

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Annual Report and Accounts for the year ended 31 December 2023



Incumbent

The Reverend Martin Davies
The Vicarage
Countess Close
Harefield
Middx

Bank

Santander
and National Westminster

Independent Examiner

Charles Homan FCA

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Annual Report for the year ended 31 December 2023

Administrative Information

The PCC has the responsibility of co-operating with the incumbent, the Reverend Martin Davies in promoting the ecclesiastical parish of Harefield, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC also has maintenance and other responsibilities for the Church and Church Hall in Harefield, Middlesex

PCC Membership

Members of the PCC are either ex officio or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following served as members of the PCC:

Incumbent: The Revd Martin Davies **Chairman**
Curate:

Wardens: Rowena Scott
Mark Dalton

Children's Advocate Dawn Davies

Clerk of Works Mark Dalton

Secretary

Treasurer Jill Dalton

Gift Aid Sec. Jill Dalton

Administrator

Elected members

Rita Bateson	Until APCM 2023
Shirley Higgins	Until APCM 2023
Roz Booth	From APCM 2021
Lizzie Sumner	From APCM 2021
Leslie Dutton	Until APCM 2023
Trevor Chidgy	Until 2024
Sue Hewlett	From APCM 2022
Kevin Hughes	From APCM 2023
Brenda Ives	From APCM 2023
Ann Badhams	From APCM 2023
Rowena Scott	From APCM 2023

Deanery Synod

Paul Mander

Structure, governance and management

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (the incumbent/priest-in-charge, curate, lay readers licensed to officiate in the church), the church wardens and members of the Deanery, Diocesan or General Synods and members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

Objectives and activities

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish of Harefield the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Annual Report for the year ended 31 December 2023

Continued

Committees and Advisors

The PCC operates through a number of committees, which meet in addition to the meetings of the PCC.

The PCC's Standing Committee, which is required by law, has the power to transact the business of the PCC between its meetings, subject to any directions given by the Council. It comprises the Incumbent, Churchwardens and Secretary and Treasurer as appropriate.

The Finance Committee oversees the general financial dimension of the work of St Mary's by monitoring and reviewing income and expenditure, and making recommendations to the PCC.

The Social and Fund Raising committee plans and co-ordinates social and fund raising events through the year.

The Mission Action Planning Group encourages mission and outreach.

The Pastoral Committee exercises responsibility for pastoral care in the Parish.

The Christian Nurture Group co-ordinates teaching and nurture in the parish.

Achievements and Performance

Review of the year

The full PCC met monthly (excluding the APCM) during the year, except in August and December. Committees would have met between PCC meetings, to bring points forward for the attention of the PCC.

Special financial matters during the year :-

The PCC share (37.22%) of 9 Lewis Close net rental income amounted to £7,016 (2022 £7706).

The Diocesan quota paid was £87,775 (2022 £85,200).

Review of the Accounts

Overall, unrestricted general income for the year amounted to £158,734 as compared with £152,257 for 2022. The increase was largely as a result of a additional donations and giving.

General, unrestricted expenditure for 2023 totalled £153,629 as compared with £158,904 for 2022. The decrease was largely as a result of reduced maintenance costs.

The general surplus for 2023 was therefore £5,105 (2022 deficit £11,747)

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Annual Report for the year ended 31 December 2023

Continued

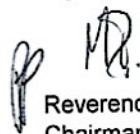
Review of the Accounts (continued)

The income and expenditure on restricted funds is shown in Note 5. The balance on all restricted and designated funds amounted to £53,685 (2022 £73,298) after transferring the balances remaining on Social and Youth/Childrens Funds to the General Fund.

Future Plans

In 2024 and subsequent years, the PCC hopes to build on the initiatives undertaken in 2023 in furtherance of its stated objectives.

Signed on behalf of the PCC



Reverend Martin Davies
Chairman and Incumbent

Date

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD
STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 December 2023

	Note	Unrestricted General Fund £	Other Designated & Restricted Funds (Note 5) £	TOTAL FUNDS 2023 £	2022 £
INCOMING RESOURCES					
Voluntary income	2 (a)	75,864	5,031	80,895	69,914
Other voluntary incoming resources	2 (b)	22,298	24,008	46,306	20,144
Income from charitable and ancillary trading	2 (c)	39,860	0	39,860	37,237
Income from investments	2 (d)	20,712	0	20,712	19,797
TOTAL INCOMING RESOURCES		158,734	29,039	187,773	147,092
RESOURCES EXPENDED					
Grants and donations	3 (a)	1,466	1,443	2,909	868
Activities directly relating to the work of the church	3 (b)	148,167	2,057	150,224	150,280
Mission and Outreach	3 (c)	802	-	802	892.00
Church governance costs	3 (d)	3,194	-	3,194	3,143
TOTAL RESOURCES EXPENDED		153,629	3,500	157,129	155,183
NET INCOMING / (OUTGOING) RESOURCES		5,105	25,539	30,644	(8,091)
TRANSFERS BETWEEN FUNDS					
Transfer from Childrens Fund Fund	4	14,197	(14,197)	-	-
Transfer from Fundraising Fund	4	30,955	(30,955)	-	-
				-	-
NET MOVEMENTS IN FUNDS		50,257	(19,613)	30,644	(8,091)
BALANCES BROUGHT FORWARD AT 1 JANUARY 2023 (2022)		147,077	73,298	220,375	228,466
BALANCES CARRIED FORWARD AT 31 DECEMBER 2023 (2022)	8	197,334	53,685	251,019	220,375

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD
BALANCE SHEET AS AT 31 DECEMBER 2023

	Note	2023	2022
FIXED ASSETS			
At Net Book Value	7	94,084	94,834
CURRENT ASSETS			
Debtors and stocks	9	13,100	11,921
Short Term Deposits - restricted & designated		53,685	73,298
Short Term Deposits - unrestricted		-	-
Cash at Bank and in hand		<u>102,531</u>	<u>51,591</u>
		169,316	136,810
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	10	<u>(12,381)</u>	<u>(11,269)</u>
NET CURRENT ASSETS		156,935	125,541
NET ASSETS		<u>251,019</u>	<u>220,375</u>
FUNDS	6		
Unrestricted	8	197,334	147,077
Other Designated & Restricted Funds - various	8	53,685	73,298
NET FUNDS		<u>251,019</u>	<u>220,375</u>

Approved by the PCC and signed on its behalf by

Rev Martin Davies - Chairman and Incumbent

Jill Dalton - Hon Treasurer

Date

26/10/24

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Notes to the Accounts for the Year Ended 31 December 2023

1 ACCOUNTING POLICIES

Accounting convention

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

General funds represent the funds of the PCC that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of Church members.

Incoming Resources

Voluntary income and capital sources

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

Planned giving receivable under Gift Aid is recognised only when received.

Income tax recoverable on Gift Aid donations is recognised when received.

Funds raised by the fete, and similar events are accounted for net of direct expenses.

Sale of books, guides and magazines from the church are accounted for gross.

Other income

Rental from the letting of the church premises is recognised when the rental is due.

Income from investments

Dividends and interest are accounted for when receivable.

Fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficial property is excluded from the accounts by the Charities Act 2011.

Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's Inventory which can be inspected (at any reasonable time). For inalienable property acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the accounts. Items acquired since 1 January 2000 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight line basis.

All expenditure incurred in the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of moveable church furnishings acquired before 1 January 2000 is written off.

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD
Notes to the Accounts for the Year Ended 31 December 2023

2 INCOMING RESOURCES

	Unrestricted General Fund £	Other Designated & Restricted Funds (Note 5) £	TOTAL FUNDS 2023 £	2022 £
2 (a) Voluntary income				
Regular & other Gift Aid donations	25,875		25,875	24,233
One Off Gift Aid	3,240		3,240	3,270
Envelope Scheme	2,687		2,687	2,654
Collections at all services	8,891		8,891	7,231
Donations	18,418	5,031	23,449	22,291
Legacies	5,000		5,000	0
Income tax recoverable on Gift Aid	11,753		11,753	10,235
	<u>75,864</u>	<u>5,031</u>	<u>80,895</u>	<u>69,914</u>
2 (b) Other fees and voluntary incoming resources				
Donations and fundraising income	13,724	24,008	37,732	14,198
Gift from Charitable Trust	8,574		8,574	5,946
	<u>22,298</u>	<u>24,008</u>	<u>46,306</u>	<u>20,144</u>
2 (c) Income from charitable and ancillary				
Magazine & book sales and adverts	4,295		4,295	4,864
Church Hall letting	17,024		17,024	13,484
Church fees re weddings & funerals	18,541	0	18,541	18,889
	<u>39,860</u>	<u>0</u>	<u>39,860</u>	<u>37,237</u>
2 (d) Income from investments				
Rent 9 Lewis Close	19,306	-	19,306	19,228
Interest from deposit accounts	1,406	0	1,406	569
	<u>20,712</u>	<u>0</u>	<u>20,712</u>	<u>19,797</u>
TOTAL INCOMING RESOURCES	<u>158,734</u>	<u>29,039</u>	<u>187,773</u>	<u>147,092</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Notes to the Accounts for the Year Ended 31 December 2023

(continued)

	Unrestricted General Fund £	Restricted Funds (Note 5) £	TOTAL FUNDS 2023 £	2022 £
3 RESOURCES EXPENDED				
3 (a) Grants and donations				
Missionary and charitable giving				
Home Missions, other Church	-	-	0	0
Societies and overseas relief				
Donations	1,466	-	1,466	868
Grants & Donations from restricted funds		1,443	1,443	0
	<u>1,466</u>	<u>1,443</u>	<u>2,909</u>	<u>868</u>
3 (b) Activities directly relating to the work of the Church				
Ministry: diocesan quota	87,775	-	87,775	85,200
clergy expenses	-	-	-	-
Locums / other staff costs	-	-	0	-
Vicarage expenses	507	-	507	769
Costs of generating income	93	-	93	1,376
Church - running expenses :-				
Worship costs	704	-	704	70
Church maintenance :				
Insurance	4,964	-	4,964	4,404
Light heat & water	7,394	-	7,394	5,373
Repairs and maintenance	1,772	-	1,772	6,466
Expenditure on Harefield magazine	4,360	-	4,360	4,425
Restricted Funds expenditure	-	2,057	2,057	2,926
9 Lewis Close - expenses	1,710	-	1,710	2,453
9 Lewis Close - Diocese share	10,580	-	10,580	9,069
Church Hall running expenses	15,371	-	15,371	16,832
Churchyard running expenses	6,798	-	6,798	6,017
Church Music	6,139	-	6,139	4,900
	<u>148,167</u>	<u>2,057</u>	<u>150,224</u>	<u>150,280</u>
3 (c) Fund Raising and Publicity				
Mission Outreach and Evangelism :-				
Publicity, Mission, Training ,	802	-	802	892
	<u>802</u>	<u>-</u>	<u>802</u>	<u>892</u>
3 (d) Church governance costs				
Independent Examiners Fee	300	-	300	300
Admin print post and stationery	2,894	-	2,894	2,843
Other fees and bank charges	-	-	-	-
	<u>3,194</u>	<u>-</u>	<u>3,194</u>	<u>3,143</u>
TOTAL RESOURCES USED	<u>153,629</u>	<u>3,500</u>	<u>157,129</u>	<u>155,183</u>

4 TRANSFERS BETWEEN FUNDS

The remaining balances on the Social and Fundraising Fund and on the Youth and Childrens Fund were no longer restricted and so were transferred to the General Fund.

Notes to the Accounts for the Year Ended 31 December 2023

ANALYSIS OF DESIGNATED AND RESTRICTED FUNDS

9

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Notes to the Accounts for the Year Ended 31 December 2023

6 FUND DETAILS

RESTRICTED AND DESIGNATED FUNDS

Social and Fund Raising Fund

The Social Fund comprises funds raised in previous years and held separately as they were raised for specific projects. From 2021 these social and fund raising events were raised for general church funds.

Friends Fund

The PCC has raised funds from Friends of St Mary's for the maintenance of the Church building.

Children and Youth Fund

This Fund is to be used for the children and youth of Harefield.

Other restricted funds

Any other smaller and one-off gifts for specific projects are separately identified, and retained until the monies are spent on the particular project.

7 FIXED ASSETS FOR USE BY THE PCC

	Cost	Accumulated Depreciation	Depreciation Charge	2023 Book Value	2022
St Mary's Church Hall	35,753	34,690	750	313	1,063
Share of 9 Lewis Close - 36%	90,139	-	-	90,139	90,139
Addition on 1.1.2007 - 1.22% share	3,632	-	-	3,632	3,632
	<u>129,524</u>	<u>34,690</u>	<u>750</u>	<u>94,084</u>	<u>94,834</u>

PAROCHIAL CHURCH COUNCIL OF ST MARY'S HAREFIELD

Notes to the Accounts for the Year Ended 31 December 2023

(continued)

8 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted General Fund £	Designated Emergency Repair Fund £	Restricted Funds (Note 5) £	TOTAL FUNDS 2023 £	2022 £
Fixed assets	94,084	-	-	94,084	94,834
Current assets	#REF!	#REF!	53,685	#REF!	136,810
Current liabilities	(12,381)	-	-	(12,381)	(11,269)
Long term liabilities	-	-	-	-	-
Fund balance	#REF!	#REF!	53,685	#REF!	220,375

9 DEBTORS

Income tax recoverable on Giving to December 2023 (2022)
Hall rent due from HADS
Due from Church Trust re Donation from Gill Holmes

	2023 £	2022 £
Income tax recoverable on Giving to December 2023 (2022)	4,526	5,283
Hall rent due from HADS	0	692
Due from Church Trust re Donation from Gill Holmes	8,574	5,946
	<u>13,100</u>	<u>11,921</u>

10 CREDITORS

Rent due to London Diocese - 9 Lewis Close - January to December 2023
Wedding fees received in advance
Independent Examiner fee - 2023

	2023 £	2022 £
Rent due to London Diocese - 9 Lewis Close - January to December 2023	10,581	9,069
Wedding fees received in advance	1,500	1,000
Independent Examiner fee - 2023	300	1,200
	<u>12,381</u>	<u>11,269</u>

11 BANK ACCOUNTS

PCC current account - Santander
PCC Nat West account
PCC CBF account
Fund Raising Santander deposit account
Fund raising Santander current account
Fund raising CBF account
Fund raising cash in hand
Friends Bank account
Friends cash in hand
Additional

	2023 £	2022 £
PCC current account - Santander	75,574	50,311
PCC Nat West account	7,746	6,241
PCC CBF account	45,076	43,676
Fund Raising Santander deposit account	7	1,204
Fund raising Santander current account	6,190	4,567
Fund raising CBF account	112	108
Fund raising cash in hand	50	50
Friends Bank account	21,173	18,327
Friends cash in hand	247	365
Additional	42	40
	<u>156,216</u>	<u>124,889</u>

Independent Examiner's Report to the PCC of St Mary's Church, Harefield

I report on the accounts of the PCC for the year ended 31 December 2023 which are set out on pages 1 to 11.

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Church Accounting Regulations and section 144 (2) of the Charities Act 2011 ('the 2011 Act') do not apply.

It is my responsibility to:

- * Examine the accounts under the Church Accounting Regulations and section 145 of the 2011 Act.
- * To follow the procedures laid down in the general directions of the Charity Commission under section 145(5)(b) of the 2011 Act and
- * To state whether particular matters have come to my attention

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering 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:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - * to keep accounting records in accordance with section 130 of the 2011 Act; and
 - * to prepare accounts which accord with the accounting records and comply with the requirements of the Act, and the Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Charles Homan

Date

ST MARY'S HAREFIELD PCC - 31 December 2023

HALL ACCOUNT - NOTE ONLY

Additional Notes to the Accounts

	2023	2022
CHURCH HALL		
Income from lettings	17,024	13,484
Expenditure		
Hall Electricity	3,315	1,165
Hall Gas	6,979	1,979
Hall water rates	0	0
Hall insurance	1,891	1,678
Hall maintenance and cleaning	1,496	1,789
Hall repairs, fire safety and refuse collection	940	9,471
Hall depreciation	750	750
	<u>(15,371)</u>	<u>(16,832)</u>
	<u>1,653</u>	<u>(3,348)</u>
NET INCOME (EXPENDITURE)		
REPAIR COSTS		
Gas safety Certificate		0
LBH refuse		131
Plumbing repairs		1,494
Boiler and heating repairs		108
Hall Radiator		2,321
Hall Doors		5,350
Hall boiler replacement		
5 year electric test / PAT Test		67
Fire extinguishers / Other	<u>0</u>	<u>9,471</u>