

**ST ANDREW'S CHURCH, HOLT**  
**NORFOLK**

Registered Charity No. 1131726

**PAROCHIAL CHURCH COUNCIL**

**ACCOUNTS**

**2021**

In accordance with the  
**CHARITIES ACT (2011) GUIDELINES**

Issued:  
v4

02/03/22

## AUDITORS CERTIFICATE

### INDEPENDENT EXAMINERS CERTIFICATE

#### REPORT TO THE TRUSTEES OF HOLT PAROCHIAL CHURCH COUNCIL ON THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

The charity's trustees are responsible for the preparation of these accounts. The charity's trustees consider that an audit is not required for this year under s144 of the Charities Act 2011 (the Act) and that an independent examination is needed. It is my responsibility to

- a] examine the accounts under s145 of the Act
- b] to follow the procedures laid down in the general Directions given by the Charities Commission in s145(5)(b) of the Act and
- c] to state whether particular matters have come to my attention.

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 disclosure in the accounts and seeking explanations from the trustees concerning 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.

In connection with my examination, no matter has come to my attention (other than that disclosed below\*)

1 which gives me reasonable cause to believe that, in any material respect, the requirements

- a] to keep accounting records in accordance with s130 of the Act
- b] to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 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.

Signed I. BARBER

Date 28TH FEB 2022

Name I BARBER

Address M+A. PARTNERS, URMER.

The original certificate is held in the PCC minutes with a copy lodged at the Norwich Diocesan Board of Finance

\* delete as appropriate

## TREASURERS REPORT

The year 2021 cannot be considered as anything except unusual as far as accounting management is concerned. At the beginning of the year the PCC accepted a budget which showed a possible £33,000 shortfall in funding. This being because no-one really knew what the year was to bring because of the effects of the COVID pandemic. However the accounts for the year show that in the end St Andrews was £5284 in surplus!

Upon examination it is evident that, *inter-alia*, this transistion from 'dark to light' was brought about by generous grants from HMG towards the loss of income from our halls; a Gift Day resulting in £9376 being received; an increase in regular giving; an increase of 30% over 2020 in Gift Aid giving; and an increase of some £2,600 from visitors making their offering through the newly installed credit card machine. This improvement in income was further aided by a careful consideration of other than fixed (eg: Share) expenditure

This is my final year as Treasurer and over the eight years I have been in post I have always been struck by the generosity of both the town and the parishioners towards St Andrews both in time and talent. This time has not been inconsiderable and there always is a personal cost as part of this to the donor and their family. For this assistance I give heartfelt thanks.

I am sure that St Andrews will continue to go forward in the maintenance of the structures and increase in the outreach and pastoral care to the increasing population of Holt. It is in a good financial state of which I have no doubt it will continue to be.

Barry R Holliss, ACMA  
Hon. Treasurer  
5th January 2022

The Church has funds allocated for various purposes as shown below.

	As at 31st Dec 2021	As at 31Dec 2020
Investment revaluation	12137.43 Note 1	18553.37
General Funds (Unrestricted)	92422.68	67870.22
Petty Cash Holding	50.00	50.00
With-held cash	-47.60 Note 3	-24.87
StART Fund	2246.56	2108.56
		0
<b>TOTAL GENERAL FUNDS</b>	<b>106809.07</b>	<b>88557.28</b>
Building M'tce (Restricted)	3764.08 Note 4	3764.08
Capital reserve Fund	35423.90 Note 5	41028.18
Capital Projects Fund (Designated)	16018.44 Note 6	16850.00
Endowment Fund	23766.16	20929.07
<b>TOTAL ALLOCATED FUNDS</b>	<b>78972.58</b>	<b>82571.33</b>
Ring Fenced YSA	571.91	504.53
Ring Fenced Live Streaming	100.00	988.72
Ring Fenced Choir Fund	488.69	426.19
Ring Fenced Easter Flower Fd	30.62	
<b>TOTAL RING FENCED</b>	<b>1191.22 Note 17</b>	<b>1919.44</b>
<b>TOTAL FUNDS</b>	<b>186972.88</b>	<b>173048.05</b>

The funds which back the above are held in the following places

	2021	Movement between years	2020
Endowment Fund	23766.16 Note 7	2837.09	20929.07
Invested Funds	101674.46 Note 8a	12137.43	89537.03
sub-total	125440.63	14974.53	110466.10
Deposited Funds	9564.34 Note 8b	0.00	9564.34
With bankers	51917.91 see below	-1049.70	52967.61
Petty Cash Holding	50.00	0.00	50.00
<b>TOTAL FUNDS</b>	<b>186972.88</b>	<b>13924.83</b>	<b>173048.05</b>

Cash held with Santander Bank Current account	31038.48
Santander Bank Deposit account	3525.19
Nat West Bank Current account	17354.24
<b>TOTAL</b>	<b>51917.91</b>

#### Note 1 Investment revaluation.

This is the difference between the value of the PCC's investments, other than the Endowment Fund, on 1st January 2021 and on the last trading day for 2021, being 21st Dec.

Value as at 31.01.21	89537.03
Value as at last trading day	101674.46
Revaluation	<u>12137.43</u>

**Note 2. Operating Accounts.**

In 2021 the church received the undermentioned income from supporters or through the use of it's facilities, which was used to support its ministry and pastoral work together with the day to day maintenance of it's buildings. Overall it received £5284 more than it spent which amount is carried over into the General Fund in 2022.

Operating Accounts	Income		Expenditure	Net
Share	0.00		67400.00	-67400.00
Parish Funding	94,826.93		756.79	94070.14
NET	94,826.93	0.00	68,156.79	26,670.14
Mission & Ministry	541.68		11905.40	-11363.72
Asset Management	11269.10		24077.71	-12808.61
Fund Raising & Social	5890.21		1528.23	4361.98
Administration	12231.22		16776.96	-4545.74
Finance Committee	3628.14		658.11	2970.03
Control Accounts	14580.45		14580.45	0.00
TOTAL	142967.73	0.00	137683.65	5284.08

**Note 3. With-held cash is money held by the Treasurer until full bags of coin are ready for paying in to the bank or Post Office who will not readily accept loose cash**

**Note 4 Fabric Fund (Restricted).** That is money given specifically for this purpose  
No money has been drawn from this fund in 2021

Balance brought in from 2020	3764.08
Expenditure	0.00
Balance carried forward	3764.08

**Note 5 Capital Reserve Fund**

Balance brought in from 2020	41028.18
less new church boiler	-5300.00
less new mower	-308.00
less towards camera system	-331.28
plus specific donations to fund	335.00
TOTAL	35423.90

**Note 6 Capital Projects Fund**

This fund has been used for the following purposes

Balance brought in from 2020		16850.00
add:		
Grant for hall improvements	8097.00	
less cost of improvements	-2149.84	5947.16
Legacy for cost of memorial for interment of ashes		1110.00
Towards cost of streaming camera system		-7888.72
Balance carried forward		16018.44

**Note 7 Endowment Fund**

Arising from the sale of the Old National School in Norwich Road the Diocese holds in trust for the benefit of the church 1026 shares in the CCLA CBF Investment Fund valued by CCLA on the last trading day at £23,766.16

It must be noted that although these funds are shown within the financial assets of the church that they cannot be accessed without the agreement of the Diocese and the breaking of the Trust. Dividend income, however, comes to the church and is credited to the operating accounts.

**Note 8 Funds****(a) Invested Funds**

These Funds consists of the following CCLA Investment Income shares

Church a/c	Shares	Bought for	31.12.21
GP Fund	732.2	10983.66	16960.61
GP Fund	2423.43	40000.00	56136.09
		50983.66	73096.70
CPF Fund	1233.72	20000.00	28577.77
	Totals	70983.66	101674.46

The split between the Funds is purely a designation as none of the money was given for a specific purpose. Dividend income is credited to the operating accounts.

**(b) Deposited Funds**

£9564.34 is deposited with CCLA. Interest on this is credited to the operating accounts

**Note 9 Valuations**

The church hall is insured for £2,960,000 for both building and contents.

The church is insured for £11,180,000 for both building and contents.

**Note 10. the total income and expenditure of the church in the year was**

Area	Note	Income	Expenditure	Net
Share	Note 11	0.00	67400.00	-67400.00
Parish Funding	Note 12	94,826.93	756.79	94070.14
Mission and Ministry		541.68	11905.40	-11363.72
Asset Management	Note 13	11269.10	24077.71	-12808.61
Fund Raising & Social	Note 14	5890.21	1528.23	4361.98
Administration		12231.22	16776.96	-4545.74
Finance Committee		3628.14	658.11	2970.03
Control Accounts		14580.45	14580.45	0.00
Balance Sheet		10485.12	16818.90	-6333.78
	<b>TOTALS</b>	<b>153452.85</b>	<b>154502.55</b>	<b>-1049.70</b>

**Note 11 Share**

The Parish Share is levied on the Benefice in the sum of £67,400. All Saints has contributed £5,400.00 In the year the PCC paid £67,400.00 of the Share

**Note 12 The net amounts received for Parish Funding were**

Giving and Tax Reclaim	69572.21
Funeral & Wedding Fees	7341.50
Contribution from All Saints	5400.00
Gift day	9431.27
Through Electronic Giving	2325.16
<b>TOTAL</b>	<b>94070.14</b>

**Note 13 The net figures for the Asset Management Group are**

Extension	2134.75
Church	-9036.79
Churchyard	-3317.72
Church Hall	-4693.12
Church Hall Car Park	3943.44
Safety & Security	-1839.17
<b>TOTAL</b>	<b>-12808.61</b>

**Note 14. The net figures for Fund raising and Social are:**

Festival and Fringe	2674.89
Fund Raising & Social	1489.31
Sale of Christmas cards	197.78
<b>TOTAL</b>	<b>4361.98</b>

**Note 15 Funds collected at funerals for specified charities have been**

£845.85

Charity	Value
Alheimers Society	74.50
British Heart Foundation	184.00
Cancer Research Campaign	110.07
Carter Trust	151.86
Helping Norfolk Hedgehogs	19.50
RAF Benevolent Fund	171.00
Royal National Lifeboat Institution	37.50
Stroke Association	65.42
The Dogs Trust	32.00
<b>TOTAL</b>	<b>845.85</b>

**Note 16 Funds collected for Good Causes**

Payments made to other charities coming from collections for the specific causes=

Cause	Value
Holt Youth Project	150.00
Holt Caring Society	150.00
Bishops Fund for Refugees	228.79
YANA	428.53
Kings Lynn Night Shelter	444.83
DEC Afghan Relief Fund	173.77
<b>TOTAL</b>	<b>1575.92</b>

\*

**Note 17 Ring fenced Items**

Ring Fencing is where money has been given to the church for keeping by persons or groups for use in the future on specific projects or in specific areas.