

St Hugh's Church, Lewsey

Report and Accounts of the Parochial Church Council
for the year ended 31st December 2020



Incumbent: Reverend Joe Pienaar
367 Leagrave High Street
Luton, Bedfordshire LU4 0ND

PCC Lay Vice Chair: Paul Larson
St. Hughs Church, Lewsey
Luton, Bedfordshire LU4 0ND

Registered Charity No 1131520

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Financial Review

Income: The total income for 2020 was £227,924. This is an increase of £3,479 on the 2019 total of £224,445.

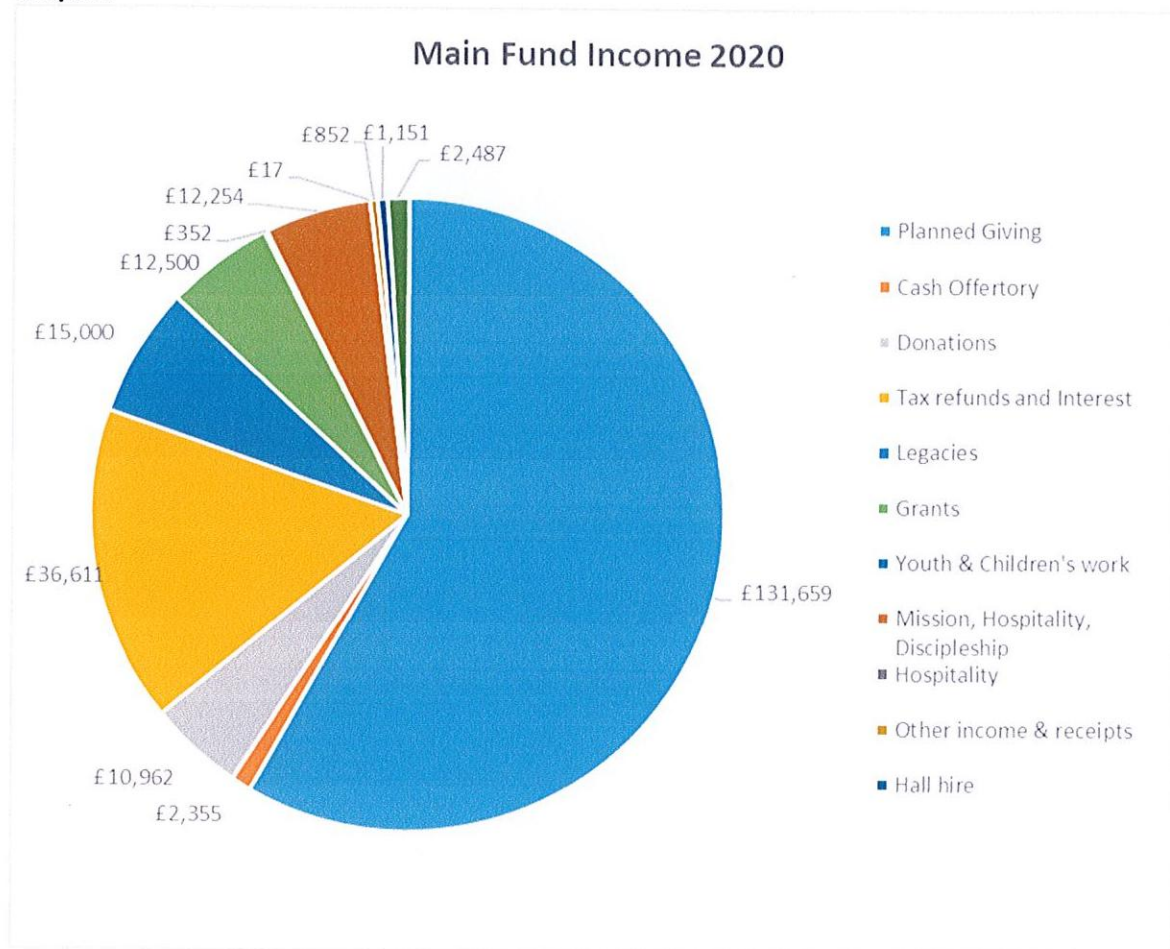
Of this £226,199 was given to the main fund, and £1,724 was given to the Building Fund.

For the main fund, £131,659 was planned giving i.e. those who contributed to the church by standing orders, direct debits and envelopes. Income from cash offerings amounted to £2,355, much less than last year.

Members of the congregation who are tax payers and had authorised us to claim gift aid from HMRC, enabled us to receive a further £27,923. We also received a legacy of £15,000.

In addition this year, due to the Covid lockdown, we had to place three of our staff on furlough. The government paid us £8,688 in compensation.

Graph 1



For the Building Fund, £1,210 was planned giving i.e. those who contributed to the church by standing orders and direct debits. Members of the congregation who are tax payers and had authorised us to claim gift aid from HMRC, enabled us to receive a further £504.

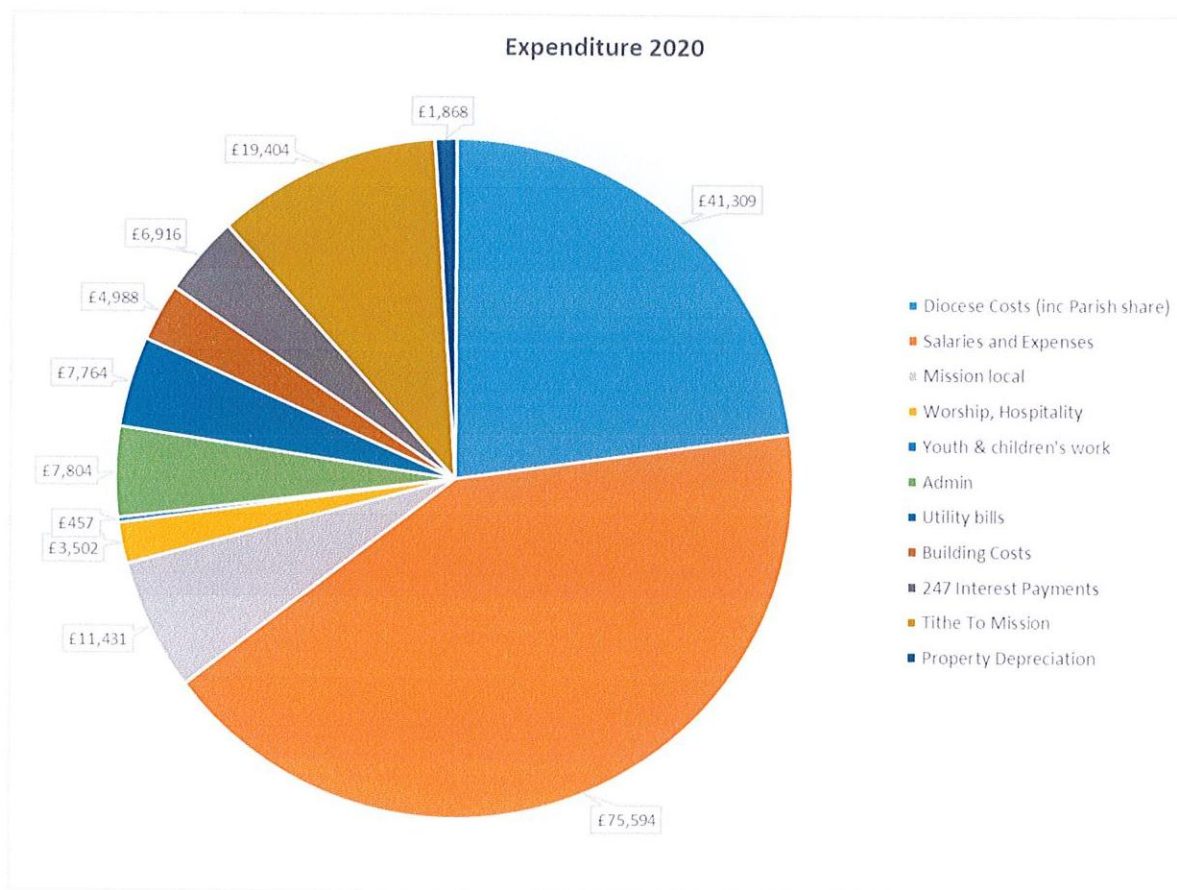
Expenditure: The total expenditure for 2020 (including depreciation) was £181,037. This was a decrease of £38,054 on the 2019 total of £219,091. All of this was spent from the Main Fund.

For the main fund, Staff and diocese costs accounted for 65% of total expenditure; £75,594 and £41,309 respectively.

Mission accounted for 6% of expenditure, while hospitality and worship accounted for 2% of expenditure.

St Hugh's contributed £19,404 to a number of charities. Tithe is presented in Graph 6 (page 10).

Graph 2



On the Building Fund, there was no expenditure.

Cash flow and Reserves

At the end of the year the Church had cash reserves of £112,102 of which £73,769 was available for general Church activities.

All payments are made from the current account utilising regular direct debit method of payment wherever possible.

Restricted funds:

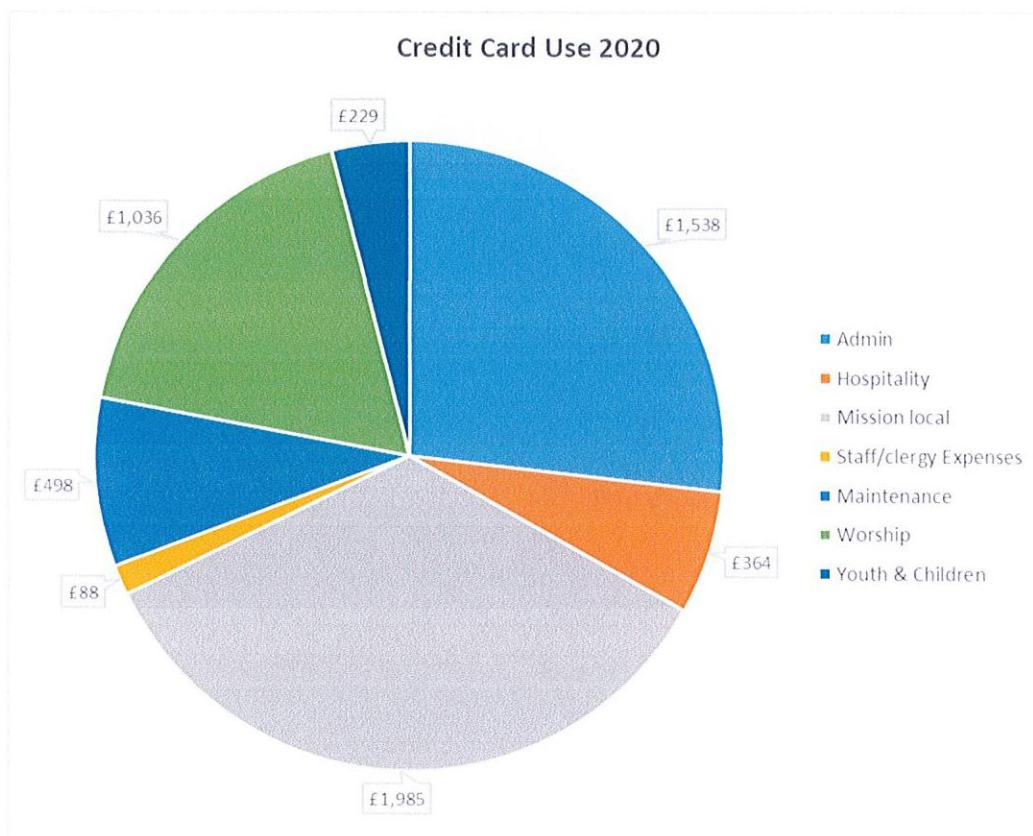
The loan from St Albans Diocese for the Curate's house extension (247 Leagrave High Street) has been fully paid and from April 2013 the Church has paid rental on the property. Should the property be sold, there would be an entitlement to the Church of 25/155ths of the proceeds.

Credit Cards are used to help with cash flow. The total credit card limit for the five credit cards was £2,500 and a fee of £32 per card is payable annually. Outstanding balances on accounts are paid promptly each month.

The table below shows the total credit card usage.

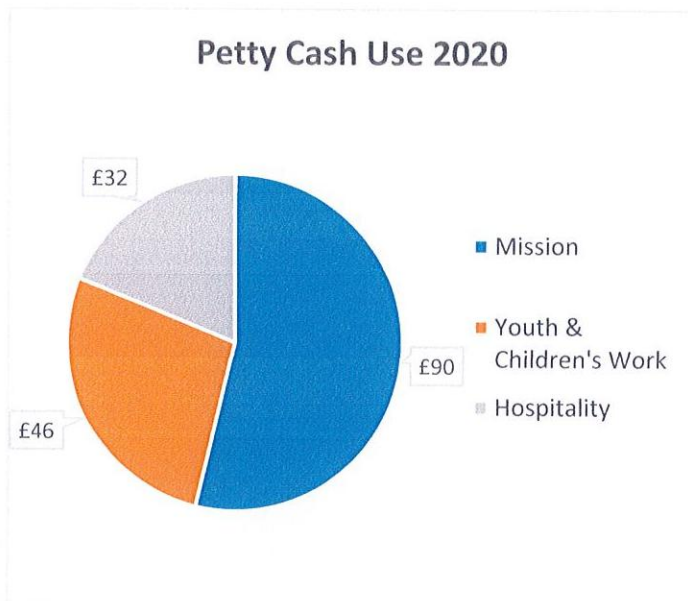
Credit Card	2020	2019
Total	£5,737	£10,366

Graph 3



Petty Cash: is used to help with cash flow and is limited to £30 per transaction. Receipts totalling £167 were processed through petty cash during 2020 with areas of expenditure detailed in Graph 4 below

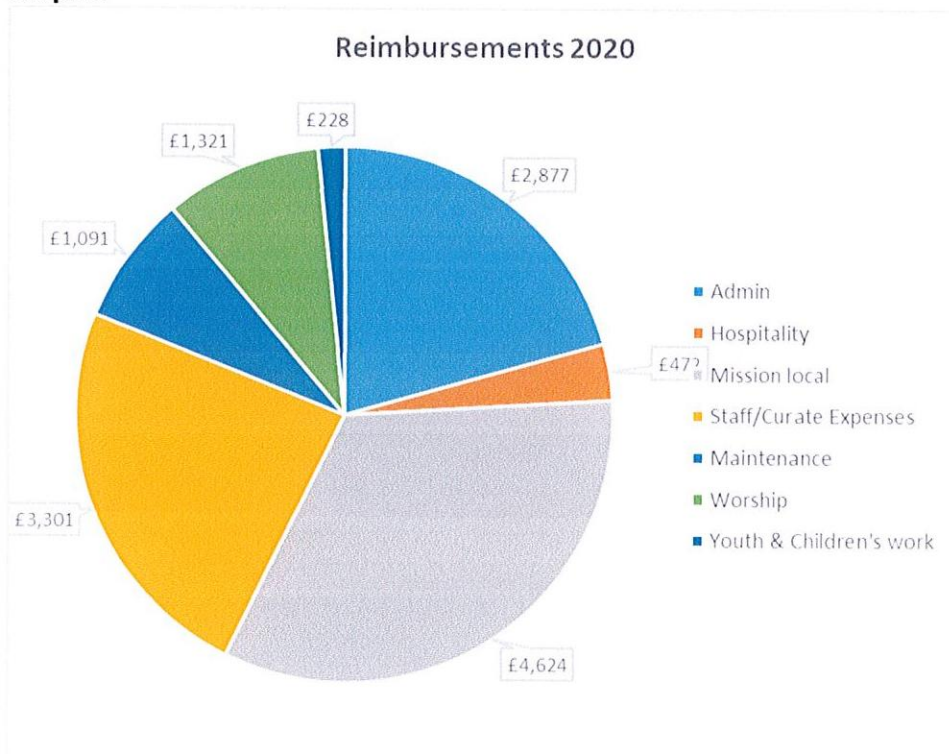
Graph 4



Other purchases: These relate to repayments for costs incurred by staff whilst on church duty or refunds for purchases made by church members on behalf of the church where repayment was made by cheque or BACS.

The nature of items classed as other purchases is shown in Graph 5.

Graph 5



Administrative Information

St Hugh's Church is an Anglican parish church situated in Lewsey, a suburb in the west of Luton bordering on Dunstable. It is part of the Diocese of St Albans in the Deanery of Luton.

The correspondence address is St Hugh Lewsey Parish Church, Leagrave High Street, Luton LU4 0ND. Email: office@sthughs.org.uk Website: www.sthughs.org.uk

PCC members who have served since 1st January 2020 until the date this report was approved are:

Ex Officio members:

Incumbent: The Reverend Joe Pienaar – Chairman (Left March 2020)
The Reverend Martyn Shea – Chairman (From Feb 2021)
Curate: The Reverend Andy Gliddon – (Left November 2020)
Wardens: Alan Millard, Carolyn Cooper
Treasurer: Eva Karanja until August 2020, then Alan Millard (acting) until
Amanda Greenman from March 2021
Lay Vice Chair: Paul Larson. Acting Chairman from March 2020 to Feb 2021.

Co-opted Members:

Treasurer: Eva Karanja (Until August 2020)
Amanda Greenman (From March 2021)
Secretary: Gemma Williams (Until May 2021)

Elected Members

Liz Murray
Stuart Moore
Lorna Mowatt (Until Oct 2020)
Margaret Foster
Bukky Awomolo
John Wallington
Carol Wingrave
Jennifer Millard
Sylvia Margetts
Paul Larson
Serreta Pritchard (From Oct 2020)

Elected Reps to
Deanery Synod Kathy Crane (Until Oct 2020)
Karl Pritchard (Until Oct 2020)
Andrew Smith (Until Jan 2020)
Nicola Foster (From Oct 2020)
Vicky Miller (From Oct 2020)
Anika Smith (From Oct 2020)

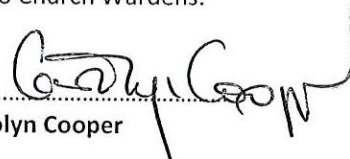
Agreed by current PCC on: 12/7/21

Signed on their behalf by Martyn Shea (Chair of PCC):

Martyn Shea:  Date: 12/7/21

The financial statements on pages 1-12 with Appendices 1-3 were approved by St Hugh's Parochial Church Council on and signed on its behalf by the two Church Wardens:


Jennifer Millard


Carolyn Cooper

Notes to the financial statements for the year ended 31st December 2020

1. Accounting policies

The financial statements have been prepared under the historic cost convention in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005, UK Accounting Standards and the Charities Act 2011.

Funds

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

Where a Fund is raised for a specific purpose e.g. Tiddlers, the assets are restricted and held to be used for the specific purpose for which the fund was raised. Any income earned on these assets is added to the fund.

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 or those that are informal gatherings of church members.

2. Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under covenant is recognised only when received. Income tax recoverable on covenants or gift aid donations is recognized when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Fundraising for specific causes represents collections outside the normal Church activities for specific causes.

Income from investments

Interest is recognised when received.

3. Resources Used

Activities directly relating to the work of the church

The Diocesan quota of Parish Share which was previously accounted for when paid is now accounted for under the accruals concept which states that income and expenditure should be recognised in the accounting periods to which they relate to rather than on cash payment and receipt.

4. Fixed Assets

Consecrated land and buildings and moveable church furnishings

Consecrated land and beneficial property is excluded from the financial statements by section 96(2) (a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the Churchwardens on special trust for the PCC. The PCC considers this to be inalienable property.

Equipment

Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired.

Depreciation

Depreciation is provided to represent the consumption of the asset at the following rates on a straight line basis:

Asset Type	Depreciation rate per annum
Freehold Improvements	4%
Church kitchen refurbishment	10%
Fixtures, fittings and equipment	20%

Current Assets

Accounts owing to the PCC at the year-end are shown as debtors less any provision for amounts that are deemed to be uncollectable.

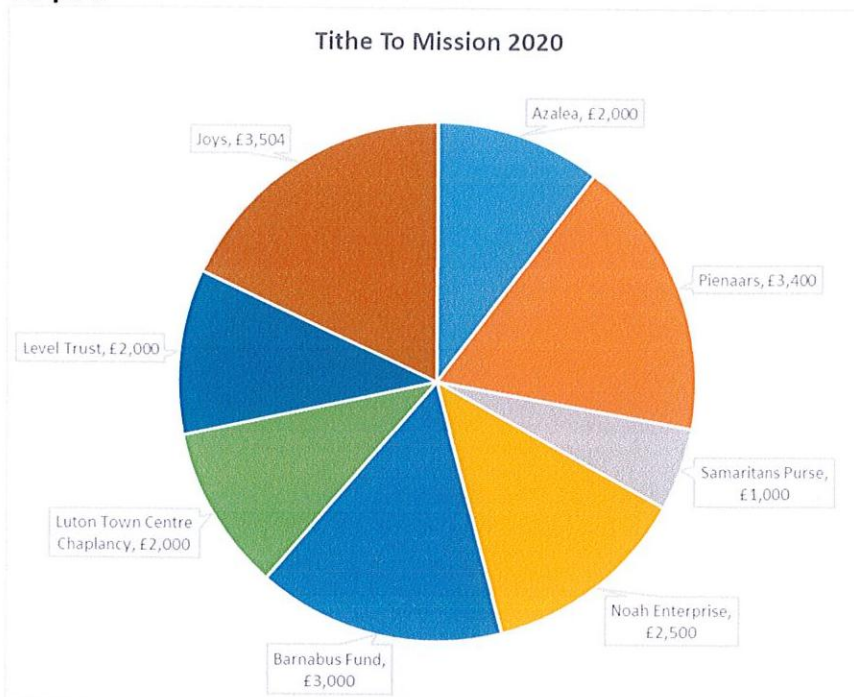
Current Liabilities

Current liabilities represent amounts to be paid as donations or grants to causes approved by the PCC or amounts owed for goods or services provided by creditors which are unpaid at the year end.

5. Particulars of grants and donations paid during the year

Tithe to Mission: God has richly blessed us as a Church and in so doing we have blessed others who seek to bring God's message of love and hope to those in our local, national and international communities who are poor in spirit, who live in hopelessness and hostility. The following graph shows how in faith we have shared our blessings.

Graph 6



6. Employees and emoluments

There were five employees throughout the year; Parish Administrator, Cleaner, Accounts Administrator, Worship Pastor, and a Children's and Family Pastor. The latter post is partly funded by the Diocese of St Albans for four years. In September the Worship Pastor left.

	2020	2019
Salaries	£58,775	£61,486
NI and Tax	£10,922	£15,866
Pension Costs	£3,605	£3,992
Total	£73,302	£81,344

The total numbers of employees with annual emoluments in the following bands are:

	2020	2019
£0 - £10,000	2	2
£10,001 to £20,000	3	3

7. Transactions with members of the PCC and related parties

Clergy and Staff Expenses

Below is a summary of the expenses paid to staff and clergy.

	2020	2019
J Pienaar	£448	£1,715
A Gliddon	£3,672	£1,677
S Parker	£1,320	£1,902
G Williams	£2,155	£767
M Bird	£324	£147
N Foster	£1,169	£26
M Shea	£1,300	-

Below is a summary of transactions made to members of the PCC, others closely related to them or other related parties

	2020	2019
A Millard	£1,169	£1,198
L Mowatt	£20	£50
K Murray	£30	£71
L Murray	£46	£418
D Sainsbury	£147	£567
S Smith	£232	£4,767
L Wingrave	£18	£102
T Wingrave	£1,242	£0

8. Fixed Assets

	Improvements to 247 Leagrave High St Luton £	Church kitchen refurbishment £	Fixtures, Fittings & Equipment £	Total £
Costs as at 1st January 2020	46,695	38,000	33,083	117,778
Additions in year	-	-	-	-
Costs as at 31st December 2020	46,695	38,000	33,083	117,778
Depreciation as at 1st January 2020	35,488	38,000	33,083	106,570
Provision for the year	1,868	-	-	1,868
Depreciation as at 31st December 2020	37,356	38,000	33,083	108,438
Net book value at 1st January 2020	11,206	-	-	11,206
Net book value at 31st December 2020	9,338	-	-	9,338

9. Cash at bank and in hand

At 31st December 2020 all restricted funds were fully represented by cash balances.

10. Debtors

This represents the amounts owed to St Hugh's

	2020	2019
Gift Aid	£11,628	£5,977
Christingle 2017/2019 collection	-	£85
Income banked in the following year	£11	£375
Total - Accrued Income	£11,640	£6,438

11. Creditors

This represents the amounts owed by St Hugh's

	2020	2019
Parochial Fees	-	£475
NI & Tax	-	£4,087
Accountancy Fees	£500	£500
Curate's expenses	-	£1,296
Late tithe payment	£6,100	£1,300
Christmas Mission	-	£748
Utility Bills	-	£648
247 Interest payment	-	£1,692
Ladies Ministry	-	£4,263
Late bills	£166	-
Credit Card payment for Dec	£592	£1,091
Pension Payments	-	-
Grant received in advance	£5,000	£7,500
Total - Accrued Expenses	£12,358	£23,599

12. Commitments

The Church is committed to make interest payments on a church commissioner's loan relating to 247 Leagrave High Street. The rent for 2020 was £6,916, an increase of 2.2% from 2019 which is linked to inflation.

Independent Examiner's Report to the trustees of the PCC of St Hugh's Parish Church, Lewsey, Luton

I report on the accounts for the year ended 31st December 2020 set out on pages 1 – 12 and Appendices 1 – 3.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by 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 independent examiner's report

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 these 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 of 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 requires:

- 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 accounting requirements of the 2011 Act have 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.



Laura Katherine Cochrane CA

Date:

St Hugh's Lewsey Parish Church, Luton

APPENDIX 1

Statement of Financial Activities and Balance Sheet (Restricted and Unrestricted funds) for year ended 31 December 2020

Incoming resources											
	Unrestricted & undesignated	Unrestricted Designated	Restricted Youth & Childrens Work	Restricted Toddlers	Restricted Café	Restricted Curate's extension	Restricted Building Fund	Total Restricted funds	Total 2020	Total 2019	
Notes	General Fund	Reserves	Childrens Work	Toddlers	Café	Curate's extension	Building Fund	Total Restricted funds	Total 2020	Total 2019	
	£	£	£	£	£	£	£	£	£	£	
Voluntary Receipts from Donors	181,586	0	0	0	0	0	1,714	1,714	183,300	184,442	
Other Voluntary income	15,000	0	12,500	0	0	0	0	12,500	27,500	18,185	
Generated Funds to further PCC objectives	12,474	0	0	230	771	0	0	1,001	13,475	14,567	
Other income receipts	3,638	0	0	0	0	0	11	11	3,649	7,251	
Total Incoming Resources	212,698	0	12,500	230	771	0	1,725	15,226	227,924	224,445	
Outgoing Resources											
	Unrestricted & undesignated	Unrestricted Designated	Restricted Youth & Childrens Work	Restricted Toddlers	Restricted Café	Restricted Curate's extension	Restricted Building Fund	Total Restricted funds	Total 2020	Total 2019	
Notes	General Fund	Reserves	Childrens Work	Toddlers	Café	Curate's extension	Building Fund	Total Restricted funds	Total 2020	Total 2019	
	£	£	£	£	£	£	£	£	£	£	
Activities related to the work of the church	106,597	0	24,643	76	977	0	0	25,696	132,293	164,999	
Church Management & Administration	29,039	0	0	0	0	301	0	301	29,340	35,264	
Grants & Donations	19,404	0	0	0	0	0	0	0	19,404	18,828	
Total Outgoing Resources	155,040	0	24,643	76	977	301	0	25,997	181,037	219,091	
Transfer between funds	(8,643)	0	8,595	0	48	0	0	8,643	0	0	
Net(outgoing)/incoming resources	49,015	0	(3,548)	154	(158)	(301)	1,725	(2,128)	46,887	5,355	
Funds at 1st January 2020	29,782	5	3,548	2,854	158	3,908	33,601	44,059	73,836	68,481	
Net(outgoing)/incoming resources	49,015	0	(3,548)	154	(158)	(301)	1,725	(2,128)	46,887	5,355	
Funds at 31st December 2020	78,777	5	(0)	3,008	(0)	3,607	35,326	41,941	120,723	73,836	
Balance Sheet (Restricted and Unrestricted funds) for year ended 31 December 2020											
	Unrestricted Undesignated	Unrestricted Designated	Restricted Youth & Childrens Work	Restricted Toddlers	Restricted Café	Restricted Curate's extension	Restricted Building Fund	Total Restricted funds	Total 2020	Total 2019	
Notes	General fund	Reserves	Childrens Work	Toddlers	Café	Curate's extension	Building Fund	Total Restricted funds	Total 2020	Total 2019	
	£	£	£	£	£	£	£	£	£	£	
Fixed assets	5,731	0	0	0	0	3,607	0	3,607	9,338	11,206	
Current assets:											
Cash at bank and in hand	73,764	5	(0)	3,008	(0)	0	35,326	38,334	112,102	79,791	
Debtors and prepayments	11,640	0	0	0	0	0	0	0	11,640	6,438	
	85,404	5	(0)	3,008	(0)	0	35,326	38,334	123,742	86,229	
Liabilities: falling due within one year											
Creditors	12,358							0	12,358	23,599	
Net current assets	73,046	5	(0)	3,008	(0)	0	35,326	38,334	111,385	62,630	
Total net assets	78,777	5	(0)	3,008	(0)	3,607	35,326	41,941	120,723	73,836	
Accumulated funds											
At 1st January 2020	29,782	5	3,548	2,854	158	3,908	33,601	44,059	73,836	68,481	
Net(outgoing)/incoming resources	49,015	0	(3,548)	154	(158)	(301)	1,725	(2,128)	46,887	5,355	
At 31st December 2020	78,777	5	(0)	3,008	(0)	3,607	35,326	41,941	120,723	73,836	

St Hugh's Lewsey Parish Church, Luton APPENDIX 2

Notes to the accounts for the year ended 31 December 2020

	Unrestricted & undesignated	Unrestricted	Restricted	Restricted	Restricted	Restricted	Total Restricted	Total 2020	Total 2019
Notes	General Fund	Reserves	Youth & Children's work	Toddlers	Café	Building Fund	£	£	£
2. Incoming resources									
Planned Giving	£ 131,659	0	0	0	0	1,210	1,210	132,869	133,485
Cash Offeratory	2,354	0	0	0	0	0	0	2,354	14,726
Total Giving	134,013	0	0	0	0	1,210	1,210	135,223	148,214
Voluntary Receipts									
Donations	10,962	0	0	0	0	0	0	10,962	10,550
Tax refunds	36,611	0	0	0	0	504	504	37,115	25,678
Total Voluntary Receipts	181,596	0	0	0	0	1,714	1,714	183,300	164,442
Other Voluntary income									
Legacies	15,000	0	0	0	0	0	0	15,000	0
Grants	0	0	12,500	0	0	0	12,500	12,500	18,185
Total Legacy and Grants	15,000	0	12,500	0	0	0	12,500	27,500	18,185
Generated Funds to further PCC objectives									
Youth & Children's Work	122	0	0	230	0	0	230	352	1,536
Mission, hospitality, discipleship	11,483	0	0	0	771	0	771	12,254	11,107
Hospitality	17	0	0	0	0	0	0	17	122
Other income & receipts	852	0	0	0	0	0	0	852	1,803
Total related to PCC Objectives	12,474	0	0	230	771	0	1,001	13,475	14,567
Other Income									
Hall hire	1,151	0	0	0	0	0	0	1,151	3,400
Parochial fees charged	2,487	0	0	0	0	0	0	2,487	3,844
Interest receivable	0	0	0	0	0	11	11	11	7
Total Other Income	3,638	0	0	0	0	11	11	3,649	7,251
Total Incoming Resources	212,698	0	12,500	230	771	1,725	15,226	227,924	224,445

St Hugh's Lewsey Parish Church, Luton

APPENDIX 3

Notes to the accounts for the year ended 31 December 2020

3. Outgoing resources	Notes	Unrestricted & undesignated	Restricted Children's work	Restricted Tiddlers	Restricted Café	Restricted 247 LHS	Restricted Building Fund	Total Restricted	Total 2020	Total 2019
		£	£	£	£	£	£	£	£	£
Activities related to work of church	Parish Share	39,904	0	0	0	0	0	0	39,904	49,984
	Diocesan Fees	1,405	0	0	0	0	0	0	1,405	1,361
	Clergy Expenses	1,833	0	0	0	0	0	0	1,833	3,062
	Staff Salaries & HRRC payments	48,660	24,643	0	0	0	0	24,643	73,303	81,345
	Staff expenses	458	0	0	0	0	0	0	458	1,813
	Worship Costs	2,277	0	0	0	0	0	0	2,277	4,076
	Hospitality	1,225	0	0	0	0	0	0	1,225	2,585
	Mission - local	10,454	0	0	0	0	0	0	11,431	16,878
	Mission - international	0	0	0	0	0	0	0	0	0
	Property depreciation	0	0	0	0	0	0	0	0	0
	Youth & Children's Work	381	0	0	76	0	0	76	457	3,885
	Total Activities cost	106,597	24,643	76	977	0	0	25,696	132,293	164,999
Church Management & Administration	Printing, postage & stationery	1,349	0	0	0	0	0	0	1,349	1,655
	Photocopying	1,800	0	0	0	0	0	0	1,800	2,440
	Telephone & internet	929	0	0	0	0	0	0	929	967
	Subscriptions & Licenses	3,807	0	0	0	0	0	0	3,807	2,915
	Utilities	4,660	0	0	0	0	0	0	4,660	5,316
	Insurance	2,175	0	0	0	0	0	0	2,175	2,221
	Building maintenance	4,988	0	0	0	0	0	0	4,988	10,239
	247 Rental Payments	6,915	0	0	0	0	0	0	6,915	6,767
	Professional Fees	849	0	0	0	0	0	0	849	877
	Fees paid to diocese	0	0	0	0	0	0	0	0	0
	Deanery Synod	0	0	0	0	0	0	0	0	0
	Property Depreciation	1,567	0	0	0	0	301	301	1,868	1,868
Total Management & Admin Costs		29,039	0	0	0	0	301	301	29,340	35,264
Grants and donations	Notes	Unrestricted & undesignated	Restricted Youth Work	Restricted Tiddlers	Restricted Café	Restricted 247 LHS	Restricted Building Fund	Total Restricted	Total 2020	Total 2019
	General Fund	£	£	£	£	£	£	£	£	£
	Tithe to Mission	19,404	0	0	0	0	0	0	19,404	18,827
	Estates	0	0	0	0	0	0	0	0	0
	Total Grants & Donations	19,404	0	0	0	0	0	0	19,404	18,827
Total Outgoing Resources		155,040	24,643	76	977	301	0	25,997	181,037	219,091