

HARLOW PAROCHIAL CHURCH COUNCIL

St Mary and St Hugh, Churchgate Street, Harlow, Essex

**Annual Report and Financial Statements
for the year ended 31 December 2020**

Incumbent:

Revd Sarah Swift
The Vicarage
5 Staffords
Harlow, Essex
CM17 0JR

Bankers:

Barclays Bank plc.
14 The Water Gardens Centre
Harlow, CM20 1AN

Independent Examiner:

Meyer Williams
Chartered Accountants
Stag House
Old London Road
Hertford
SG13 7LA

Harlow Parochial Church Council - Annual Report for 2020

Administrative Information

St. Mary's Church is situated in Churchgate Street, Old Harlow. It is part of the Diocese of Chelmsford within the Church of England. The correspondence address is St. Mary's Parish Office, Churchgate Street, Old Harlow, CM17 0JT

The Parochial Church Council (PCC) is a charity registered with the Charity Commission, as The Parochial Church Council of the Ecclesiastical Parish of Harlow, Registration No. 1131774.

Membership of the PCC

Members of the PCC are either ex officio or elected by the annual parochial church meeting (APCM) in accordance with the Church Representation Rules.

The following served as members of the PCC:

Incumbent	Revd Sarah Swift	
Churchwarden	Ian Woollams	(Until April 2020)
Churchwarden	Kim Higgs	(elected APCM 2020)
Churchwarden	Jane Bilson	(re-elected APCM 2020)
Deanery Synod	John Barnes	(elected APCM 2020)
	John Rumble	(elected APCM 2020)
Elected Members	Lynne Panton	(elected APCM 2019)
	Sue Rumble	(elected APCM 2019)
	Jane Fincham	(elected APCM 2018)
	Jane Carrington	(elected APCM 2019)
	Paul Kirkby	(elected APCM 2020)
	Clement Uzuegbuna	(elected APCM 2020)
	Tim Gibbs	(elected APCM 2020)
Co-opted Members	Richard Spencer	(Co-opted 2020)
Clerk to the PCC	Natasha Rudge	(elected APCM 2020)

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.

Parish Administrator Natasha Rudge

Functions and Responsibilities of the PCC

It is the duty of the minister and the PCC to consult together on matters of general concern and importance to the parish. The PCC co-operates with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical:

Pastoral – to look after individual people

Evangelistic- to tell people the good news and invite them to accept Christ

Social – to help poorer members of society and those suffering from injustice

Ecumenical- to encourage good relations with other Christians and denominations.

The PCC also has responsibility for care and maintenance of the Church buildings, and property, namely: The Church building itself, the Churchyard, the Hall & Link, the office & St. Hugh's room and the 'Clergy houses' – 134 East Park, Old Harlow and 9 Longacre, Old Harlow. The churchwardens report annually on the state of properties, but the PCC ensures that they are well maintained and suitable for facilitating the mission of the church.

Committees

Standing Committee

The Standing Committee is the only committee required by law. It carries out the routine work of the PCC between each PCC meeting. It acts as a committee of the PCC not an independent body and is accountable to the PCC for everything it does.

Mission Action Partners (MAP)

Responsible for promoting links between the mission partners and the members of St Mary's and raising awareness and prayer support for mission activity. Also makes an annual recommendation to the PCC for the distribution of its share of the mission budget.

Little Fishes Working Group (LFWG)

Responsible for the oversight of the Little Fishes Pre-School that meets five mornings a week in St Mary's Hall.

Ministry Leadership Team (MLT)

Appointed to work alongside the incumbent in developing the mission and ministry of the church.

Review of the year

There were 104 people on the electoral role: 47 in the parish, 57 out of the parish.

The full PCC met ten times during 2020. We have continued with theological reflection and have sought to steer the church in the direction that we believe the Lord has been leading.

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 can stand for election to the PCC.

2020 has been a challenge. Our Services are on "Zoom" and also on "YouTube". We have also introduced "live streaming". Although the Church has been open for Private Prayer and Services with reduced numbers for part of the year, our meetings (PCC, House groups, Prayer Groups, Questions Group, "Tea at 3", Worship Soaking) are all Zoom Meetings. People who are house-bound or who find it difficult to go to Church have embraced the new Technology and are now involved with St Mary's more than ever. Others who were not computer literate have been given I-pads/tablets and training and are slowly getting involved in the Zoom Meetings.

A "WhatsApp" Prayer and Encouragement Group has been set up with 49 members at present praying for and encouraging people within the group and as well as others. This has been a great way of keeping up to date with news and particularly for supporting families leading up to and coping with bereavement, sharing practical needs such as shopping; putting in orders for homemade jams / marmalades and sharing plants for gardens.

Members of the church have been shopping and collecting prescriptions for those who were in isolation or who were shielding.

We encourage those living on their own by phone calls and doorstep visits taking meals, home-made cake and soup.

Harlow PCC promotes and funds a large range of activities. All of the long list of established activities and services continued: "Serving God, by Serving the Community; Serving One Another and Serving the World".

Serving the Community includes:-

This has normally involved:

- hosting Night shelter for what would have been our fifth year (evening meals and sleeping accommodation one night a week for the homeless in Harlow) but this could not happen.
- Taking monthly assemblies in Churchgate School. Again, this could not happen.
- The local schools have not been able hold their Easter, Harvest, and Christmas Services at St Mary's. We have, however, been in regular contact by phone and e mail offering support and

prayer to our 6 local schools and the boxes of chocolates taken in for the staff from time to time have been very gratefully received. (See comments below in section 2)

We have been sending Easter and Christmas cards to people on the “fringe” of St Mary’s to keep in contact with them. This has encouraged some to become involved in the various form of communication, especially in joining the WhatsApp group.

The Church continues to be active within the Community. Church Members continue to serve as local Charity Trustees, School Governors, and participate on the local Traders Forum. We are able to offer (when restrictions permit) the use of our facilities free of charge to some Charities including Heart 4 Harlow and Churchgate Street Residents Association Committee (R.A.).

We work ever more closely with the R.A. writing articles in the quarterly R.A. Churchgate News. This still continues!

Little Fishes Pre-school (now in its 28th Year and widely respected) has continued throughout the year when Lockdown Restrictions allowed.

Unfortunately, due to the lockdown situation, some groups have had to stop. However, they are greatly missed by members of the local community (See comments in section 2 below).

St Marys continues to work jointly with Harlow Baptist Church in providing finances and helpers for the children’s Kidz Klub activities and teaching work in the school holidays. We were not able to meet in person in 2020, but activity packs were distributed to families to do at home for the week.

At the beginning of the year, support continued for residents of Fitzwilliams Court (local sheltered housing) in the form of a weekly quiz afternoon and refreshments. Unfortunately, this has had to stop, but the residents are very keen for it to recommence as soon as possible. We provide cards, chocolates, flowers for the residents at different times of the year.

We support and continue to co-ordinate the Heart 4 Harlow (H4H) monthly Prayer Service at St Mary’s which is on Zoom at present. We work with other churches to show God’s Love for Harlow through support for H4H Town-wide Events, Streets2Homes (supporting Homeless people in Harlow), Harlow Foodbank. Several members of St Mary’s are involved with ‘Hope in a Box’, providing food and activities in the school holidays for children and families in food poverty.

There is now a strategy group heading up H4H.

Harlow Healing Rooms has continued throughout lockdown. We continue to support this joint venture with two other Harlow churches.

Serving One Another includes:-

Welcome Team, Licensed Ministry Leadership Team, Worship Music Teams, Worship Soaking, Audio Visual Team, Youth & Children’s Work, Prayer Ministry & Urgent Prayer Chain, Questions group, Mid-week House groups, Men’s Breakfast, Bell ringers, Churchyard Tidy up Team

- We have a member of the Church who is our Ambassador to the Churches of Harlow and coordinates the monthly prayer service for Heart4Harlow (H4H)

Serving the World includes:-

- Mission Action Partners (from South America to the UK, Europe, Africa and the Far East) - 3 families and individuals supported financially plus another 4 with prayer.

- Mission Trips - short term mission trips to help overseas communities by church members. This obviously has not been able to happen in 2020.

- Child Sponsorship – Financial support for a child (now a teenager) in Ghana.

- We support the national Christmas Shoebox Appeal collecting 150 Shoe Boxes in 2020.

Financial Review

For the Financial Year ending 31st December 2020, Income exceeded Expenditure by £22,017.

We continued to meet all our commitments to our Mission Partners, our support of overseas, national and local Mission Organisations and our own mission activities,

The freehold houses at 134 Fast Park and 9 Longacre were let for the entire year. Together the two houses provided a net income of £10,832. The PCC spent £192,548 to provide the Christian ministry from St. Mary's Church. This includes the Diocesan Parish Share.

Reserves Policy

The General Fund continued to maintain a year-end balance of at least £30,000. It is also PCC policy to maintain sufficient Little Fishes Funds to enable it to pay statutory staff redundancy costs, should it ever become necessary to close the Pre-school. This money is kept in a separate, designated fund called Little Fishes Redundancy Reserve. Similarly, the PCC keeps a Parish Office Redundancy Fund in case staff redundancies prove necessary there. The year-end balance of Unrestricted Funds equates to over three months' Unrestricted payments. This is in line with PCC policy to keep adequate reserves for emergencies.

Approved by the PCC on 17th May..... 2021 and signed on its behalf by Sarah Swift (Vicar).

Sarah J. Swift

SARAH SWIFT

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity number: 1131774)

Independent Examiner's Report to the Trustees of Harlow PCC

I report to the trustees on my examination of the financial statements of Harlow PCC ('the charity') for the year ended 31st December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ('the Act').

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- 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.

Signed RT Sears

Date 26th March 2021

R J Sears FCCA
Meyer Williams
Chartered Accountants
Stag House
Old London Road
Hertford, SG13 7LA

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Statement of Financial Activities for the Year Ending 31st December 2020

Note	General Fund	Unrestricted Little Fishes	Other Designated	Restricted	Endowment	Total 2020	Total 2019
	£	£	£	£	£	£	£
Income and Endowments from:							
Donations and Legacies	2a 137,707	-	-	335	-	138,042	111,193
Income from Charitable Activities	2b 11,128	73,375	1,695	-	-	86,198	86,925
Investment Income	2c 554	4	1,535	1	-	2,094	2,731
Other Income	2d 12,998	-	-	-	-	12,998	17,939
Total Income and Endowments:	162,387	73,379	3,230	336	-	239,332	218,788
Expenditure on:							
Expenditure on Charitable Activities	3 122,253	68,015	22,335	2,877	-	215,480	215,398
Total Expenditure:	122,253	68,015	22,335	2,877	-	215,480	215,398
Gains/(Losses) on Investments	6 -	-	(1,091)	-	(744)	(1,835)	794
Net Income/(Expenditure)	40,134	5,364	(20,196)	(2,541)	(744)	22,017	4,184
Transfers between Funds	(40,351)	(5,364)	45,715	-	-	-	-
Net Movement in Funds	(217)	-	25,519	(2,541)	(744)	22,017	4,184
Reconciliation of Funds							
Total Funds Brought Forward	30,348	6,001	233,406	194,279	4,848	468,882	464,698
Total Funds Carried Forward	30,131	6,001	258,925	191,738	4,104	490,899	468,882

HARLOW PAROCHIAL CHURCH COUNCIL

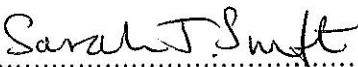
(Charity Number 1131774)

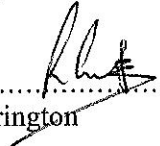
Balance Sheet as at 31st December 2020

			2020	2019
	Note	£	£	£
Fixed Assets				
Tangible fixed assets	5	190,000		192,000
Investments	6	<u>10,413</u>		<u>11,976</u>
			200,413	203,976
Current Assets				
Debtors	7	5,136		4,696
Short term Bank Deposit		248,670		234,073
Cash at bank and in hand		<u>50,280</u>		<u>41,832</u>
		304,086		280,601
Less current Liabilities				
Creditors – due within one year	8	<u>(13,600)</u>		<u>(15,695)</u>
Net Current Assets			290,486	264,906
Total Net Assets			<u>490,899</u>	<u>468,882</u>
Parish Funds:				
Unrestricted				
General		30,131		30,348
Designated	10	<u>264,926</u>		<u>239,407</u>
			295,057	269,755
Restricted	11			
All Restricted		1,738		2,279
Property		<u>190,000</u>		<u>192,000</u>
			191,738	194,279
Endowment	12			
Legacy			4,104	4,848
Total Funds			<u>490,899</u>	<u>468,882</u>

These Financial Statements were approved by the Harlow Parochial Church Council

On the 15th March 2021 and signed on their behalf by:-


 Vicar
 Sarah Swift


 Hon. Treasurer
 Robert Carrington

The notes on pages 4 to 20 form part of these accounts

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2020

1) Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of financial statements are as follows:

Basis of Preparation

The Financial Statements have been prepared on the historical cost basis except where otherwise stated in the relevant notes to these accounts.

The Financial Statements have been prepared under the Church Accounting Regulations 2006, in accordance with the second edition of the Statement of Recommended Practice issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and 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 '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) (Second Edition) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

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

The PCC constitutes a public benefit entity as defined by FRS102.

Going concern

At the time of approving the financial statements the trustees have a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees have adopted the going concern basis for the preparation of the financial statements.

On the date of these financial statements' approval, there is great uncertainty surrounding the impact of the Coronavirus pandemic and its affects it will have on the global economy. The trustees consider the PCC to be sufficiently robust that its operations will not be significantly affected by the containment lockdowns that are currently in place.

Funds

Non Restricted

General fund represents the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC.

Designated fund represents monies designated, by transfer from the General Fund, as detailed in Note 10. These funds are held for future support, maintenance and repairs as necessary. These funds are unrestricted and are also available for the general purposes of the PCC at their discretion.

Endowment

Endowment fund capital is invested and the income arising expended in accordance with the terms of the endowment.

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)
Notes to the Financial Statements for the Year Ending 31st December 2020

1) Accounting Policies - continued

Restricted

Restricted Funds, as detailed in Note 11, represent monies received for specific purposes and their use is therefore restricted to those purposes only. They are not available for the general use of the PCC.

Harlow St. Mary's – Miss H.E. Chalk and Drake Grave Funds. The Capital of these Funds is held in perpetuity with the C.D.B.F as Custodian Trustees and is not included in these Financial Statements. The object of these funds is the upkeep of the churchyard and the dividends received are applied accordingly.

Harlow: Tithe Chancel Fund. The capital of this Fund, set up under the tithe Act 1936, is held in perpetuity with the C.D.B.F as Custodian Trustees and is not included in these Financial Statements.

As at the 31st December 2020, the total of the accumulated income was £28,738 (2019 - £26,107).

Income Recognition

Voluntary Income and charitable activities

Income is recognised when the PCC has entitlement to the funds, it is probable that the income will be received and the amount of income receivable can be measured reliably

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

For legacies, entitlement is taken as the earlier of the date the money is received or the date the PCC is aware that probate has been granted and notification has been received from the executor(s) that a distribution will be made. Furthermore, legacy income is only regarded as probable once any conditions to it have been met or are within the control of the PCC.

Planned giving under gift aid is only recognised when received.

Income Tax recoverable on gift aid donations is accounted for when receivable.

Grants and donations to the PCC are accounted for as soon as they are received or when the PCC is entitled to the use of the money and the amounts are reliably quantifiable.

Other ordinary income

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

Income from Investments

Interest on funds held on deposit is received gross and included when receivable and the amount can be measured reliably by the PCC; this is normally upon notification of the interest paid or payable by the bank

Dividends are recognised gross and accounted for when receivable.

Gains and losses on investments

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised Gains and Losses on investments are calculated as the difference between sales proceeds and opening market value (or purchase date if later). Unrealised gains are calculated as the difference between the market value as at the year end and opening market value (or purchase date if later). Realised and Unrealised gains and losses are combined in the Statement of Financial Activities.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis and Irrecoverable VAT is charged against the expenditure heading for which it was incurred. Support costs and governance costs are deemed to relate directly to the work of the church.

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)
Notes to the Financial Statements for the Year Ending 31st December 2020

1) Accounting Policies -continued

Fixed Assets

Consecrated and beneficed property is excluded from the accounts by s.10(2)(c) of the Charities Act 2011. Except as noted below no value is placed on moveable church furnishings held by the Churchwardens on special trust for the PCC or any other property which requires a faculty for disposal or alteration.

Curate's House – this was purchased in 1990 from specific donations and is shown in the Balance Sheet at cost less depreciation (see note 5).

Parish Evangelist's House – This was purchased from specific donations and loans with loans subsequently repaid, and is shown in the Balance Sheet at cost less depreciation (see note 5).

All other capital equipment is written off, as incurred, as expenditure in the Statement of Financial Activities.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at 31st December using the closing quoted market price. The Statement of Financial Activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Current assets

Debtors

Amounts owing to the PCC as at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short term Bank deposits/ Cash at Bank and in hand

Short term bank deposits and Cash at bank and in hand includes cash held on deposit at the bank as short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Pension costs

The PCC operates a defined contribution pension scheme. Contributions payable to the pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

2) Income and Endowments Details:		General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2020	Total 2019
2a Donations and Legacies							
Gift Aided Income		45,073	-	-	-	45,073	43,963
Tax Recovered		12,736	-	-	-	12,736	12,991
Trust, CAF, Payroll, etc.		26,566	-	-	-	26,566	26,537
Plate and Offering		5,670	-	-	-	5,670	10,886
Gifts and Donations		16,372	-	-	335	16,707	16,816
Legacy Income		31,290	-	-	-	31,290	-
Sub-total		137,707	-	-	335	138,042	111,193
2b Income from Charitable Activities							
Little Fishes Pre-School		-	73,375	-	-	73,375	71,485
Other Charitable Activities		479	-	-	-	479	2,123
Fees due to PCC		1,695	-	1,695	-	3,390	3,626
Fees due to Diocese		2,589	-	-	-	2,589	1,853
Hall and other lettings		6,294	-	-	-	6,294	7,212
Book of Remembrance + Bookstall		71	-	-	-	71	34
Garden Party/Christmas Bazaar		-	-	-	-	-	592
Sub-total		11,128	73,375	1,695	-	86,198	86,925
2c Investments							
Bank Interest		23	4	1,535	1	1,563	2,096
Dividends		531	-	-	-	531	635
Sub-total		554	4	1,535	1	2,094	2,731
2d Other Income							
Rent - 134 East Park and 9 Longacre		10,832	-	-	-	10,832	15,182
Miscellaneous		2,166	-	-	-	2,166	2,757
Sub-total		12,998	-	-	-	12,998	17,939
Total Income and Endowments		162,387	73,379	3,230	336	239,332	218,788

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

3) Expenditure:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2020	Total 2019
Expenditure on Charitable Activities						
Missionary and Charitable Giving						
Overseas	-	-	12,564	-	12,564	11,605
Home and Local Mission	-	-	9,771	597	10,368	12,520
Ministry			22,335	597	22,932	24,125
Diocesan Parish Share (Net) See note 19	48,790	-	-	-	48,790	48,000
Clergy & Clergy Recruitment Expenses	1,586	-	-	-	1,586	2,616
Music & Worship	1,071	-	-	-	1,071	1,161
Other Charitable Activities	234	-	-	-	234	928
Heat, Light, Clean	8,925	-	-	-	8,925	9,958
Insurance	5,616	-	-	-	5,616	5,768
Upkeep of Churchyard	6,584	-	-	90	6,674	9,019
Repairs, Maintenance & Refurbishment	12,607	-	-	190	12,797	6,934
Maintenance 134 East Park; 9 Longacre	5,493	-	-	-	5,493	4,587
Administration	17,593	-	-	-	17,593	17,405
Materials & Supplies	3,850	-	-	-	3,850	4,002
Other	7,444	-	-	-	7,444	6,980
Depreciation of PCC Property	-	-	-	2,000	2,000	2,000
Independent Examiners Fees	2,460	-	-	-	2,460	2,460
Little Fishes	-	68,015	-	-	68,015	69,455
Legal and Professional Fees	-	-	-	-	-	-
	122,253	68,015	-	2,280	192,548	191,273
Total Expenditure	122,253	68,015	22,335	2,877	215,480	215,398

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

	2020 £	2019 £
4) Staff Costs		
Salaries	68,532	68,929
Pension contributions	1,959	1,843
	<u>70,491</u>	<u>70,772</u>

The average number of employees in the year was 9 (2019: 9) comprising a Parish Administrator and Pre-school workers.

During a previous year the PCC received authorisation from the Charity Commission to appoint the current Parish Administrator as a PCC member whilst remaining an employee. Included above are salary costs of £16,380 (2019: £14,976) and pension costs of £596 (2019: £545) in respect of the Parish Administrator.

No employee's emoluments exceeded £60,000 in the current or preceding year.

	2020 £	2019 £
5) Tangible Fixed Assets		
Freehold Property		
Cost as at 1 st January 2020 and 31 st December 2020	<u>240,116</u>	<u>240,116</u>
Depreciation as at 1 st January 2020	48,116	46,116
Charge for year	2,000	2,000
Depreciation as at 31 st December 2020	<u>50,116</u>	<u>48,116</u>
Net book value as at 31 st December 2020	<u>190,000</u>	<u>192,000</u>

The property value brought forward represents the purchase of 134 East Park, Old Harlow acquired in 1990, and the purchase cost of 9 Long Acre, Old Harlow acquired in 2002. Nominal depreciation of £2,000 per annum is provided and charged to the appropriate fund.

The Title Deeds are held by the CDBF as Custodian Trustees

	2020 £	2019 £
6) Investments		
Market value as at 1 st January 2020	11,976	9,493
Additions in the year	272	1,689
Unrealised Gain/(Loss) on Investments	(1,835)	794
Market Value as at 31 st December 2020	<u>10,413</u>	<u>11,976</u>
Investments at Market Value Comprise:		
UK Equity Income Fund – unit trusts	10,379	11,931
Cash held by investment managers	34	45
	<u>10,413</u>	<u>11,976</u>

HARLOW PAROCHIAL CHURCH COUNCIL
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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

	2020	2019
	£	£
7) Debtors		
Income Tax receivable	1,252	498
Other Debtors	<u>3,884</u>	<u>4,198</u>
	<u>5,136</u>	<u>4,696</u>

	2020	2019
	£	£
8) Creditors – due within one year		
Trade Creditors	878	619
Other Creditors	397	655
Accruals	3,106	4,149
Deferred income	<u>9,219</u>	<u>10,272</u>
	<u>13,600</u>	<u>15,695</u>

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

9) Analysis of Net Assets by Fund	2020										2019					
	Unrestricted			Restricted		Endowment	Unrestricted			Restricted		Endowment				
	General	Little Fishes	Other Designated	Restricted	Property	Total	General	Little Fishes	Other Designated	Restricted	Property	Total				
Fixed Assets	£	£	£	£	£	£	£	£	£	£	£	£				
Investments	-	-	-	-	190,000	-	-	-	-	-	192,000	-				
Net Current Assets	30,131	6,001	252,616	1,738	-	4,104	30,348	6,001	226,278	2,279	-	4,848				
	30,131	6,001	258,925	1,738	190,000	4,104	30,348	6,001	233,406	2,279	192,000	4,848				
												192,000				
												4,848				
												11,976				
												264,906				
												468,882				

10) Designated Funds	2020										2019													
	At 01.01.20 B/Fwd		Transfer from/(to) General Fund		Movement Incoming		Movement Outgoing		Gains & Losses		At 31.12.20 C/Fwd		At 01.01.19 B/Fwd		Transfer from/(to) General Fund		Movement Incoming		Movement Outgoing		Gains & Losses		At 31.12.19 C/Fwd	
	£		£		£		£		£		£		£		£		£		£		£		£	
Choir Fund	492	-	-	-	-	-	-	-	-	-	492	-	-	-	-	-	-	225	(156)	-	-	-	-	492
Churchyard Fund	7,145	-	-	1,441	-	(1,091)	-	-	-	-	7,495	-	-	-	-	-	-	1,126	-	-	-	420	-	7,145
Fabric Fund	152,028	5,364	-	1,438	-	-	-	-	-	-	158,830	2,038	-	-	-	-	-	2,270	-	-	-	-	-	152,028
Little Fishes Redundancy Reserve	16,353	-	-	163	-	-	-	-	-	-	16,516	-	-	-	-	-	-	202	-	-	-	-	-	16,353
Little Fishes Mission Partners Reserve Fund	6,001	(5,364)	-	73,379	(68,015)	-	-	-	-	-	6,001	(2,038)	-	-	-	-	-	71,493	(69,455)	-	-	-	-	6,001
Mission Partners Reserve Fund	2,909	-	-	33	-	-	-	-	-	-	2,942	-	-	-	-	-	-	41	-	-	-	-	-	2,909
Mission Partners Fund	17,897	8,180	-	81	(8,464)	-	-	-	-	-	17,694	8,063	-	-	-	-	-	108	(8,250)	-	-	-	-	17,897
Mission for All	31,686	31,290	-	19	(13,871)	-	-	-	-	-	49,124	13,300	-	-	-	-	-	39	(12,653)	-	-	-	-	31,686
Parish Office Redundancy Reserve	4,896	881	-	55	-	-	-	-	-	-	5,832	342	-	-	-	-	-	64	-	-	-	-	-	4,896
Tower Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	161	(161)	-	-	-	-	-
	239,407	40,351	76,609	(90,350)	(1,091)	264,926	232,228	21,705	75,729	(90,675)	420	239,407	232,228	21,705	75,729	(90,675)	420	239,407	232,228	21,705	75,729	(90,675)	420	239,407

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

11) Restricted Funds	At 01.01.20 B/Fwd £	Transfer from/(to) General Fund £	Movement		At 31.12.20 C/Fwd £
			Incoming £	Outgoing £	
Audio Visual Fund	1,432	-	1	(190)	1,243
Church Houses Fund	192,000	-	-	(2,000)	190,000
Kidz Klub Fund	603	-	161	(333)	431
Mission & Training for Mission	244	-	84	(264)	64
War Graves Maintenance Fund	-	-	90	(90)	-
	194,279	-	336	(2,877)	191,738

<i>Restricted Funds – previous year</i>	<i>At 01.01.19 B/Fwd £</i>	<i>Transfer from/(to) General Fund £</i>	<i>Movement</i>		<i>At 31.12.19 C/Fwd £</i>
			<i>Incoming £</i>	<i>Outgoing £</i>	
<i>Audio Visual Fund</i>	<i>1,429</i>	<i>-</i>	<i>3</i>	<i>-</i>	<i>1,432</i>
<i>Church Houses Fund</i>	<i>194,000</i>	<i>-</i>	<i>-</i>	<i>(2,000)</i>	<i>192,000</i>
<i>Kidz Klub Fund</i>	<i>-</i>	<i>-</i>	<i>603</i>	<i>-</i>	<i>603</i>
<i>Mission & Training for Mission</i>	<i>-</i>	<i>2</i>	<i>1,065</i>	<i>(823)</i>	<i>244</i>
<i>Newhall Meeting Point</i>	<i>2,395</i>	<i>-</i>	<i>4</i>	<i>(2,399)</i>	<i>-</i>
<i>War Graves Maintenance Fund</i>	<i>-</i>	<i>-</i>	<i>90</i>	<i>(90)</i>	<i>-</i>
	197,824	2	1,765	(5,312)	194,279

The above funds were created either from income received for a specific purpose or where the Trustees had entered into a binding commitment. The name of each fund indicates its purpose.

12) Endowment Fund	At 01.01.20 B/Fwd £	Transfer from General Fund £	Movement			At 31.12.20 C/Fwd £
			Incoming £	Outgoing £	Gains/ (Losses) £	
Loder Grave Maintenance Fund	4,848	-	-	-	(744)	4,104

<i>Endowment Fund – previous year</i>	<i>At 01.01.19 B/Fwd £</i>	<i>Transfer from General Fund £</i>	<i>Movement</i>			<i>At 31.12.19 C/Fwd £</i>
			<i>Incoming £</i>	<i>Outgoing £</i>	<i>Gains/ (Losses) £</i>	
<i>Loder Grave Maintenance Fund</i>	<i>4,474</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>374</i>	<i>4,848</i>

Income received on this fund is applied to the upkeep of the Loder Grave

HARLOW PAROCHIAL CHURCH COUNCIL
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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

13) Transfers between funds

Designated Funds are established at the discretion of the Trustees and transfers between the General Fund and Designated Funds are also at the Trustees' discretion. Transfers from the General Fund to a Restricted Fund occur when the income of the Restricted Fund falls short of what is necessary to meet a commitment or contractual obligation.

14) Contingent Liability

Loder Grave Maintenance Fund £4,104 – This Legacy is conditional on the Loder family grave being maintained by the PCC in perpetuity; failure so to do entitles the Loder Trustees to reclaim the amount in full.

15) Transactions with the Treasurer or Members of the PCC

No member of the PCC or the Treasurer apart from Mrs N Rudge, the Parish Administrator, a PCC member (as per note 4) received any remuneration during the current or preceding year. During the year a member of the PCC (Lynne Panton) received £2,862 for cleaning and decorating services. During the year, a relative of the Parish Administrator received £1,004 for providing administration services to the PCC.

During the year a number of Trustees made unconditional donations amounting to £8,060. In addition, several Trustees give via the plate offering, which is not quantified. (2019: Unconditional donations of £9,210 from Trustees)

16) Operating lease commitments receivable

As at 31st December 2020 the PCC had commitments to receive the following amounts under non-cancellable operating leases for a period of not later than one year of £1,265 (2019 £1,265).

17) Financial Instruments	2020	2019
	£	£
Financial assets		
Financial assets measured at fair value through profit or loss	10,413	11,976
Financial assets that are debt instruments measured at amortised cost	1,252	498
	<u>11,665</u>	<u>12,474</u>
Financial liabilities		
Financial liabilities measured at amortised cost	<u>4,381</u>	<u>5,423</u>

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

18) Donations from the Mission Funds

Included within Missionary and Charitable Giving Expenditure as shown in Note 3 are the following outgoing donations from the Mission Funds:

Donation	Note	2020 £	2019 £
Mission Partners	Extra Gifts at Christmas	1,650	2,200
Mission Trips	One Trip in 2019 (none in 2020)	-	145
Harlow Healing Rooms	St Marys Contribution	100	200
Esperanza Children's Home	Paraguay Donation	500	500
Open Doors	Donation	200	100
TEAR Fund	Donation	300	235
Samaritan's Purse	Donation	300	250
Simeon's Trustees	Donation - Joint Patron of the Benefice	250	250
Streets2Homes	Donation	800	400
New Wine	Donation	150	150
The Bible Society	Donation	200	100
Gideons International	Donation	200	100
Scripture Union	Donation	200	150
Church Pastoral Aid Society	Donation	400	150
LMDC Charity (was Essex Clergy)	Donation	200	50
Freshwaters Contact Centre	Donation	500	1,500
Christian Hope International	Donation	250	300
St Clare Hospice	Donation	500	-
Harlow Food Bank	Donation	1,500	1,500
Kidz Klub	Donation	-	800
Christian Solidarity Worldwide	Donation	200	100
Revelation TV	Donation	-	100
Visiting Speaker/Worship Leader	Donations	-	169
Seedtime (Mongolia)	Donation	150	-
Bishop's Appeal	Donation	250	200
Church Mission Society	Donation	150	-
William & Sarah Babumba Projects	Uganda Donation	650	-
Mission Direct	Donation	250	-
The Children's Society	Donation	150	-
Supporting Local Churches/ Schools		800	2,085
Boxes of Hope/ Holiday Lunch Clubs			
Total		10,800	11,734

HARLOW PAROCHIAL CHURCH COUNCIL
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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

19) Agency Collections

When it collects money on behalf of someone else, e.g., Christian Aid, Harlow PCC has no control over the way that money is used, so it is described as an 'Agency Collection'. These monies do not therefore appear in the above Accounts, since they do not belong to Harlow PCC. The table below lists the money raised at St. Mary's in 2020 and 2019 as Agency Collections. As at 31st December 2020 £50 (2019: £1,252) was held by the PCC as Agent.

Agency Collection	Note	2020 £	2019 £
TEAR Fund	Quiz Night, Various Collections	-	260-60
Streets2Homes	Various Collections & Coffee Shop & Dolly Parton Night, Quiz Night	450-49	1,919-94
Children's Society	Christingle Service	-	87-44
Miscellaneous	Church Activity and General Collections	105-00	231-97
St Clare Hospice	Church Collection, Dolly Parton/Neil Diamond Night, Quiz Night, Woolly Hat Sales	58-45	127-50
Total		613-94	2,627-45

20) The Cost of a Vicar

A major part of the Diocesan Parish Share is paying for the Vicar. The amount we paid in 2020, (as shown in Note 3), is not exactly the same as the total on page 21. This is due to various allowances and rebates, which can vary from year to year. The table below, which is provided by the Diocese, gives the average direct costs of a Vicar for 2021 and 2020.

The Direct Cost of a Vicar	2021	2020
Stipend	27,831	27,285
Related Costs	401	395
National Insurance	2,311	2,266
Pension	10,029	9,833
Council Tax	2,315	2,270
Water rates	552	541
Insurance	415	407
Repairs/improvements	5,637	5,500
Housing management	1,076	1,060
Net vacancy costs	614	605
DB5 Checks	31	30
In service training	513	508
Total	51,725	£50,700

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

21) Little Fishes Pre-school - Funding Received from Essex County Council

Little Fishes Pre-school receives funding from Essex County Council under an annual Free Early Education Entitlement contract, which is part of the Government Scheme to provide free education for children under five. Essex County Council has asked us to state the amount of this funding each year. In the year to 31st December 2020, it came to £66,812-01p.

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

22) Prior year comparative figures for the financial statements

Statement of Financial Activities for the year ended 31 st December 2019	Notes	Unrestricted			Restricted	Endowment	Total 2019
		General Fund	Little Fishes	Other Designated			
		£	£	£	£	£	£
Income and Endowments from:							
Donations and Legacies	22a	109,642	-	386	1,165	-	111,193
Income from Charitable Activities	22b	13,035	71,485	1,813	592	-	86,925
Investment Income	22c	678	8	2,037	8	-	2,731
Other Income	22d	17,939	-	-	-	-	17,939
Total Income and Endowments:		141,294	71,493	4,236	1,765	-	218,788
Expenditure on:							
Expenditure on Charitable Activities	22e	119,411	69,455	21,220	5,312	-	215,398
Total Expenditure:		119,411	69,455	21,220	5,312	-	215,398
Gains/(Losses) on Investments	6	-	-	420	-	374	794
Net Income/(Expenditure)		21,883	2,038	(16,564)	(3,547)	374	4,184
Transfers between Funds		(21,707)	(2,038)	23,743	2	-	-
Net Movement in Funds		176	-	7,179	(3,545)	374	4,184
Reconciliation of Funds							
Total Funds Brought Forward		30,172	6,001	226,227	197,824	4,474	464,698
Total Funds Carried Forward		30,348	6,001	233,406	194,279	4,848	468,882

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

22) Prior year comparative figures for the financial statements - Continued

Income and Endowments analysis for the year ended 31 st December 2019:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2019
22a Donations and Legacies					
Gift Aided Income	43,963	-	-	-	43,963
Tax Recovered	12,991	-	-	-	12,991
Trust, CAF, Payroll, etc.	26,537	-	-	-	26,537
Plate and Offering	10,886	-	-	-	10,886
Gifts and Donations	15,265	-	386	1,165	16,816
Sub-total	109,642	-	386	1,165	111,193
22b Income from Charitable Activities					
Little Fishes Pre-School	-	71,485	-	-	71,485
Other Charitable Activities	2,123	-	-	-	2,123
Fees due to PCC	1,813	-	1,813	-	3,626
Fees due to Diocese	1,853	-	-	-	1,853
Hall and other lettings	7,212	-	-	-	7,212
Book of Remembrance + Bookstall	34	-	-	-	34
Garden Party/Christmas Bazaar	-	-	-	592	592
Sub-total	13,035	71,485	1,813	592	86,925
22c Investments					
Bank Interest	43	8	2,037	8	2,096
Dividends	635	-	-	-	635
Sub-total	678	8	2,037	8	2,731
22d Other Income					
Rent - 134 East Park and 9 Longacre	15,182	-	-	-	15,182
Miscellaneous	2,757	-	-	-	2,757
Sub-total	17,939	-	-	-	17,939
Total Income and Endowments	141,294	71,493	4,236	1,765	218,788

HARLOW PAROCHIAL CHURCH COUNCIL

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Notes to the Financial Statements for the Year Ending 31st December 2020 - cont.

22) Prior year comparative figures for the financial statements - Continued

22e) Expenditure on Charitable Activities:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2019
Expenditure on Charitable Activities					
Missionary and Charitable Giving					
Overseas	-	-	11,605	-	11,605
Home and Local Mission	-	-	9,298	3,222	12,520
	-	-	20,903	3,222	24,125
Ministry					
Diocesan Parish Share (Net) See note 19	48,000	-	-	-	48,000
Clergy & Clergy Recruitment Expenses	2,616	-	-	-	2,616
Music & Worship	1,005	-	156	-	1,161
Other Charitable Activities	928	-	-	-	928
Heat, Light, Clean	9,958	-	-	-	9,958
Insurance	5,768	-	-	-	5,768
Upkeep of Churchyard	8,929	-	-	90	9,019
Repairs, Maintenance & Refurbishment	6,773	-	161	-	6,934
Maintenance 134 East Park; 9 Longacre	4,587	-	-	-	4,587
Administration	17,405	-	-	-	17,405
Materials & Supplies	4,002	-	-	-	4,002
Other	6,980	-	-	-	6,980
Depreciation of PCC Property	-	-	-	2,000	2,000
Independent Examiners Fees	2,460	-	-	-	2,460
Little Fishes	-	69,455	-	-	69,455
Legal and Professional Fees	-	-	-	-	-
	119,411	69,455	317	2,090	191,273
Total Expenditure	119,411	69,455	21,220	5,312	215,398

