



**Parochial Church Council of St Nicholas, Harpenden**

**Trustees' Report and Financial Statements**

**For the year ended 31 December 2022**

**Charity number: 1130793**

## **Parochial Church Council of St Nicholas, Harpenden**

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## **Parochial Church Council of St Nicholas, Harpenden**

### **Legal and Administrative Information**

<b>Charity number</b>	1130793
<b>Business address</b>	Parish Office St Nicholas Church Church Green Harpenden AL5 2TP
<b>Trustees</b>	Reverend Canon Dr D L Stamps Reverend S Goodson Reverend J Brown All members of the PCC
<b>Secretary</b>	Mrs S Harvey
<b>Accountants</b>	Brendan Philip Chambers F.F.A. Fusion Accountancy Limited Fountain Court 2 Victoria Square St Albans AL1 3TF
<b>Bankers</b>	HSBC 1 High Street Harpenden AL5 2RS
<b>Key management personnel</b>	Incumbent: Reverend Canon Dr D L Stamps Associate Vicars: Reverend S Goodson, Reverend J Brown Parish Wardens: Kevin Featherstone, Tim Linacre PCC Treasurer: Jacqueline Agg

## **Parochial Church Council of St Nicholas, Harpenden**

### **Report of the Trustees**

**for the year ended 31 December 2022**

The trustees present their report and the financial statements for the year ended 31 December 2022.

The trustees who served during the year and up to the date of this report are:

Clergy: Reverend Canon Dr Dennis Stamps (Incumbent), Reverend Sally Goodson, Reverend James Brown

Churchwardens: Kevin Featherstone, Tim Linacre

Elected members: Jacqueline Agg, Mike Box, Judith Card, Tony Gilbert, David Howell, Sarah John, Anne-Marie Kramer (from May 2022), Maureen Lamburn, Anne MacDougall, Christy Monson, Linda Oakes, Heather Richards, William Say (until November 2022), Tamsen Wallis, David Williams (until May 2022)

General and Diocesan Synod: Tim Fleming

Deanery Synod: Julie Aldridge, Agneta Burton, Rosemary Farmer, Ann Halstead, Richard Hurst

Co-opted: Michelle McCulloch

### **Aims and purposes**

The Parochial Church Council of St Nicholas, Harpenden (hereafter, "PCC") has complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission (i.e. public benefit statement). Every PCC member is a trustee of The Parochial Church Council of St Nicholas, Harpenden.

The PCC is committed to encourage the work of God in mission and ministry in the Parish by sustaining the Parish vision statement:

**CONNECT, BELONG, SHARE, GROW - Our mission is to build connections, encourage belonging, and share an appealing faith that grows a vibrant Christian community at every stage of life. In addition, we state that we are an inclusive church, called to be caring, loving and welcoming to all.**

The Parish has the responsibility of cooperating with the incumbent, the Reverend Canon Dr Dennis Stamps, and the associate vicars, Reverend Sally Goodson and Reverend James Brown, to promote this vision and to promote the whole mission of the Church - pastoral, evangelistic, social and ecumenical.

## Report of the Trustees

for the year ended 31 December 2022

### Objectives

In order to achieve our aims and purposes, the PCC:

- i. Seeks to connect with the whole community by ensuring a pattern and variety of styles of worship services in all three churches that are open to everyone in the community.
- ii. Seeks to connect with the wider community by encouraging each church to serve all ages in the community by offering select services through programmes and by making available the use of our facilities and resources.
- iii. Seeks to encourage belonging by providing courses and classes in preparation for baptism and confirmation and providing social events and activities for all ages.
- iv. Seeks to share an appealing faith by creating welcoming churches with quality worship services and a range of interesting courses and events to supplement.
- v. Seeks to grow a vibrant Christian community, by enabling a wide variety of volunteer roles that sustain the life and mission of the church and by offering personal and corporate opportunities for people to grow in faith and understanding.
- vi. Seeks to support these objectives and church activities by maintaining the fabric of our three churches and their halls, and through good and effective governance and the management of finances.

### Achievements and performance

The focus for 2022 was managing the post-pandemic period for our Parish and each of our three churches, enabling us to re-connect with the whole community and fulfil our mission and its aims and objectives.

In July 2022 we welcomed Rev Cath da Costa, our curate, to the Parish.

Across our three churches, our achievements and performance, against our objectives, can be summarised as follows.

- i. Connecting with the whole community by ensuring a pattern and variety of styles of worship services in all three churches that are open to everyone in the community.***

Across the Parish our services embrace a range of styles of worship designed to have a wide appeal and to be as inclusive as possible. All our services are publicised to the whole community via the Parish website, weekly emails, our District church Facebook groups and external noticeboards.

Home communion is provided by each of our three District churches for those who are housebound.

Each of our District churches continues to live streamline one Sunday morning service to allow people to attend online as well as in person. Morning and Evening Prayer is live streamed three times each week.

## **Parochial Church Council of St Nicholas, Harpenden**

### **Report of the Trustees**

**for the year ended 31 December 2022**

#### *St Nicholas Church*

At St Nicholas the normal pattern of Sunday services includes Holy Communion, Sung Eucharist, Morning Praise (a lay-led Service of the Word with a sermon), Simply Worship (a monthly simple informal service with a family focus) and Sung Evensong. Said Eucharist is held on Wednesday and Saturday mornings, and on Thursdays there are services of morning and evening prayer.

#### *All Saints' Church*

All Saints' has a regular Sunday morning pattern of Holy Communion alternating with a more informal Morning Worship service. In addition, a fortnightly weekday Holy Communion service is held.

#### *St Mary's Church*

On the first Sunday of the month St Mary's offers Family Worship followed by Holy Communion, on all other Sundays there is Sung Eucharist. The monthly Simply Worship service is an informal service particularly aimed at families, with craft activities as part of the service. Holy Communion is held twice a month on Tuesday morning.

Across the Parish, a full in-person programme of Holy Week services took place for the first time since 2019 and our Easter Day services were very well attended.

During Advent, St Nicholas held weekly a soup and carols service and St Nicholas and All Saints' welcomed local schools for their carol services. Our Christingle, Christmas Eve crib services and Christmas Day services were all very well attended, with numbers almost back to 2019 levels.

#### ***ii. Connecting with the wider community by encouraging each church to serve all ages in the community by offering select services through programmes and by making available the use of our facilities and resources.***

There are numerous opportunities for children and young people to take part in age-appropriate activities, focused on building fellowship and an understanding of the Bible and our faith. These include Sunday Clubs, our toddler groups (Toddler Time at St Nicholas and Busy Bunnies at All Saints) and our popular Simply Worship services at St Mary's and St Nicholas. Our Parish Youth group SAS continues to grow and now meets weekly.

The Parish works closely with several local primary schools and also has links with some of the secondary schools in the town.

St Nicholas is open for private prayer when the Parish Office is open.

There are a number of initiatives promoting fellowship within the Parish. Cornelia's Coffee Shop opens three mornings and one afternoon each week, providing an opportunity for all ages to connect and support one another. A Little Lunch, at St Mary's is a very popular group organised jointly with scouts that meets once a month providing a two-course lunch and companionship for the over 75s living alone in Harpenden. The Tuesday Afternoon Group, also held at St Mary's, meets

**Report of the Trustees**

**for the year ended 31 December 2022**

monthly for tea and a speaker. Our Parish Tea, Cake and Chat group meets every two months at All Saints, providing an opportunity for fellowship.

Many community groups benefit from being able to use our three church halls, including St Nicholas Primary School, two local nursery schools, a number of Girl Guiding groups plus a local Scout Group, local dance schools/drama groups, flower arranging groups and the WI. All three of our halls are available for ad hoc private hire.

Following the death of HM Queen Elizabeth, books of condolence were placed in each church and the opening hours at St Nicholas notably, were extended to provide opportunities for private prayer and reflection.

The Parish has responded to the Ukraine crisis during 2022 in several ways. We have supported British Humanitarian Aid, a charity supporting those in need in northern Ukraine, for many years and 2022 was no exception. Two collections were held which resulted in us sending a substantial number of supplies together with financial donations.

We have also supported Ukrainian refugees living in our town. Working with Harpenden Town Council and other churches in Harpenden we have provided support including host families, coffee mornings and practical advice and support on living in the UK. Members of our congregations generously donated money allowing us to provide access to holiday clubs for Ukrainian school age children, gift vouchers towards school and other supplies as well as Christmas hampers. All Saints' held musical evenings for Ukrainians to build community and provide space for creative expression.

The Parish is supporting the national Warm Spaces initiative through the use of Cornelia's café and All Saints' church hall. A friendly welcome with free hot drinks, books, puzzles and space to work are provided.

Each District Church provides a donation point for the local foodbanks that we support: Kings Pantry in Harpenden and FEED, the food bank at the Vineyard Church in St Albans.

***iii. Encouraging belonging by providing courses and classes in preparation for baptism and confirmation and providing social events and activities for all ages.***

Courses in preparation for baptism and for confirmation are regularly organised at the Parish-level. Baptism services are held monthly at St Nicholas and on a more ad hoc basis at St Mary's and All Saints'. Eleven children were prepared and admitted to Communion during the autumn of 2022.

A range of other courses, classes, social events and activities are provided: including coffee after services, the Harpenden Julian meeting, home study groups, Bible reading fellowship groups, Mothers' Union and the Tuesday Afternoon Group.

The Church Pastoral teams across our Parish continued to spend time regularly calling and visiting members of the congregation, particularly those unable to attend church in person.

A number of social events took place during the year, including the St Mary's fete (a joint event with the local scout group), St Mary's quiz, All Saints' Jubilee picnic and St Nicholas Jubilee tea party, and

**Report of the Trustees**

**for the year ended 31 December 2022**

the St Nicholas Christmas Fayre. All these were very successful and provided opportunities for our local community to be involved.

Members of our congregation across the Parish participated in the annual 'Bike and Hike' event across the Diocese in September.

***iv. Sharing an appealing faith by creating welcoming churches with quality worship services and a range of interesting courses and events to supplement.***

Our Parish website contains details of our all services, events and courses as well as details on life events such as baptism, weddings and funerals.

We provide a wide range of regular services, and all our churches benefit from a high standard of music, provided by our Director of Music, organists and music groups.

Across the Parish, Lent courses were offered which followed the Church of England Living in Love and Faith course. Members of the Parish supported the Alpha Course run by Harpenden Churches Together.

A number of events and worship opportunities have taken place during the year. In Holy Week, an art installation consisting of three black crosses, was placed in the garden at All Saints', with the central cross turning gold on Easter Day. The Easter Garden outside St Nicholas church was very popular with members of the local community.

During Advent each of our churches provided opportunities for prayer and reflection. All Saints' produced an online advent calendar, a series of videos that were uploaded onto our social media channels across the Parish.

The Parish is participating in Eco Church. During 2022 All Saints' and St Mary's achieved A Rocha UK's bronze award. Activities included regular litter picks, an audit on our environmental friendliness, designating an area of the church garden as a no-mow area as a small sanctuary for wildflowers and insects, and reducing our carbon footprint with low-energy lighting.

***v. Growing a vibrant Christian community, by enabling a wide variety of volunteer roles that sustain the life and mission of the Church and by offering personal and corporate opportunities for people to grow in faith and understanding.***

The Parish relies heavily on the goodwill of volunteers in so many capacities. From membership of formal committees like the PCC, DCCs to clearly structured volunteering positions like those of the Wardens, Treasurers, Property Managers, Lettings and so on, to those who assist with our services by arranging flowers, acting as Altar Servers, welcomers or sidespeople, running the sound and light equipment, reading our lessons and leading our prayers, to providing music and bell ringing. Others help to maintain the grounds and the Garden of Remembrance, organise the food bank donations, lead or help with Sunday club and our youth group SAS, organise groups like the Mothers' Union, Supper Club, home groups, prayer groups, and a whole host of other roles. Without these willing



## **Parochial Church Council of St Nicholas, Harpenden**

### **Report of the Trustees**

#### **for the year ended 31 December 2022**

volunteers our community would not be as vibrant, as supportive, as inclusive, or as able to be a force for good in our wider community.

All Saints' held a series of prayer and meditation walks on autumn evenings in their local nature reserve, Batford Springs.

Singers from All Saints' joined residents of Lea Springs care home for carol singing at Christmas, which has led to stronger community links and new congregation members. St Mary's offers monthly communion at Homedell House retirement home, and the Songs of Praise held there three times each year is very popular. Members of our pastoral visiting teams regularly visit other retirement and residential homes in the town.

All Saints' hosts two local charities. Harpenden Money Advice Centre, run in part by volunteers from churches across the town to help those who struggle with debt and other financial difficulties. The Harpenden Child Contact Centre is also run by volunteers and enables separated families to meet in a safe and welcoming space.

The work of our Local Ministry Development Team (LMDT) at All Saints' Church continues to be integral to the spiritual development of that community and the wider Parish. They particularly help with leading worship and in caring for pastoral and spiritual needs of the congregation.

***vi. Supporting these objectives and church activities by maintaining the fabric of our three churches and their halls, and through good and effective governance and the management of finances.***

The programme of work to maintain our three Churches has continued, although some projects and areas of expenditure were put on hold in view of the impact of the pandemic on our income as a Parish.

#### *St Nicholas Church*

A handrail was installed outside Cornelia's café to provide safer access to the garden. An organ humidifier was put in place, to supply damp air to the wind system of the organ. Further ongoing work was undertaken to clear the gutters of both the Church and hall.

#### *All Saints' Church*

A number of small repairs were carried out during the year, including replacing some of the locks to prepare the space for opening the building for public prayer.

#### *St. Mary's Church*

During the year there were some minor repairs to the car park surface. The church hall fascia was repaired and one of the church paths was relayed.

**Report of the Trustees**

**for the year ended 31 December 2022**

**Financial review**

Total receipts on unrestricted funds were £556,601 (£519,026 general unrestricted funds and £37,575 designated funds). Unrestricted voluntary donations of £397,523 were received (£362,788 general unrestricted and £34,735 designated), including £61,810 from Gift Aid. Restricted donations of £12,517 were also received. Planned Giving, through the Parish Giving Scheme and envelopes increased slightly during the year. Non-planned giving increased, mainly as a result of attendance levels at the Christmas services. We are very grateful for the legacies of £21,615 received during the year. Income from the use of our church halls increased.

£516,469 was spent from general unrestricted funds to provide our Christian ministry from our three churches, including the net contribution of £287,417 (stipend and ministry support contributions less the housing allowance received) to the Diocesan Parish Share. The Parish Share provides the stipends, housing and training for clergy both pre and post ordination and the amount each parish in the Diocese is asked to find is calculated on a formula based mainly on a head count of the congregations.

Expenditure on our services and church buildings decreased during 2022, as there were fewer larger projects undertaken. The Parish used designated and restricted reserves to cover appropriate expenditure during the year.

Each year we support a number of international and local charities and in 2022 £14,398 was given. This figure includes donations from the profits of Cornelia's coffee shop, plus service collections and various fundraising events held across our three churches.

Through utilising reserves, as noted above, the net result for the year was an excess of receipts over payments of £2,689 on free undesignated funds. Adding bank and deposit balances brought forward at the beginning of the year, the balances carried forward as at 31st December on free undesignated funds (excluding freehold property) totalled £32,602. The total funds at 31 December 2022 were £1,317,709.

**Reserves policy**

It is the policy of the PCC to hold in unrestricted reserves the equivalent of three months general running costs and salary costs. The trustees believe this amount to be in the region of £60,000; this is held in designated funds. It is also the policy of the PCC to hold an amount in designated funds for likely building works at the next quinquennial inspection and to meet unexpected maintenance and repair costs in our three District churches and the clergy houses.

Included within unrestricted funds is freehold property of £945,280, representing the cost of land and buildings owned by the PCC. These freehold property funds can only be realised by disposal of the properties.

In addition, the PCC holds restricted funds of £121,146. These funds mainly arose from legacies. The majority will be utilised in the next couple of years, in accordance with donor wishes, for example to fund improvements and significant repairs to our church buildings and the memorial garden at St Nicholas. These funds are held in cash within the funds of the Parish.

**Report of the Trustees**

**for the year ended 31 December 2022**

**Plans for future periods**

For 2023 our focus continues to be to deliver on our mission so that we continue to re-connect with the whole community through a variety of worship services, programmes, social events and activities for all ages. We will also continue to make available the use of our facilities and resources to the community.

Our strategic priorities include enabling the mission priority of All Saints, enhancing our ministry to families and young people, and engaging with the diocesan priority of making new disciples in our Parish.

Across the Parish we continue to seek further opportunities to engage with families and young people, through our Simply Worship services, our SAS youth group, our toddler groups, and also through events, such as Eggsperience at Easter. We are looking to expand our work with local schools in the town and have dates in the diary to be face to face in classrooms during 2023. The King's Coronation will provide a further opportunity to connect with our local community.

All three District churches are continuing to participate in Eco Church. St Nicholas is working towards the bronze Eco Church award, while St Mary's and All Saints' are working towards their silver awards. St Mary's is working in partnership with Harpenden Rural Parish Council to keep the local area clean and tidy through regular litter picks. Alongside the Herts and Middlesex Wildlife Trust, All Saints' are establishing a Land Management Plan to focus their care of the church garden. This should help them to become the first 'Wilder Church' under the Wildlife Trust's 'Wilder St Albans' scheme. These schemes are helping all our District churches connect with the local community, including schools and the public.

All Saints are looking to open the church building every day of the week to create a space for prayer and reflection for all in the neighbourhood.

To support this, and all our objectives and church activities, we will continue to maintain the fabric of our three churches and their halls. We are also actively seeking opportunities to reduce our ongoing underlying financial deficit, including a congregational appeal launched in March 2023.

**Risk management**

The PCC, as trustees, have assessed the risks the charity faces and have drawn up a risk matrix which identifies the major risks by area of activity, the nature of those risks, the likelihood of the risks happening, and the measures taken to manage them. The trustees review this risk matrix and risk areas regularly at their meetings and at meetings of the Standing Committee and Finance Committee. The trustees are satisfied that systems are in place, or arrangements are in hand, to manage the risks that have been identified.

In particular, insurance cover is in place, and the finances of the PCC are kept under review. The PCC has approved and adopted the Promoting a Safer Church Policy Statement of the Church of England. The Parish follows national safer recruitment guidance for the recruitment of volunteers (including carrying out DBS checks for relevant roles), has in place relevant risk assessments and Best Practice Guidelines for working with Young People and Vulnerable Adults provided by the Diocese. The Parish

## **Parochial Church Council of St Nicholas, Harpenden**

### **Report of the Trustees**

**for the year ended 31 December 2022**

has committed to respond appropriately and proportionately, in accordance with the Policy Statement and guidance, to any safeguarding allegations and to work closely with the Diocesan Safeguarding Adviser and/or relevant statutory agencies when necessary.

### **Structure, governance and management**

The PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered charity (Charity Number 1130793). The appointment of PCC members is governed by and set out in the Church Representation Rules. The membership consists of the incumbent (the Reverend Canon Dr Dennis Stamps), the associate vicars (Reverend Sally Goodson and Reverend James Brown), churchwardens, a member elected to General and Diocesan Synod together with members elected to PCC and Deanery Synod by those members of the congregation who are on the electoral roll of the Parish. In addition, the Parish Safeguarding Officer is co-opted as a member.

New members of the PCC are required to complete a trustee registration form and are provided with a booklet "Trusteeship – An Introduction for PCC Members". The PCC appoints a secretary and a minutes secretary, who attend PCC meetings as observers. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the Parish, including deciding on how the funds of the PCC are to be spent. The PCC works with the Rector and the associate vicars to promote the vision of the Church.

The full PCC met six times during the year. Given its wide responsibilities, the PCC has a number of committees - each dealing with a particular aspect of Parish life (Finance Committee; Giving Committee; Pay Committee). The remit of each committee is set by the PCC, and it receives regular reports from each, which are discussed as necessary. The Finance Committee oversees the management of the PCC budgets; the Giving Committee oversees fund raising; and the Pay Committee oversees the pay and remuneration of the PCC's employees (with delegated powers to set salaries). The PCC Treasurer provides regular financial reports, which are discussed as necessary by the PCC. A Standing Committee oversees the agenda and arrangements for the PCC meetings.

Each year the PCC supports a number of charities outside the Parish. These charities are selected annually by the PCC, with input from the Giving Committee and each District church.

Each of the three churches in the Parish (St. Nicholas; All Saints'; and St. Mary's) have their own district church councils (DCC) and they each report to the PCC, with their reports also being discussed as necessary. The members of each DCC are elected by those on the electoral roll in each Church district.

The PCC is responsible for the maintenance of all the district churches and halls. It is also responsible for the maintenance of three clergy houses; a rental property on Church Green; and the Parish also contributes to the maintenance of the Rectory.

**Report of the Trustees**

**for the year ended 31 December 2022**

**Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008.

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

On behalf of the board

**Reverend Canon Dr D L Stamps**

**2 May 2023**

## **Parochial Church Council of St Nicholas, Harpenden**

### **Independent Examiner's Report to the Trustees on the Unaudited Financial Statements of Parochial Church Council of St Nicholas, Harpenden**

I report on the accounts of Parochial Church Council of St Nicholas, Harpenden for the year ended 31 December 2022 set out on pages 13 to 25.

#### **Respective responsibilities of trustees and independent examiner**

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the Act), does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the Act; to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

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

#### **Independent examiner's statement**

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 130 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Brendan Philip Chambers F.F.A.

Independent examiner

2 May 2023

Parochial Church Council of St Nicholas, Harpenden

Statement of Financial Activities  
for the year ended 31 December 2022

	Notes	Unrestricted funds		Restricted funds	Total 2022	Total 2021
		General £	Designated £	£	£	£
<b>Income</b>						
Donations and legacies	2	362,788	34,735	12,517	410,040	453,778
Charitable activities	3	152,228	2,840	5,936	161,004	149,706
Investment income	4	4,010	-	35	4,045	2,046
<b>Total income</b>		<b>519,026</b>	<b>37,575</b>	<b>18,488</b>	<b>575,089</b>	<b>605,530</b>
<b>Expenditure</b>						
Charitable activities	5	516,469	4,395	26,556	547,420	575,477
<b>Total expenditure</b>		<b>516,469</b>	<b>4,395</b>	<b>26,556</b>	<b>547,420</b>	<b>575,477</b>
<b>Net income/(expenditure) before transfers</b>		<b>2,557</b>	<b>33,180</b>	<b>(8,068)</b>	<b>27,669</b>	<b>30,053</b>
Transfers between funds		132	(132)	-	-	-
<b>Net movement in funds</b>		<b>2,689</b>	<b>33,048</b>	<b>(8,068)</b>	<b>27,669</b>	<b>30,053</b>
Total funds brought forward		975,193	185,633	129,214	1,290,040	1,259,987
<b>Total funds carried forward</b>		<b>977,882</b>	<b>218,681</b>	<b>121,146</b>	<b>1,317,709</b>	<b>1,290,040</b>

**Parochial Church Council of St Nicholas, Harpenden**

**Balance Sheet**

**as at 31 December 2022**

	Notes	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	9	945,280	945,280
<b>Current assets</b>			
Debtors	10	6,752	4,797
Investments	11	5,082	5,760
Cash at bank and in hand		378,848	356,650
		<u>390,682</u>	<u>367,207</u>
<b>Creditors: amounts falling due within one year</b>	12	<u>(18,253)</u>	<u>(22,447)</u>
Net current assets		372,429	344,760
<b>Net assets</b>		<u>1,317,709</u>	<u>1,290,040</u>
<b>Funds</b>	13		
Restricted income funds	14	121,146	129,214
Unrestricted income funds	15	1,196,563	1,160,826
<b>Total funds</b>		<u>1,317,709</u>	<u>1,290,040</u>

The financial statements were approved by the trustees on 2 May 2023 and signed on its behalf by

**Reverend Canon Dr D L Stamps**  
Trustee

**Mrs J Agg**  
Treasurer



**Parochial Church Council of St Nicholas, Harpenden**

**Cash Flow Statement  
at 31 December 2022**

		<b>2022</b>	<b>2021</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	17	17,475	30,770
<b>Cash flows from investing activities:</b>			
Dividends and cash interest		4,045	2,046
(Gain)/loss on value of non-cash investments		678	(720)
Net cash flows from investing activities		4,723	1,326
<b>Change in cash and cash equivalents in the reporting period</b>		22,198	32,096
<b>Cash and cash equivalents at 1 January</b>		356,650	324,554
<b>Cash and cash equivalents at 31 December</b>		378,848	356,650

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**1.1 Basis of accounting**

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – SORP FRS 102 (effective 1 January 2019).

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying SORP FRS 102 (effective 1 January 2019) rather than the version of the Statement of Recommended Practice referred to in the regulation, but which has since been withdrawn. The accounts are prepared on the basis that the PCC is a going concern, and that the PCC is a public benefit entity under SORP FRS 102.

There have been no changes of accounting policy or changes to accounting estimates and no material prior year errors have been identified in the reporting period (SORP FRS 102).

**1.2 Going concern**

These financial statements are prepared on the basis of the charity being a going concern. The trustees make their own assessment of the charity's ability to continue as a going concern to assure themselves of the validity of this assumption when preparing accounts. In making this assessment, the trustees take into account all available information about the future for at least, but not limited to, 12 months from the date the accounts are approved.

**1.3 Income**

All income is included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the statement of financial activities when receivable. Gifts donated for resale are included as income when they are sold.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by SORP FRS 102.

Income from the coffee shop is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

Legacies are included when the charity is advised by the personal representative of an estate that payment will be made, or property transferred and the amount involved can be quantified.

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**1.4 Expenditure**

Expenditure is recognised on an accruals basis as a liability when it is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

The parish share is accounted for when payable. Any quota unpaid at 31st December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the Balance Sheet.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**1.5 Tangible fixed assets and depreciation**

Consecrated and beneficed property is excluded from the accounts by S.10(2)(c) of the Charities Act 2011.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC considers this to be inalienable property.

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

Land and buildings are included at cost at 31st December 2022.

**1.6 Investments**

Current asset investments are at the lower of cost and net realisable value.

**1.7 Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**2. Donations and legacies**

	<b>Unrestricted funds</b>		<b>Restricted funds</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>General</b>	<b>Designated</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Donations	356,423	18,985	12,517	387,925	366,412
Grants	-	500	-	500	11,100
Legacies	6,365	15,250	-	21,615	76,266
For the year ended 31 December 2022	362,788	34,735	12,517	410,040	453,778
For the year ended 31 December 2021	338,267	98,629	16,882		453,778

A further discretionary COVID support grant was received from St Albans City and District Council during 2022.

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**3. Income from charitable activities**

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	General	Designated			
	£	£	£	£	£
Printing	146	-	-	146	187
Church hall and property lettings	70,809	-	-	70,809	56,516
Housing allowance	51,320	-	-	51,320	51,320
Fees	24,586	-	-	24,586	20,741
Events and trading	5,367	2,840	5,936	14,143	5,930
Bank charges refund	-	-	-	-	15,012
For the year ended 31 December 2022	152,228	2,840	5,936	161,004	149,706
For the year ended 31 December 2021	143,776	2,435	3,495		149,706

**4. Investment income**

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	General	Designated			
	£	£	£	£	£
Trust funds	2,906	-	-	2,906	1,061
Deposit accounts	1,104	-	35	1,139	985
For the year ended 31 December 2022	4,010	-	35	4,045	2,046
For the year ended 31 December 2021	2,035	-	11		2,046

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**5. Expenditure on charitable activities**

	Unrestricted funds		Restricted funds	Total 2022	Total 2021
	General	Designated			
	£	£	£	£	£
Clergy expenses	1,169	-	-	1,169	1,837
Services	29,949	-	-	29,949	41,532
Activities	4,452	1,654	1,049	7,155	5,106
Houses	26,338	936	-	27,274	19,567
Stipend contribution	110,634	-	-	110,634	114,234
Ministry support contribution	228,103	-	-	228,103	220,032
Church upkeep	47,245	401	12,043	59,689	90,984
Church halls and buildings	26,465	604	1,298	28,367	24,815
Overseas and home mission giving	1,492	800	12,106	14,398	16,172
Staff costs	23,472	-	-	23,472	24,286
Staff pension costs	2,044	-	-	2,044	1,943
Telephone and computer costs	5,332	-	60	5,392	6,474
Postage and stationery	4,328	-	-	4,328	3,384
General expenses	2,924	-	-	2,924	2,517
Accountancy fees	2,522	-	-	2,522	2,594
For the year ended 31 December 2022	516,469	4,395	26,556	547,420	575,477
For the year ended 31 December 2021	499,585	5,011	70,881		575,477

Included in accountancy fees is £298 for payroll services (2021: £259).

**6. Employees**

**Employment costs**

	Total 2022	Total 2021
	£	£
Wages and salaries	23,472	24,286
Social security costs	-	-
Pension costs	2,044	1,943
	25,516	26,229

No employees received emoluments of more than £60,000 (2021: None).

**Number of employees**

The average monthly numbers of employees (excluding the trustees) during the year, calculated on the basis of full-time equivalents, was as follows:

2022	2021
Number	Number
2	2

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**7. Trustees' emoluments**

The Reverend Canon Dr D L Stamps, The Reverend S Goodson and The Reverend J Brown were paid for expenses incurred in carrying out their duties and their living expenses were subsidised.

**8. Pension costs**

The charity operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and was as follows:

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Pension charge	2,044	1,943

**9. Tangible fixed assets**

	<b>Land and buildings freehold £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 January 2022 and	945,280	945,280
At 31 December 2022		
<b>Net book values</b>		
At 31 December 2021	945,280	945,280
At 31 December 2022	945,280	945,280

The trustees are of the opinion that the market value of properties at the year-end would significantly exceed the book values included in the financial statements but they are unable to quantify this excess in the absence of a professional valuation. The costs of valuation are not considered justifiable in view of the intention to retain ownership of these existing properties for the foreseeable future.

**10. Debtors**

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Other debtors	6,752	4,797

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**11. Current asset investments**

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Other unlisted investments	5,082	5,760

**12. Creditors: amounts falling due within one year**

	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Accruals and deferred income	18,253	22,447

**13. Analysis of net assets between funds**

	<b>Unrestricted funds General £</b>	<b>Designated £</b>	<b>Total £</b>	<b>Restricted funds £</b>
Fund balances as at 31 December 2022 as represented by:				
Tangible fixed assets	945,280	-	945,280	-
Current assets	50,855	218,681	269,536	121,146
Current liabilities	(18,253)	-	(18,253)	-
	977,882	218,681	1,196,563	121,146

Fund balances as at 31 December 2021 as represented by:

Tangible fixed assets	945,280	-	945,280	-
Current assets	52,360	185,633	237,993	129,214
Current liabilities	(22,447)	-	(22,447)	-
	975,193	185,633	1,160,826	129,214

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**14. Restricted funds**

The movements on restricted funds during 2022 were as follows:

	At 1 January 2022	Incoming resources	Outgoing resources	Transfers	At 31 December 2022
	£	£	£	£	£
All Saints' District	8,943	-	(150)	-	8,793
St Mary's District	5,788	2,345	(3,668)	-	4,465
St Mary's legacies	5,465	-	-	-	5,465
St Mary's car park	1,021	1,008	(510)	-	1,519
St Nicholas District	42,213	-	(3,350)	-	38,863
Friends of St Nicholas	20,409	-	-	-	20,409
St Nicholas legacies	39,737	742	(5,873)	-	34,606
Cornelia's Coffee Shop	1,695	5,936	(4,548)	-	3,083
Others	3,943	8,457	(8,457)	-	3,943
	129,214	18,488	(26,556)	-	121,146

The movements on restricted funds during 2021 were as follows:

	At 1 January 2021	Incoming resources	Outgoing resources	Transfers	At 31 December 2021
	£	£	£	£	£
All Saints' District	9,085	20	(162)	-	8,943
St Mary's District	5,485	303	-	-	5,788
St Mary's legacies	465	5,000	-	-	5,465
St Mary's car park	23,276	750	(23,005)	-	1,021
St Nicholas District	47,481	15	(5,283)	-	42,213
Friends of St Nicholas	20,409	-	-	-	20,409
St Nicholas legacies	40,000	-	-	(263)	39,737
St Nicholas sound and light	18,100	-	(21,532)	3,432	-
St Nicholas choir robes	2,746	8,063	(11,072)	263	-
Cornelia's Coffee Shop	5,066	3,495	(6,866)	-	1,695
Others	3,942	2,742	(2,961)	220	3,943
	176,055	20,388	(70,881)	3,652	129,214

**Purposes of restricted funds**

**All Saints' District/St Mary's District/St Nicholas District:** funds set aside for each of the three District churches in the Parish.

**St Mary's legacies/St Nicholas legacies:** legacies left to the District churches in the Parish.

**St Mary's Car Park:** money given for car park improvements at St Mary's Church.



**Notes to the Financial Statements  
for the year ended 31 December 2022**

**14. Restricted funds (continued)**

**Friends of St Nicholas:** money given for the preservation, repair, restoration, improvement and ornamentation of the fabric and the precincts of the Parish Church of St Nicholas Harpenden.

**St Nicholas sound and light:** money given to improve the sound, lighting and video/livestreaming and lighting system in St Nicholas Church.

**St Nicholas choir robes:** money given to purchase new choir robes for St Nicholas Church choir.

**Cornelia's:** profits from Cornelia's Coffee Shop to be used for charitable giving.

These funds are held in cash within the funds of the Parish.

**15. Unrestricted funds**

The unrestricted funds of the charity include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

The movements on unrestricted funds during 2022 were as follows:

	At 1 January 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2022 £
<b>Designated:</b>					
General legacies	90,027	-	(1,941)	-	88,086
St Nicholas legacies	71,266	-	-	-	71,266
St Nicholas District	11,237	18,467	(2,084)	-	27,620
All Saints' District	11,918	7,839	-	-	19,757
St Mary's District	1,185	11,269	(370)	(132)	11,952
Designated funds	185,633	37,575	(4,395)	(132)	218,681
<b>General:</b>					
Freehold property	945,280	-	-	-	945,280
Free undesignated funds	29,913	519,026	(516,469)	132	32,602
General undesignated funds	975,193	519,026	(516,469)	132	977,882
<b>Total unrestricted funds</b>	<b>1,160,826</b>	<b>556,601</b>	<b>(520,864)</b>	<b>-</b>	<b>1,196,563</b>

**Notes to the Financial Statements  
for the year ended 31 December 2022**

**15. Unrestricted funds (continued)**

The movements on unrestricted funds during 2021 were as follows:

	At 1 January 2021 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2021 £
<b>Designated:</b>					
General legacies	93,012	-	(2,985)	-	90,027
St Nicholas legacies	-	71,266	-	-	71,266
St Nicholas District	-	16,695	(2,026)	(3,432)	11,237
All Saints' District	-	11,918	-	-	11,918
St Mary's District	-	1,185	-	-	1,185
Designated funds	93,012	101,064	(5,011)	(3,432)	185,633
<b>General:</b>					
Freehold property	945,280	-	-	-	945,280
Free undesignated funds	45,640	484,078	(499,585)	(220)	29,913
General undesignated funds	990,920	484,078	(499,585)	(220)	975,193
<b>Total unrestricted funds</b>	<b>1,083,932</b>	<b>585,142</b>	<b>(504,596)</b>	<b>(3,652)</b>	<b>1,160,826</b>

**Purposes of unrestricted funds**

**General legacies:** this fund is used to identify legacies that have been set aside in earlier years in accordance with the then PCC decision that any legacy received in excess of £1,000 would be set aside for a specific purpose as agreed by the PCC.

**St Nicholas legacies:** this legacy fund is used to identify donations from legacies which are set aside for St Nicholas District church.

**St Nicholas District/All Saints' District/St Mary's District:** these funds are used to identify money set aside for each of the three District churches in the Parish.

**Freehold property:** the balance on this fund is the accounts value of the properties owned by the PCC.

**16. Related party transactions**

During 2022 the charity received £33,288 in donations from its PCC members. The donors did not attach any conditions to the gifts which required the church to significantly alter the nature of its existing activities.

Notes to the Financial Statements  
for the year ended 31 December 2022

17. Cash flows from operating activities

	2022 £	2021 £
<b>Reconciliation of net income/(expenditure):</b>		
Net income (as per statement of financial activities)	27,669	30,053
Adjustments for:		
Dividends, interest and rent from investments	(4,045)	(2,046)
Decrease/(Increase) in debtors	(1,955)	6,428
(Decrease)/Increase in creditors	(4,194)	(3,665)
<b>Net cash from operating activities</b>	<b>17,475</b>	<b>30,770</b>