed by the Diocese of St Albans and receive no additional remuneration from the PCC. Members of the PCC are not remunerated for their services as Trustees.

During 2020 one Trustee has been employed by the PCC for his separate role as church organist (refer to the paragraph above concerning staff).

All trustees are reimbursed by the PCC for out-of-pocket expenses incurred on PCC business and evidenced by reasonable receipts. The total of unclaimed trustee expenses is considered to be immaterial.

Parochial church services

The church offers individual trained members of the church to provide assistance and support to parochial church services such as weddings and funerals. Examples include bell ringers, vergers and musicians. This assistance and support is paid for by the people commissioning the services concerned (such as wedding couples and families for funerals), and not by the charity. Parochial fees are set out in a schedule approved by the PCC. The PCC collects Parochial fees on behalf of the people concerned and holds funds in an agency account where they are not counted as PCC assets, until they are disbursed.

During 2020 two Trustees served to provide assistance and support to Parochial services, as organist and as a verger. These roles are independent of the roles as Trustees of the individuals concerned.

Related Party Transactions

All trustees have confirmed that neither they, nor any of their relatives, nor any company in which they have financial interests, have been party to any PCC transactions in the year ending 31st December 2020. No trustees have any financial interests in any PCC assets.

Notes to this Financial Report

1. Cash flow statement.
2. Donated income and Gift Aid
3. Covid-19 Job Retention Scheme
4. Legacies.
5. Investment income.
6. Transactions with employees and trustees and related persons.
7. Employment costs.
8. Pension scheme.
9. Grants and outward giving.
10. Parish share.
11. Parochial fees.
12. Fixed assets.
13. Accrued assets and liabilities
14. Fund reports.

1 Cash Flow Statement

	Fund types			31/12/2020	31/12/2019
	Unrestricted £	Designated £	Restricted £	All funds £	All funds £
Cash flows from operating activities					
Fund income from SOFA	196,290	12,706	60	209,056	236,745
Less investment (rental) income	-9,870	0	0	-9,870	-20,310
Less bank interest	-460	0	0	-460	-1,264
Less increase in debtors	12,000	0	0	12,000	-250
Cash income from operating activities	197,960	12,706	60	210,726	214,921
Fund expenditure from SOFA	210,746	54,828	100	265,674	267,527
less increase in creditors	2,710	-2,400	-700	-389	-398
less depreciation	-1,288	0	0	-1,288	-1,300
Cash expenditure on operating activities	212,168	52,428	-600	263,996	265,829
Net cash provided by (used in) operating activities	-14,208	-39,723	660	-53,270	-50,908
Reconciliation of movement in funds to net operating cash flows					
Net movement in funds as reported in the SOFA	-15,723	-42,416	1,521	-56,618	-30,782
Less investment (rental) and interest	-10,330	0	0	-10,330	-21,574
Less revaluation of property assets	0	0	0	0	0
Less cash fund transfer in	-10	-19,817	-1,560	-21,387	-13,148
Plus cash fund transfer out	1,277	20,109	0	21,387	13,148
Depreciation charges	1,288	0	0	1,288	1,300
Decrease in Debtors	12,000	0	0	12,000	-250
Plus increase in creditors	-2,710	2,400	700	389	398
Net cash provided by (used in) operating activities	-14,208	-39,723	660	-53,270	-50,908

	Fund types			Years ending	
	Unrestricted	Designated	Restricted	31/12/2020	31/12/2019
	£	£	£	All funds £	All funds £
Cash flows from investments and interest					
Rental income	9,870	0	0	9,870	20,310
Bank interest	460	0	0	460	1,264
Equipment purchase	0	0	0	0	0
Net cash flows from investments and interest	10,330	0	0	10,330	21,574
Net change in cash from operating activities, investments and interest	-3,878	-39,723	660	-42,940	-29,334
Reconciliation of net cash flows from operating activities with cash at bank and in hand					
Change in cash during 2020 before interfund transfers	-3,878	-39,723	660	-42,940	-29,334
Cash at bank and in hand brought forward from 2019	14,795	218,575	7,370	240,739	270,073
Plus cash transfers in during 2020	0	19,807	1,560	21,367	13,148
Less cash transfers out during 2020	-1,267	-20,099	0	-21,367	-13,148
Cash at bank and in hand reported in Balance Sheet	9,650	178,559	9,590	197,799	240,739
Analysis of cash and cash equivalents					
Cash at banks and in hand	9,650	178,559	9,590	197,799	240,739
Notice deposits	0	0	0	0	0
Overdraft facilities	0	0	0	0	0
Total cash and cash equivalents	9,650	178,559	9,590	197,799	240,739

2 Donated income and Gift Aid

In total the PCC received donations in 2020, including Gift Aid, from all sources and across all funds of approximately £183,000, 22% of which is Gift Aid. The principal sources of donated income are as follows.

Source	£
Planned monthly donations excluding Gift Aid	
Planned Stewardship direct to PCC	69,971
PGS	63,769
Other sources including collections and donations	9,326
Total	143,066
Gift Aid received	
Claimed by PCC	26,144
Received through PGS	13,818
Total Gift Aid	39,962
Total income from all donations	183,029

3 Covid-19 Job Retention Scheme

The PCC placed four employees on furlough for the period when St Peter's church was required to close for public worship and it applied for grants under the Government Job Retention Scheme, totalling £7,042.

4 Legacies

During 2020, the PCC has received three legacies totalling £9,706.

5 Investment income

Investment income consists of:

- a) Interest of £460 earned by cash held on deposit with CCLA.
- b) Rental income of £9,870 from rental of Court House Cottage.

6 Financial transactions with employees, trustees, professional services and related person transactions

Donations

Details of all personal donations are confidential to the parish Planned Giving Co-ordinator and the Treasurer, including those of PCC members and their families. Donations to the charity made by trustees and their family members are typical of donations made by the church congregation as a whole.

Reimbursement of expenses

Clergy, employees and trustees may incur out-of-pocket expenses on behalf of the PCC which are reimbursed against reasonable evidence of payment. During 2019 expense reimbursements are as follows.

Group (numbers making claims)	Total reimbursements
Employees (2 people)	£587
Members of the clergy (5 people)	£4,857
Other trustees (4 people)	£2,687
Total (across 9 people)	£8,131

The maximum total reimbursement of expenses paid to a single trustee (other than members of clergy) in the reporting period is £1,190. The PCC has made no loans to trustees or staff.

Professional fees

Independent Examination fees during 2020 are £2,160. Professional fees may also be paid for architectural, design and installation services necessary for the maintenance of PCC property.

7 Employment costs

The total gross remuneration paid during 2020 is £24,837. Additional redundancy costs including Employers pension contributions are £5,950. In 2020 the PCC collected and paid to HMRC Income Tax and National Insurance totalling £2,980. The PCC has no liability for post-employment or post-retirement benefits.

8 Pension scheme – CWPF Pension Builder 2014

In accordance with the 2008 Pensions Act, the PCC offers membership of a pension scheme to all eligible workers. The PCC participates in the Pension Builder 2014 Scheme section of the Church Workers Pension Fund (CWPF) for lay staff. The Scheme is administered by the Church of England Pensions Board.

Pension Builder 2014 is classed as defined benefit scheme. It is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. The Board may add discretionary bonuses to member accounts before retirement, depending on investment experience and other factors. There is no requirement for the Board grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age. A reduction may be made if benefits are withdrawn before this age.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102 as it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers. This means that contributions are accounted for as if the Scheme were a defined contribution scheme. The legal structure of the scheme is such that if another employer fails, the PCC could become responsible for paying a share of that employer's pension liabilities. There is no requirement for deficit payments at the current time. The employer pensions costs charged to the SoFA in 2020 are £1,892.

An actuarial valuation of the Pension Builder Scheme is carried out once every three years, the most recent valuation being as at 31 December 2016. A valuation as at 31 December 2019 is underway as at 31 December 2020. For the Pension Builder 2014 section, the 2016 valuation revealed a surplus on the ongoing assumptions used of £1.8m. Retirement accounts are invested in line with the Church of England's ethical policies. The Church of England Pension's Board review of 2020 reported overall investment returns in excess of 9%.

9 Grants and outward giving

Money collected on behalf of independent charities is accounted for through Agency funds. Charitable grants and contributions paid in 2020 include:

- a) £290 to The Children's Society.
- b) £939 to the Hospice of St Francis.
- c) £939 to DENS.
- d) £143 to charitable appeals by the Diocese of St Albans.

Money is also donated to various charities at pastoral services such as funerals which is generally not managed by the PCC. Such donations are not included.

10 Parish Share

The Parish Share is paid to the Diocese of St Albans to contribute towards clergy employment costs, ministerial training, and to assist less well-off parishes in the Diocese. Annual Parish Share expenditure is:

2017	£131,659
2018	£132,455
2019	£131,674
2020	£130,858
2021	£132,053

The Parish Share is the single largest item of PCC expenditure, representing approximately 63% of General fund expenditure in 2020.

11 Parochial Fees

The Church of England sets standard fees for parochial church services such as weddings, funerals and memorial services, some of which are retained by the PCC and some of which are remitted to the Diocese of St Albans. In addition, the PCC sets its own fees for providing “extras” such as an organist, the choir, bell ringers, making private videos, additional church cleaning during the Covid-19 pandemic, and administrative support if requested. Parochial fees are reviewed annually. In 2020 the PCC received a total of £1550, and the Diocese a total of approximately £1,794. Diocesan fees are accounted for through an Agency account.

12 Fixed assets and depreciation

Property		
Property at fair market value at 31 st December 2019		£1,380,000
Additions and disposals during 2020	-	
Revaluation during 2020	-	
Property at fair market value at 31 st December 2020		£1,380,000
Office equipment		
Office equipment at 31 st December 2018		£1,288
Purchase price	£6,488	
Depreciation brought forward 1 st January 2020	(£5,200)	
Additions and disposals during 2020	-	
Depreciation applied 31 st December 2020	(£1,288)	

Net book value at 31 st December 2020		Nil
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The total net value of fixed assets at 31st December 2020 is £1,380,000. The Land Registry House Price index shows a significant increase between December 2019 and October 2020, indicating that fair-value estimates for property prices have risen during 2020. However, in view of the economic uncertainties associated with the Covid-19 pandemic, including proposed tax changes, PCC property values are unchanged in these accounts.

13 Accrued assets and liabilities

Accrued assets

As at 31st December 2020 the PCC has no debtors or accrued assets.

Accrued liabilities

As at 31st December 2020 the PCC has total accrued liabilities of approximately £7,950 consisting of:

- a) £2,300 for professional fees.
- b) £5,650 for advance receipts and known payments due early in 2021.

Contingent liability

The PCC currently holds no contingent liabilities.

14 Fund reports

Fund transfers

The following significant fund transfers have been made:

- a) £10,100 from the RLCP fund to the Building fund. The RLCP fund is now fully transferred to the Building fund.
- b) £600 from the Verger Agency fund to the General fund. This money is parochial fees for providing church vergers. As these posts are currently held on an honorary basis these fees have been passed directly to the Charity.
- c) £9,706 from the Legacy fund to the Building fund.

Other fund transfers have been made during the year for administrative convenience such as managing fund balances between PCC bank accounts.

Fund movements, and fund assets and liabilities

Summary reports are given below.

PCC of Great Berkhamsted St Peter
Fund movement summary
Selected period: 01 January 2020 to 31 December 2020

Fund	Fund Balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances Carried forward
AS-Roof - All Saints Roof	—	—	—	—	—	—	—
Buildings - Buildings Fund	53,282	1,270	48,185	19,514	—	—	25,880
Clergy - Clergy support fund	20,551	—	—	—	—	—	20,551
Courth - Court House	36,692	—	5,729	—	—	—	30,963
Cowper - Cowper Society	—	—	—	—	—	—	—
Flower - Flower Fund	272	60	100	—	—	—	233
Legacy - Legacy	93,183	9,707	—	(9,707)	—	—	93,183
LitFsh - Little Fishes	1,169	182	27	—	—	—	1,324
Restricted - Money received for restricted purposes	—	—	—	1,560	—	—	1,560
Organ - Organ Appeal Fund	—	—	—	—	—	—	—
Magazine - Parish Magazine	2,598	1,548	888	—	—	—	3,258
Petertide - Petertide	—	—	—	—	—	—	—
Property - Property	1,380,000	—	—	—	—	—	1,380,000
RLCP - RLCP Contingency	10,100	—	—	(10,100)	—	—	—
Cath - St Catherine Chapel	6,000	—	—	—	—	—	6,000
General - General fund	22,623	196,290	210,746	(1,267)	—	—	6,900
Totals	1,626,470	209,056	265,674	—	—	—	1,569,852

PCC of Great Berkhamsted St Peter

Statement of Assets and Liabilities (by fund)

As at: 31 December 2020

		Balance	Previous balance
Tangible assets			
0500: Property - Asset			
Property	Designated	1,380,000	1,380,000
		<u>1,380,000</u>	<u>1,380,000</u>
0510: Equipment - Asset			
General fund	Unrestricted	—	1,288
		<u>—</u>	<u>1,288</u>
Tangible assets		1,380,000	1,381,288
Cash at bank and in hand			
0600: NatWest Current - Asset			
General fund	Unrestricted	10	58
Agency collection	Restricted	—	(48)
		<u>10</u>	<u>10</u>
0601: CAF Bank Account - Asset			
Buildings Fund	Designated	29,280	54,282
Clergy support fund	Designated	20,551	(250)
Court House	Designated	30,963	36,692
Flower Fund	Restricted	233	272
Little Fishes	Designated	1,299	1,134
Money received for restricted purposes	Restricted	1,560	—
Parish Magazine	Designated	3,258	2,598
RLCP Contingency	Designated	—	(10,100)
St Catherine Chapel	Restricted	6,000	6,000
General fund	Unrestricted	9,397	13,363
Agency collection	Restricted	1,797	1,145
		<u>104,339</u>	<u>105,137</u>
0605: CCLA Account - Asset			
Clergy support fund	Designated	—	20,801
Legacy	Designated	93,183	93,183
RLCP Contingency	Designated	—	20,200
General fund	Unrestricted	62	1,264
		<u>93,245</u>	<u>135,447</u>
0625: NatWest Stewardship Account - Asset			
General fund	Unrestricted	70	10
		<u>70</u>	<u>10</u>
0651: St Peters Choir Float - Asset			
General fund	Unrestricted	100	100
		<u>100</u>	<u>100</u>
0652: Little Fishes Float - Asset			
Little Fishes	Designated	25	35
General fund	Unrestricted	10	—
		<u>35</u>	<u>35</u>
Cash at bank and in hand		197,799	240,739

		Balance	Previous balance
Debtors			
0660: Income Tax Debtor - Asset			
General fund	Unrestricted	—	12,000
		<u>—</u>	<u>12,000</u>
Debtors		<u>—</u>	<u>12,000</u>
Agency accounts			
6699: Agency collections - Liability			
Agency collection	Restricted	1,797	1,097
		<u>1,797</u>	<u>1,097</u>
Agency accounts		<u>1,797</u>	<u>1,097</u>
Creditors: Amounts falling due in one year			
0700: Accruals - Liability			
Buildings Fund	Designated	3,400	—
General fund	Unrestricted	2,750	—
		<u>6,150</u>	<u>—</u>
Z04: Accounts Payable - Liability			
Buildings Fund	Designated	—	1,000
General fund	Unrestricted	—	5,460
		<u>—</u>	<u>6,460</u>
Creditors: Amounts falling due in one year		<u>6,150</u>	<u>6,460</u>
Grand Total		<u><u>1,569,852</u></u>	<u><u>1,626,470</u></u>