

Charity registration number 1131681

**THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FORTHEYEARENDED31DECEMBER2m2**

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## LEGAL AND ADMINISTRATIVE INFORMATION

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### PCC Members

#### Ex Officio Members:

Incumbent	Rev. Y.R. Pentelow - Chair*
Curate	Rev. J.J. Pass
Wardens:	T.P. Crowther* R.M. Hawkins * M.J. Whitbourn *
Deaner <sup>y</sup> Synod:	M.J. West - also an Elected Member R. Ogunlewe P. Ballam

#### Elected Members:

D.J. Day - Vice Chair\*  
K.J. Kirby - Secretary\*  
G.M. Meldrum - Treasurer\*  
C.P. Taylor - Safeguarding  
E.M. Finch  
M.W. Meldrum  
M.G. Wilson  
J.A. Turner  
P.A. Hickman  
M.N. Douglas  
M. King  
J.G. John

\* = Standing Committee Member

#### Charity number

1131681

#### Principal address

St Mary the Virgin Church  
High Street  
Ware  
Herts.  
SG12 9BA

#### Independent examiner

HB Accountants  
Plumpton House, Plumpton Road, Hoddesdon, 1-Herts. EN 11 0LB

#### Bankers

CAF Bank  
25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME 19 4JQ

#### Investment advisors

CCLA Investment Management  
Senator House, 85 Queen Victoria Street, London, EC4V 4ET

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# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

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# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## PCC MEMBERS' REPORT

### *FOR THE YEAR ENDED 31 DECEMBER 2022*

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The PCC members present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note I to the financial statements and comply with the Church's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

St. Mary the Virgin's Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, in promoting, within the ecclesiastical parish, the whole mission of the Church of England, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church, a 14<sup>th</sup> Century, Grade I listed building, and its modern extension.

We, as part of St Albans Diocese, have a Mission Action Plan (MAP). The aim of the MAP is to plan and prioritise a detailed and realistic course of action to establish our vision for the future of St. Mary's Church. The focus is for growth in faith, Creation and responding to the needs of the environment and Inclusion and diversity. The MAP and its progress are discussed regularly as part of each PCC meeting. The new MAP can be found on the diocesan website.

Our response to this focus can be found in the section Achievement and Performance.

The normal pattern of Sunday worship is:

- a. The early morning Communion Service at 8.00 a.m. in church and live streamed on Facebook, which provides a quiet, intimate, and reflective environment for worship.
- b. The morning Eucharist at 10.00 a.m. in church and on Zoom, incorporates as required, Baptisms and family services. A creche and children's activities are provided during the morning service.
- c. Evensong, a traditional format for worship once a month.

Morning Prayer takes place at 9.15 Monday to Thursday each week. This takes place in church and is also live streamed on Facebook.

Evening prayer takes place at 5.00pm Monday to Thursday each week.

On Wednesdays a Eucharist service is held weekly at 11.00 a.m. (livestreamed on Facebook).

Other services are held during the week to mark particular religious festivals.

The Church is open to our community for private prayer every day, usually between 9.00am and 5.00pm. From September the prayer space moved to the linkway, with morning and evening prayer held in the choir vestry. This was to ensure the safety of the building during the restoration project.

All are welcome to attend our regular services. In 2022 the Church Electoral Roll was 149.

Gathered services resumed in 2022 with on-line options available. The average attendance has been 70 adults and 2 children, with on average across the year, 8 attending online services (Sunday and Morning Prayer). The total attending Easter Eve and Easter Day was 142 with 106 communicants. A total of 503 attended Advent services including Christingle and the Carol Service. A total of 172 attended services on Christmas Eve and Christmas Day, with 104 communicants at both services.

We have celebrated 23 baptisms, 3 weddings, and held 24 funerals this year. We were pleased to host the funeral for Revd. Hugh Wilcox. There were 6 Burials of ashes. Four members of the congregation died this year. Confirmations included 1 adult and 2 under 16. Three families have moved away from Ware during the year while there have been 5 adults and 2 children joining the church family at St Mary's.

The PCC members have paid due regard to guidance issued by the Charity Commission in deciding what activities the Church should undertake.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## PCC MEMBERS' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### Achievements and performance

The church building was open for private prayer and services from January until September 2022, since when the church has been closed during the week for then nave re-decoration. Sunday worship continued to take place with scaffolding in place and a team of volunteers cleaned up each Saturday to make the church as clean as possible. A prayer space was created in the linkway, with morning and evening prayer taking place in the choir vestry.

The Quiet Day held at Christ Church, Ware, in March was led by Katy Little with the theme "Who is Jesus Christ for Us today?" A quiet morning was offered during Advent at St Mary's.

A virtual Holy Land Experience was offered in Lent with tour guide Jared Goldfarb leading a tour around Jerusalem's Old City and an evening of bible study based on the tour.

A course, "Living in Love and Faith," was run jointly with Christ Church. A further small group studied the materials at home and gathered for a one-off discussion.

Lent groups considered 'I-love the Bible Speaks'. This was in response to Living in Love and Faith materials.

The Easter Pilgrimage to St Alban's Cathedral resumed in 2022 with a small group joining walkers from St Mary's Welwyn. They joined pilgrims from across the diocese for a rousing service of praise the risen Lord.

Again, walkers joined other pilgrims on the new Camino to Walsingham. The first walk began at Waltham Abbey, finishing at St Mary's and the second continued on to St Michael's, Bishop's Stortford. St Mary's is a formal stopping point on the route and we hold a pilgrims' stamp.

A regular group called Space on Thursdays began in September, meeting in the choir vestry. This includes a reflective service, bible study and Lectio Divina, with each Thursday being a standalone meeting. The Monday study group continues to meet.

As part of the MAP focus on the environment the new cycle rack has been installed with thanks to Paul Hickman, who led the project, Ken Butt for installing the rack and Steve Jupp the contractor who laid the concrete base. Thanks are also due to Ware Town Council for their generous donation to the project.

Liz Finch has completed an initial eco-audit. The focus now is on managing and reducing energy use in the church and hall. Towards the end of the year Martin has been looking into replacement LED lighting for the hall.

A survey of swifts was undertaken in July with the possibility of installing nest boxes on the north side of the church tower below the louvred windows.

The Community lunches have resumed with regular monthly lunches on offer. Roger and the team provide a 2 course meal which is very popular with diners. There is an optional short act of worship for about 15mins before the meal.

The monthly games cafe has also resumed, providing fun and social time for those involved. Thanks to Jackie and the team organising this event.

The food bank has continued to operate throughout the year with its pickup point at St Mary's. We continue to be grateful for Jackie Turner and Mike Franklin's commitment to this project.

Peter Smith retired from his post as organist and choir director after 9 years at St Mary's. A splendid evensong took place in September, amid the scaffolding, with visiting choristers representing many parts of Peter's career of teaching and church music.

We are grateful to visiting organists, including Michael Smith, Robert Evans, Malcolm Pentelow and Celia Higson with pianists, Maddie Bryan, Mark Kirby and Ysmena for playing at Sunday services. Evensongs have been led by Michael Smith, Nathan Collins and the Carol Service by Malcolm Pentelow. Thank you to the choir who have led our music through a difficult few months.

Fundraising events have resumed this year, including the plant sale, Christmas Fayre and Dickensian Evening. Thank you to the organisers and helpers. The Jubilee Tea Party in July was a great success, raising much needed funds for the nave redecoration.

A leaving event for Katy and Alice took place in June, before their move to Hitchin. The next month we celebrated Katy's ordination as well as that of Jake Pass, who we were pleased to welcome as curate at St Mary's. His arrival was celebrated at the 10.00 am service and at evensong the same day.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## PCC MEMBERS' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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From September, we were joined by ordinand Beverley Hanshaw, who is on a three year part time training programme with the Eastern Region Ministry Course.

St Mary's Arts contributed significantly to money raised during the year. The Monday and Thursday monthly concerts have become a firm fixture in the calendar, with more occasional evening events. The coffee and cakes provided by the churchyard café team are also popular before the concerts. Thank you to the organisers, Paul Hickman and Mark Kirby, for finding such a variety of talent to entertain our audiences. Concerts since September have taken place in the church hall.

Charitable events have again been limited this year. A harvest lunch was held in the autumn to support Montgomery Heights orphanage in Zimbabwe. A sausage sizzle after the All Saints Evensong, with visiting preacher Revd Theresa Musiwacho, also raised funds for Montgomery Heights. House box collections and money donated at the Christingle service was sent to the Children's Society. Collections over Christmas were divided between the church and Shelter.

St Mary's Processional Banners have been restored, thanks to the expertise of Victoria Fairey. The new altar frontal in the Lady Chapel, designed and made by members of the congregation, was dedicated in February.

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular we want to mention our Churchwardens Tim Crowther, Matt Whitbourn, and Roger Hawkins, who have worked so tirelessly on our behalf and Graham Meldrum who helps us all to understand the church accounts and finances. We would also like to thank the Parish Administrator, Lynn McLean, and the flower arrangers, who use their creative talents and Bonnie West who has kept us up to date with the publishing of the Quarterly magazine. Thanks also to Kathleen Kirby PCC Secretary and all the members of the PCC, for their valuable contribution to our ministry and for keeping the church running. Finally, a particular thanks to Ysmena who has worked so hard to keep us all connected and supported through another difficult year.

#### **Fabric Report**

Mike Franklin, chair of the Fabric Committee has made the following report.

Every year, keeping the fabric of the church and hall in good order encompasses ongoing minor decoration and maintenance as well as replacement of worn out or outdated furnishings/equipment. Some years it is necessary to undertake more major restoration projects: 2022 was one of those years.

The need for redecoration of the parts of the church that lie west of the central altar had been apparent for many years and had been noted in the last 2 quinquennial reports. With the PCLC trustees indicating that they were in a position to make a grant towards costs, a successful appeal, and a plan for eliciting grants, the PCC agreed to go ahead with renovating the nave. In addition, because of recent water damage to the west wall of the north transept and some deterioration of paint on the lower wall of the south transept, it was agreed that these areas should also be included in the redecoration. Broadly speaking, the project would include removal and renewal of damaged plasterwork, removal of loose paint/limewash and repainting. While the scaffolding was in place the project would also include examination and possible renewal of fixtures/fitings at a high level.

The project went ahead with work starting on Monday 5<sup>th</sup> September and was to be completed on Wednesday 23<sup>rd</sup> November. Unfortunately, it was not possible to finish the project on time due to failure of the paint. Experts had to be brought in to investigate the failure and analyse existing wall coverings. To summarise; they uncovered multiple layers of a variety of coatings and found that failure largely occurred because past restorations had not removed previous layers to a sound substrate. Different areas of the walls/piers had been treated in different ways. To exacerbate matters, some areas of the church had decorative wall paintings which had been painted over. These wall paintings would need to be recorded and, wherever possible, preserved. All of this meant that different areas of the church would need to be prepared and subsequently primed and overpainted in different ways. This has added cost to the project and delayed completion until 2023.

Minor updates to the fabric have included, replacement of Vestry heater, replacement of three Velux ('Skylights') in the church hall, and replacement of two double glazed windows in the church hall. There has also been the installation of bike rack, repairs to church hall and church roof and modification of rainwater drainage to prevent ingress to N. Transept wall.

An inspection was carried out by the fire Brigade as required by law. We were deemed to have adequate fire safety provision. Improvements were suggested and these have already been implemented or are in hand.

A big 'thank-you' to the regular cleaning/maintenance team who help look after our church and churchyard. Special thanks to Alan Thomas for his hard work weeding/strimming/pruning and generally caring for the churchyard, Ken Butt for his expert handiwork in all areas of maintenance and so many of you for taking on extra cleaning duties needed as a result of the nave redecoration.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## PCC MEMBERS' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### Safeguarding Report

Carol Taylor, as Parish Safeguarding Officer, has reported that the Parish is committed to the safeguarding of children and vulnerable adults and to supporting those who have been victims of abuse, as well as those who may present a risk to others. The PCC has complied with the duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults). The PCC have adopted all the House of Bishops' Safeguarding Policies and Practice Guidance, as well as "Promoting a Safer Church" (child protection and vulnerable adults policy) and the Domestic Abuse statement, at their meeting on 7th March 2022. The latter two documents are displayed in the Link Way.

We have a Parish Safeguarding Officer/Lead Recruiter and an Assistant Recruiter. Those who work with vulnerable groups in the Parish are recruited in accordance with the Practice Guidance Safer Recruitment July 2021. DBS checks are renewed every three years and all those who have been safely recruited and all members of the PCC, have undertaken the appropriate safeguarding training within the last 3 years and DBS checks.

Contact details for those wishing to obtain advice, raise any concerns or make referrals to the statutory authorities are in the Best Practice Guidance leaflets in the Choir Vestry, Link Way and Bell Tower. Names of those approved to work with children are displayed in the Choir Vestry and Bell Tower. Safeguarding information is displayed in the Porch and on the church website.

There is adequate insurance cover for all activities involving children or adults undertaken in the name of the Parish. There have been no issues of safeguarding concern reported during 2022.

### Financial review

2022 was a year of sustained recovery following on from the pandemic the previous year.

The year saw both fundraising events and concerts return to improve church income. The Friends of St Mary's have been very generous and supportive throughout the year which is very much appreciated.

Financial giving by various means and donations increased giving St Mary's stability throughout the year.

The end of year accounts however show the PCC general account had a small deficit. The Church nave re-decoration appeal was started in April and is still ongoing, the financial response has been very positive.

#### Income

Total giving by various methods increased slightly.

Income from fundraising activities together with regular concerts dropped slightly.

Gross fees from weddings and funerals and hall lettings were down slightly.

Fundraising for charities allowed for payments to the Children's Society, the Bishops harvest appeal, Montgomery Heights orphanage, Christian aid, Shelter and some others. Here are some of the figures.

Total Giving including Gift Aid	£77,813
Donations	£11,779
Fundraising and Concerts	£9,312
Wedding and funeral gross fees	£10,726
Nave Redecoration Appeal	£75,573

#### Expenditure

The Parish share was revised due to the Curates house change of circumstances, together with an inflation increase.

The Parish share was paid in full for 2022 to St Albans board of finance.

In line with 2021, expenditure for this year was kept under tight control with most church items costing similar amounts. Church maintenance increased slightly. The gas and electric contracts were renegotiated but increased due to the energy crisis. Here are some of the figures.

Parish Share	£67,852
Utilities and insurance	£15,782
Repairs and maintenance	£5,315
Printing, postage and stationery	£3,186
Church supplies	£4,739
Projects	£ 9,118
Nave redecoration	£49,871

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## PCC MEMBERS' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### Investments

The church holds endowment funds which are the result of various bequests.

The Gisby bequest fund gives a restricted income whereas other endowments are all capital values accruing interest.

Investments for 2022 overall have shown a small decrease.

#### Conclusion

The church finances are in a healthy position, despite previous Covid restrictions. This has been achieved by continued giving by all connected with St Marys, together with controlled expenditure and cash flow.

There are sufficient funds and reserves to support all aspects of church work in the community.

#### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC.

At St. Mary's the membership of the PCC consists of the incumbent (our vicar), Curate, Churchwardens, the Deanery Synod representatives and members elected by those in the congregation who are on the Electoral Roll of the Church.

All trustees must complete a Declaration of Eligibility and sign an agreement to comply with their responsibilities as trustees set out in the Charity Commission's guidance. In addition to this they are encouraged to attend trustee training sessions run by St Albans Diocese. They must also have undertaken a DBS disclosure and undertake appropriate safeguard training.

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 easing of Coronavirus restrictions has allowed all meetings to take place in person this year, whilst attendance by Zoom has remained an option for some. The full PCC met 6 times during the year.

Given its wide responsibilities, the PCC has several committees to deal with a particular aspect of Parish life. The committees include Standing (which met 6 times separately from PCC), Faith Development and Worship, Fellowship and Fundraising, Fabric and Premises, Christian Giving, which are all responsible to the PCC and report back to it regularly, with verbal reports/ minutes of their deliberations being received by the full PCC and discussed as necessary.

Major risks have been reviewed and systems and procedures established to manage those risks. There is no remuneration paid to any member of the PCC or Key management of the entity.

The PCC members who served during the year and up to the date of signature of the financial statements are disclosed on the Legal and Administration Information page of these financial statements.

Rev. Y. Pentelow

G. Meldrum

The PCC members' report was approved by the Board of PCC Members.



Rev. Y.R. Pentelow

**PCC Chair**

4 April 2023



# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## INDEPENDENT EXAMINER'S REPORT

### TO THE PCC MEMBERS OF THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

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I report to the PCC members on my examination of the financial statements of The PCC of St. Mary the Virgin Church, Ware (the Church) for the year ended 31 December 2022.

#### **Responsibilities and basis of report**

As the PCC members of the Church you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Church's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no 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 Church as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements to be reached.



#### **HB Accountants**

Plumpton House  
Plumpton Road  
Hoddesdon  
Herts.  
EN11 0LB

Dated: 4 April 2023

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

### Current financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Total 2021 £
	Notes					
<b>Income from:</b>						
Donations and legacies	3	88,752	76,413	-	165,165	85,829
Charitable activities	4	14,249	-	-	14,249	25,962
Other trading activities	5	11,728	-	-	11,728	11,488
Investments	6	433	81	646	1,160	707
<b>Total income and endowments</b>		<b>115,162</b>	<b>76,494</b>	<b>646</b>	<b>192,302</b>	<b>123,986</b>
<b>Expenditure on:</b>						
Charitable activities	7	132,158	53,126	-	185,284	123,917
Net gains/(losses) on investments		-	-	(1,045)	(1,045)	1,121
<b>Net movement in funds</b>		<b>(16,996)</b>	<b>23,368</b>	<b>(399)</b>	<b>5,973</b>	<b>1,190</b>
Fund balances at 1 January 2022		12,296	13,162	18,729	44,187	42,997
<b>Fund balances at 31 December 2022</b>		<b>(4,700)</b>	<b>36,530</b>	<b>18,330</b>	<b>50,160</b>	<b>44,187</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### Prior financial year

		Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
	Notes				
<b><u>Income from:</u></b>					
Donations and legacies	3	84,808	1,021	-	85,829
Charitable activities	4	25,962	-	-	25,962
Other trading activities	5	11,488	-	-	11,488
Investments	6	238	7	462	707
<b>Total income and endowments</b>		<u>122,496</u>	<u>1,028</u>	<u>462</u>	<u>123,986</u>
<b><u>Expenditure on:</u></b>					
Charitable activities	7	<u>122,838</u>	<u>1,079</u>	<u>-</u>	<u>123,917</u>
Net gains/(losses) on investments		<u>-</u>	<u>-</u>	<u>1,121</u>	<u>1,121</u>
<b>Net movement in funds</b>		<u>(342)</u>	<u>(51)</u>	<u>1,583</u>	<u>1,190</u>
Fund balances at 1 January 2021		<u>14,750</u>	<u>11,101</u>	<u>17,146</u>	<u>42,997</u>
<b>Fund balances at 31 December 2021</b>		<u><u>14,408</u></u>	<u><u>11,050</u></u>	<u><u>18,729</u></u>	<u><u>44,187</u></u>

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## BALANCE SHEET

AS AT 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Investments	10		7,784		8,829
<b>Current assets</b>					
Debtors	11	8,028		-	
Cash at bank and in hand		44,844		44,848	
		52,872		44,848	
<b>Creditors: amounts falling due within one year</b>	12	(10,496)		(9,490)	
Net current assets			42,376		35,358
<b>Total assets less current liabilities</b>			50,160		44,187
<b>Capital funds</b>					
Endowment funds	13		18,330		18,729
<b>Income funds</b>					
Restricted funds	14		36,530		11,050
Unrestricted funds			(4,700)		14,408
			50,160		44,187

The financial statements were approved by the PCC Members on 4 April 2023



Rev. Y.R. Pentelow  
PCC Chair



G.M. Meldrum  
Treasurer

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2022

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#### 1 Accounting policies

##### Charity information

The PCC of St. Mary the Virgin Church, Ware is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006).

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Church's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Church is a Public Benefit Entity as defined by FRS 102.

The Church has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements 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 following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Church. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention modified to include the revaluation of fixed asset investments. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the PCC members have a reasonable expectation that the Church has adequate resources to continue in operational existence for the foreseeable future. Thus the PCC members continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the PCC members in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Church.

##### 1.4 Income

Collections are recognised on receipt. Other gifts are recognised once the Church has been notified of the gift, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Church has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from weddings and funerals are accounted for when the bookings have been paid for.

Fund-raising income is accounted for on a receivable basis.

Investment income is accounted for on a receivable basis.

##### 1.5 Expenditure

Expenditure is accounted for on an accruals basis.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

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### **1 Accounting policies (continued)**

#### **1.6 Tangible fixed assets**

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

Moveable church furnishings held by the Churchwardens on specialist trust for the PCC, and which a faculty for disposal are accounted for an inalienable property unless consecrated. They are listed in the church's inventory which can be inspected at any reasonable time.

#### **1.7 Fixed asset investments**

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.9 Financial instruments**

The Church has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Church's balance sheet when the Church becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### ***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### ***Basic financial liabilities***

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

##### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the Church's contractual obligations expire or are discharged or cancelled.

### **2 Critical accounting estimates and judgements**

In the application of the Church's accounting policies, the PCC members are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 3 Donations and legacies

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Planned Giving Scheme	42,710	-	42,710	41,085	-	41,085
Gift Aid recoverable on PGS	12,290	-	12,290	9,596	-	9,596
Other Planned Giving	14,120	-	14,120	14,490	-	14,490
Other Gift Aid	3,685	7,440	11,125	2,400	-	2,400
Giving at services and online	5,008	43,333	48,341	5,040	-	5,040
Grants receivable	-	24,800	24,800	3,300	-	3,300
Donations	10,939	840	11,779	8,897	1,021	9,918
	<u>88,752</u>	<u>76,413</u>	<u>165,165</u>	<u>84,808</u>	<u>1,021</u>	<u>85,829</u>

### 4 Charitable activities

	2022 £	2021 £
Wedding and funeral fees	10,726	12,995
Other income	3,523	12,967
	<u>14,249</u>	<u>25,962</u>

### 5 Other trading activities

	2022 £	2021 £
Fundraising events	9,312	10,539
Hall lettings	2,416	949
	<u>11,728</u>	<u>11,488</u>

**THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

**6 Investments**

	Unrestricted funds	Restricted funds	Endowment funds general	Total	Unrestricted funds	Restricted funds	Endowment funds general	Total
	2022 £	2022 £	2022 £	2022 £	2021 £	2021 £	2021 £	2021 £
Income from listed investments	-	-	646	646	-	-	224	224
Interest receivable	433	81	-	514	238	7	238	483
	<u>433</u>	<u>81</u>	<u>646</u>	<u>1,160</u>	<u>238</u>	<u>7</u>	<u>462</u>	<u>707</u>



# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

### 7 Charitable activities

	2022 £	2021 £
Ministry - Parish Share	67,852	65,631
Clergy expenses	880	746
Utilities and insurance	15,782	15,965
Weddings and funerals	4,708	2,407
Honoraria	10,115	8,160
Church supplies	4,739	4,246
Upkeep of services	3,339	2,461
Printing, postage and stationery	3,186	1,431
Nave redecoration	49,871	-
Repairs and maintenance	5,315	3,411
Church repairs and maintenance - special projects	9,118	11,407
Miscellaneous expenses	6,526	4,013
	<u>181,431</u>	<u>119,878</u>
Charitable giving	1,168	1,054
Share of governance costs (see note 8)	2,685	2,985
	<u>185,284</u>	<u>123,917</u>
<b>Analysis by fund</b>		
Unrestricted funds	132,158	122,838
Restricted funds	53,126	1,079
	<u>185,284</u>	<u>123,917</u>

### 8 Support costs

	Support costs £	Governance costs £	2022 £	2021 £
Accountancy fees	-	2,685	2,685	2,985
	<u>-</u>	<u>2,685</u>	<u>2,685</u>	<u>2,985</u>
Analysed between				
Charitable activities	-	2,685	2,685	2,985
	<u>-</u>	<u>2,685</u>	<u>2,685</u>	<u>2,985</u>

### 9 PCC Members

None of the PCC members (or any persons connected with them) received any remuneration or benefits from the Church during the year, except for expenses paid to Clergy of £880 (2021: £746).

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2022**

### 10 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2022	8,829
Valuation changes	(1,045)
	<u>7,784</u>
At 31 December 2022	<u>7,784</u>
<b>Carrying amount</b>	
At 31 December 2022	<u>7,784</u>
At 31 December 2021	<u>8,829</u>

### 11 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Gift Aid tax receivable	3,679	-
Other debtors	1,404	-
Prepayments and accrued income	2,945	-
	<u>8,028</u>	<u>-</u>

### 12 Creditors: amounts falling due within one year

	2022 £	2021 £
Weddings	4,708	6,252
Other creditors	-	253
Accruals	5,788	2,985
	<u>10,496</u>	<u>9,490</u>

# THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2022

#### 13 Endowment funds

Endowment funds represent assets which must be held permanently by the Church. Income arising on the endowment funds can be used in accordance with the objects of the Church and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Movement in funds		Movement in funds			
	Balance at 1 January 2021	Incoming resources	Balance at 1 January 2022	Incoming resources	Revaluations gains and losses	Balance at 31 December 2022
	£	£	£	£	£	£
<b>Permanent endowments</b>						
The Gipsy Bequest fund	7,708	1,121	8,829	-	(1,045)	7,784
The Duval Bequest fund	3,235	-	3,235	-	-	3,235
The Light & Air fund	2,000	-	2,000	-	-	2,000
The Murvell Evans fund	4,203	462	4,665	646	-	5,311
	<u>17,146</u>	<u>1,583</u>	<u>18,729</u>	<u>646</u>	<u>(1,045)</u>	<u>18,330</u>

The Gipsy Bequest: Income arising is used for the purchase of communion vessels.

The Duval Bequest: Income arising is used for church fabric repairs.

The Light & Air fund: Income arising is used for general purposes.

The Murvell Evans fund: Income arising is used for the poor of the parish.

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			
	Balance at 1 January 2021	Incoming resources	Resources expended	Balance at 1 January 2022	Incoming resources	Resources expended	Balance at 31 December 2022
	£	£	£	£	£	£	£
PCC Restricted fund	3,386	128	(96)	3,418	172	(3,081)	509
Child Church fund	343	-	-	343	-	(343)	-
Choir and Music fund	290	24	(100)	214	25	(45)	194
Flowers	750	876	(883)	742	696	(674)	764
Organ fund	1,997	-	-	1,997	28	-	2,025
Restoration fund	4,335	-	-	4,336	-	-	4,336
Candle fund	-	-	-	2,112	-	(2,112)	-
Nave decoration project	-	-	-	-	75,573	(46,871)	28,702
	<u>11,101</u>	<u>1,028</u>	<u>(1,079)</u>	<u>13,162</u>	<u>76,494</u>	<u>(53,126)</u>	<u>36,530</u>

**THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

**15 Analysis of net assets between funds**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Endowment funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Endowment funds 2021 £	Total 2021 £
Fund balances at 31 December 2022 are represented by:								
Investments	-	-	7,784	7,784	(12,012)	-	20,841	8,829
Current assets/(liabilities)	(4,700)	36,530	10,546	42,376	24,310	11,048	-	35,358
	<u>(4,700)</u>	<u>36,530</u>	<u>18,330</u>	<u>50,160</u>	<u>12,298</u>	<u>11,048</u>	<u>20,841</u>	<u>44,187</u>

# **THE PCC OF ST. MARY THE VIRGIN CHURCH, WARE**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 DECEMBER 2022***

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**16 Related party transactions**

There were no transactions with related parties in this year or last year.

**17 Connected Charity**

The Parish Clerks Land Charity is a connected charity. It meets the cost of performing services previously undertaken by the parish clerk and assisting with music and administration expenses. During the year it donated £24,800 towards the cost of the nave redecoration at the church. At the discretion of the PCC members any unutilised amounts are available for ecclesiastical purposes in the parish of Ware. The charity can be contacted via the Parish Office.