



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.

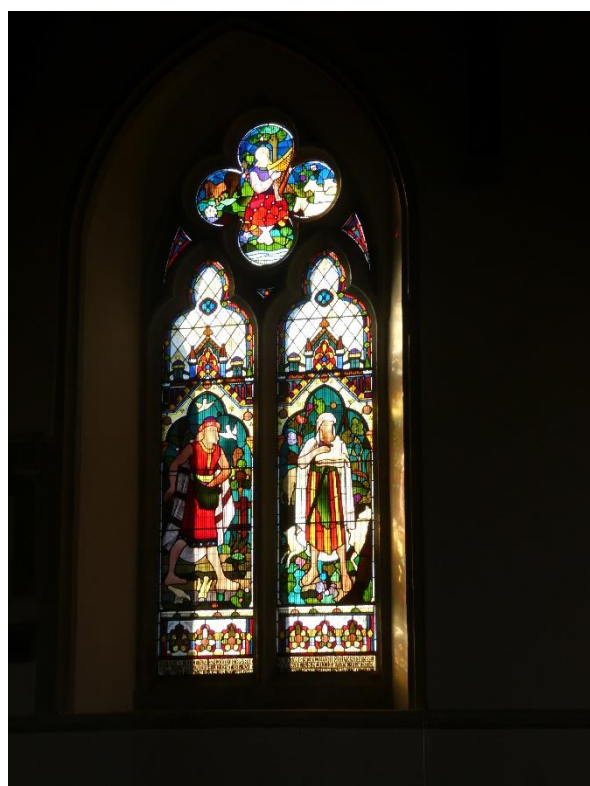
Charitable grants

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

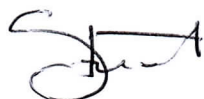
	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Incoming resources						
Incoming resources from generated funds	-	-	-	-	-	-
Voluntary income	161,392	10,541	46,211	-	218,144	181,142
Activities for generating funds	3,492	-	-	-	3,492	810
Investment 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

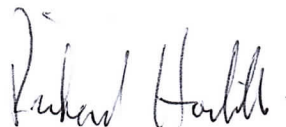
Balance Sheet (Separate funds)

	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
Tangible Assets			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
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