

HARLOW PAROCHIAL CHURCH COUNCIL

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

**Annual Report and Financial Statements
for the year ended 31 December 2021**

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 2021

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	Kim Higgs	(re-elected APCM 2021)
Churchwarden	Jane Bilson	(re-elected APCM 2020)

Deanery Synod	John Barnes	(elected APCM 2020)
	John Rumble	(elected APCM 2020 – until 22/08/2021)
Elected Members	Lynne Panton	(elected APCM 2019)
	Sue Rumble	(elected APCM 2019 – until 22/08/2021)
	Jane Fincham	(elected APCM 2021)
	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 2021)
Clerk to the PCC	Natasha Rudge	(elected APCM 2021)

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 (Term time only) 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 102 people on the electoral roll: 48 in the parish, 54 out of the parish.

The full PCC met seven times during 2021. We have continued with theological reflection and have sought to steer the church in the direction that we believe the Lord has been leading.

We have continued to adapt to the challenges that covid has provided throughout the year. Our 8.30am and 10.30am Services are now held in Church. The 10.30am Service is also on Zoom and uploaded to Youtube. This has allowed people who are more cautious/vulnerable about meeting in person or are housebound due to different circumstances to be involved in the life of the church. Numbers going to Church are increasing. We have welcomed new families and individuals.

More groups have restarted. Coffee Shop particularly is being appreciated by the local community. The Church remains open for Private Prayer once a week.

PCC Meetings, the twice weekly Prayer Groups, monthly "Tea at 3" and weekly Worship Soaking all continue as 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.

Members of the church have gone shopping and collected prescriptions for those in Isolation. People who live on their own have also been checked on through visits or phone calls.

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".

Church Building Refurbishment

The Office has been decorated and the large Office window replaced. The Spire has had many wooden cedar shingles (that have been eaten and attacked by woodpeckers) replaced.

Serving the Community includes:-

Coffee Shop – people donate home grown produce; make jams, chutneys and bread; paint and do craft projects. People give money for these items and the proceeds donated to Streets2Homes (local charity supporting homeless people in Harlow). Last year £1027-34 was raised.

Starfishes (for babies and toddlers) has been meeting at Church and has been gratefully welcomed by parents and carers who had not had anywhere to take their younger children. Numbers of children, parents and grandparents have increased.

Supporting the Schools - We are developing an Assembly Team and have started taking monthly assemblies in Harlowbury School. Churchgate School wish us to go back in, once they start whole school assemblies again. The links that have been developed with schools have been helpful and the schools now advertise children's outreach activities such as Messy Church; Kidz Club; the Christingle Service. Harlowbury and St Nicholas Schools had to cancel their Christmas services at the church at the last minute due to covid numbers. However, Churchgate School Reception and Little Fishes Pre-school did hold services in Church. Little Fishes occasionally take part in Sunday Services. We have been in regular contact by phone and e-mail offering support and prayer to our 6 local schools. The chocolates, biscuits, fruit and flowers taken in for the staff have been very gratefully received. "The staff have been really struggling – this will make such a difference to them to know that they are being supported."

Little Fishes Pre-school (now in its 29th Year and widely respected) has continued throughout the year. We have also started doing Bible stories in Little Fishes.

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 offer the use of our facilities free of charge to some Charities including Heart 4 Harlow and Churchgate Street Residents Association Committee (R.A.). They used the whole building for their Christmas celebrations. We work ever more closely with the R.A. writing articles in the quarterly R.A. Churchgate News. This still continues!

Harlow Singers again delighted a good number of people at their Christmas concert.

St Mary's continues to work jointly with Harlow Baptist Church in providing finances and helpers for the children's Kidz Klub activities and teaching in the school holidays. We were able to meet again in person. The weeklong summer group was held at the Baptist Church, but the afternoon events throughout the year are held at the Baptist Church and St Mary's.

Support has continued for residents of Fitzwilliams Court (local sheltered housing)

We support and continue to co-ordinate the Heart 4 Harlow (H4H) monthly Prayer Service, although the venue is now moving to different churches across the town (including St Mary's) in order to encourage increased awareness of the work of H4H. This service is now in person and on Zoom. Numbers are increasing at the church venues again. This is very encouraging. (The coordinator – a St Mary's member - has been nominated for a Heart 4 Harlow award for bringing the Churches within the town together in prayer over many years.) We work with other churches to show God's Love for Harlow through support for H4H Town-wide Events, Streets2Homes (local charity 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.

Serving One Another includes:-

- Welcome Team – providing a warm welcome to our Services and those on zoom continue to engage in the breakout Groups for chat afterwards.
- Licensed Ministry Leadership Team. Regular meetings are now held again in person. The team work with (and support) the Vicar. The Team have taken responsibility for the continuing work of the Church when the Vicar needed extended periods of leave.
- Worship Music Teams – Worship has mainly been led by individuals (or a couple) during zoomed services. We are looking at building up the worship teams again to continue to provide traditional and modern music. The electric piano used for worship has had to be replaced and the worship leaders are very pleased with the replacement.
- Audio Visual Team – The Team has developed the Zoom Services “streamed” from Church for the 10:30 service, which can also be seen on “YouTube”. The Team continue to develop skills and source new equipment in order to assist with improving the streaming of Services.
- Youth & Children's Work – Kingdom Kids has now started up again at church. We are building up the team for Messy Church. We held the first one as a Light Party alternative to Halloween. The Christingle service for families was popular again.
- A Memory Christmas Tree was placed in the porch with cards that people could record names of loved ones that they missed for whatever reason over the Christmas period. Members of the Church prayed for the families of those represented on the cards.
- A team from St Mary's was involved with St Clare Hospice in leading worship at the 'Light a Candle' Service to remember loved ones who had died.
- Prayer Ministry & Urgent Prayer Chain. The Church is open one morning each week for private, silent prayer. Requests for prayer are received from Church Members.
- Questions Group – meets fortnightly for people who have questions about the Christian Faith. We have just restarted the bring & share lunch. This helps build up friendships as well as Faith.
- Mid-week Housegroups to support Church members. Some groups meet in person, others are held regularly on Zoom.
- Family/Men's Breakfast – We were able to have a family breakfast again just before Christmas, to which all were invited.
- Bells – The team are practising regularly and new people are being encouraged to have a go.
- Churchyard Tidy up Team – The churchyard has been kept beautiful and tidy by volunteers.

Here are some comments from people who have come to St Mary's

Whatsapp Group “It's amazing – there's so much encouragement - so many answers to prayer”

Church – “My friend asked me how I knew so many people locally as I've only lived in the area a few months. I told her it was through going to Church. People are so friendly. It's like being at home. I love it. My friend is talking about coming along too.”

Questions Group – “I love learning more about Jesus – I can't stop talking about him – he's just helped me so much when I'm having a bad day. I talk to everyone I know about him. It's so good to have somewhere to ask questions about Him and the Bible.”

Coffee Shop - “My father was recently bereaved. He's become like a recluse, but when I brought him to coffee shop, he loved it. It was lovely to see him so relaxed, chatting and enjoying himself. It's such a lovely warm and relaxed atmosphere in the Church.”

“We haven't been going anywhere really, but with the cold and miserable weather, we just needed to get out somewhere where we felt it would be safe. It's lovely to come back to Coffee Shop and see so many people.”

"I can't believe how many people are here at Coffee Shop. It's so good to be able to come and chat to people again."

Starfishes - "Thank you so much for asking me to help at Starfishes. I love it so much and enjoy seeing the children play and joining in with them. It's such a lovely group"

"I love coming to this group and my child is very happy playing here."

"Your group is really well thought of within the community as being friendly, welcoming and well organised. I'm enjoying being back with my third grandchild"

"I have just moved to the area and got to know so many people here. It's such a friendly church"

Use of zoom / WhatsApp – "Technology has allowed me to be involved with worship and the Services. I've felt supported practically and in prayer. It's allowed me to be involved with leading and regularly participating in housegroup. Even with my limitations due to health, I've been encouraged and have started to do a Pastoral Care Course. I don't know how I will be able to use this within the Church – but I pray God will lead the way and show me. It's been marvellous for me because before lockdown, the only time I could get to Church was when someone gave me a lift. I can now join in with Housegroup, I love the worship soaking and "Tea at 3" and I feel more involved with Church than I've felt for many years. The WhatsApp group is very encouraging in supporting me personally with prayer, but also praying for others and seeing how God answers prayer. I love the worship songs, poems, scriptures, photos and seeing the projects that others have been involved with during lockdown."

Serving the World includes:-

- Mission Action Partners (from South America to the UK, Europe, Africa and the Far East) - 2 families and individuals supported financially plus another 4 with prayer.
- Child Sponsorship – Financial support for a child (now a teenager) in Ghana.
- We support the national Christmas Shoebox Appeal collecting 120 Shoe Boxes.

Financial Review

For the Financial Year ending 31st December 2021, Expenditure exceeded Income by £2,388.

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 £15,182. The PCC spent £196,208 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 23rd May.....2022 and signed on its behalf by Sarah Swift (Vicar).

Signed.....SJ. 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 2021 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.

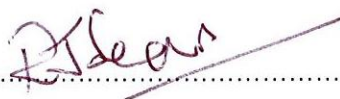
Independent examiner's statement

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



Date



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 2021

	Note	General Fund	Unrestricted Little Fishes	Other Designated	Restricted	Endowment	Total 2021	Total 2020
		£	£	£	£	£	£	£
Income and Endowments from:								
Donations and Legacies	2a	110,446	-	289	112	-	110,847	138,042
Income from Charitable Activities	2b	9,886	69,952	4,153	-	-	83,991	86,198
Investment Income	2c	527	1	980	-	-	1,508	2,094
Other Income	2d	18,067	-	-	-	-	18,067	12,998
Total Income and Endowments:		138,926	69,953	5,422	112	-	214,413	239,332
Expenditure on:								
Expenditure on Charitable Activities	3	124,046	70,072	21,830	2,538	-	218,486	215,480
Total Expenditure:		124,046	70,072	21,830	2,538	-	218,486	215,480
Gains/(Losses) on Investments	6	-	-	1,172	-	513	1,685	(1,835)
Net Income/(Expenditure)		14,880	(119)	(15,236)	(2,426)	513	(2,388)	22,017
Transfers between Funds		(10,689)	-	10,689	-	-	-	-
Net Movement in Funds		4,191	(119)	(4,547)	(2,426)	513	(2,388)	22,017
Reconciliation of Funds								
Total Funds Brought Forward		30,131	6,001	258,925	191,738	4,104	490,899	468,882
Total Funds Carried Forward		34,322	5,882	254,378	189,312	4,617	488,511	490,899

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Balance Sheet as at 31st December 2021

			2021		2020
	Note	£	£	£	£
Fixed Assets					
Tangible fixed assets	5	188,000		190,000	
Investments	6	<u>17,246</u>		<u>10,413</u>	
			205,246		200,413
Current Assets					
Debtors	7	5,799		5,136	
Short term Bank Deposit		250,093		248,670	
Cash at bank and in hand		<u>31,704</u>		<u>50,280</u>	
		287,596		304,086	
Less current Liabilities					
Creditors – due within one year	8	<u>(4,331)</u>		<u>(13,600)</u>	
Net Current Assets			283,265		290,486
Total Net Assets			<u>488,511</u>		<u>490,899</u>
Parish Funds:					
Unrestricted					
General		34,322		30,131	
Designated	10	<u>260,260</u>		<u>264,926</u>	
			294,582		295,057
Restricted	11				
All Restricted		1,312		1,738	
Property		<u>188,000</u>		<u>190,000</u>	
			189,312		191,738
Endowment	12				
Legacy			4,617		4,104
Total Funds			<u>488,511</u>		<u>490,899</u>

These Financial Statements were approved by the Harlow Parochial Church Council

On the 28th March 2022 and signed on their behalf by:-

S J. Swift Vicar
Sarah Swift

Robert Carrington 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 2021

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 however the trustees consider the PCC to be sufficiently robust that its operations will not be significantly affected.

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 2021

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 2021, the total of the accumulated income was £33,702 (2020 - £28,738).

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 2021

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.

Investments held as part of an investment portfolio are held at fair value as at the Balance Sheet date with gains and losses being recognised through the Statement of Financial Activities. As at the Balance Sheet date the Charity had financial assets held at fair value through income and expenditure of £17,247 (2020: £10,413)

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.

Creditors and provisions

Creditors and provisions are recognised where the PCC has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

2) Income and Endowments Details:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2021	Total 2020
2a Donations and Legacies						
Gift Aided Income	44,639	-	-	-	44,639	45,073
Tax Recovered	13,274	-	36	4	13,314	12,736
Trust, CAF, Payroll, etc.	26,265	-	-	-	26,265	26,566
Plate and Offering	3,940	-	143	18	4,101	5,670
Gifts and Donations	18,328	-	110	90	18,528	16,707
Legacy Income	4,000	-	-	-	4,000	31,290
Sub-total	110,446	-	289	112	110,847	138,042
2b Income from Charitable Activities						
Little Fishes Pre-School	-	69,952	-	-	69,952	73,375
Other Charitable Activities	415	-	-	-	415	479
Fees due to PCC	1,191	-	4,153	-	5,344	3,390
Fees due to Diocese	1,898	-	-	-	1,898	2,589
Hall and other lettings	6,315	-	-	-	6,315	6,294
Book of Remembrance	67	-	-	-	67	71
Sub-total	9,886	69,952	4,153	-	83,991	86,198
2c Investments						
Bank Interest	-	1	980	-	981	1,563
Dividends	527	-	-	-	527	531
Sub-total	527	1	980	-	1,508	2,094
2d Other Income						
Rent - 134 East Park and 9 Longacre	15,182	-	-	-	15,182	10,832
Miscellaneous	2,885	-	-	-	2,885	2,166
Sub-total	18,067	-	-	-	18,067	12,998
Total Income and Endowments	138,926	69,953	5,422	112	214,413	239,332

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

3) Expenditure:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2021	Total 2020
Expenditure on Charitable Activities						
Missionary and Charitable Giving						
Overseas	-	-	11,480	-	11,480	12,564
Home and Local Mission	-	-	10,350	448	10,798	10,368
	-	-	21,830	448	22,278	22,932
Ministry						
Diocesan Parish Share (Net) See note 19	49,324	-	-	-	49,324	48,790
Clergy & Clergy Recruitment Expenses	819	-	-	-	819	1,586
Music & Worship	1,182	-	-	-	1,182	1,071
Other Charitable Activities	765	-	-	-	765	234
Heat, Light, Clean	9,235	-	-	-	9,235	8,925
Insurance	5,708	-	-	-	5,708	5,616
Upkeep of Churchyard	6,807	-	-	90	6,897	6,674
Repairs, Maintenance & Refurbishment	16,976	-	-	-	16,976	12,797
Maintenance 134 East Park; 9 Longacre	2,755	-	-	-	2,755	5,493
Administration	18,068	-	-	-	18,068	17,593
Materials & Supplies	2,912	-	-	-	2,912	3,850
Other	6,975	-	-	-	6,975	7,444
Depreciation of PCC Property	-	-	-	2,000	2,000	2,000
Independent Examiners Fees	2,520	-	-	-	2,520	2,460
Little Fishes	-	70,072	-	-	70,072	68,015
	124,046	70,072	-	2,090	196,208	192,548
Total Expenditure	124,046	70,072	21,830	2,538	218,486	215,480

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

4) Staff Costs	2021	2020
	£	£
Salaries	71,479	68,532
Social security costs	10	-
Pension contributions	2,232	1,959
	<u>73,721</u>	<u>70,491</u>

The average number of employees in the year was 10 (2020: 9) comprising a Parish Administrator and Pre-school workers.

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

5) Tangible Fixed Assets	2021	2020
	£	£
Freehold Property		
Cost as at 1 st January 2021 and 31 st December 2021	<u>240,116</u>	<u>240,116</u>
Depreciation as at 1 st January 2021	50,116	48,116
Charge for year	<u>2,000</u>	<u>2,000</u>
Depreciation as at 31 st December 2021	52,116	50,116
Net book value as at 31 st December 2021	<u>188,000</u>	<u>190,000</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

6) Investments	2021	2020
	£	£
Market value as at 1 st January 2021	10,413	11,976
Additions in the year	5,148	272
Unrealised Gain/(Loss) on Investments	1,685	(1,835)
Market Value as at 31 st December 2021	<u>17,246</u>	<u>10,413</u>
Investments at Market Value Comprise:		
UK Equity Income Fund – unit trusts	16,996	10,379
Cash held by investment managers	<u>250</u>	<u>34</u>
	<u>17,246</u>	<u>10,413</u>

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

	2021 £	2020 £
7) Debtors		
Income Tax receivable	1,488	1,252
Other Debtors	<u>4,311</u>	<u>3,884</u>
	<u>5,799</u>	<u>5,136</u>

	2021 £	2020 £
8) Creditors – due within one year		
Trade Creditors	632	878
Other Creditors	451	397
Accruals	3,056	3,106
Deferred income	<u>192</u>	<u>9,219</u>
	<u>4,331</u>	<u>13,600</u>

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

9) Analysis of Net Assets by Fund	2021										2020																			
	Unrestricted					Restricted					Endowment					Unrestricted					Restricted					Endowment				
	General	Little Fishes	Other Designated	Restricted	Property	Total	General	Little Fishes	Other Designated	Restricted	Property	Total	General	Little Fishes	Other Designated	Restricted	Property	Total	General	Little Fishes	Other Designated	Restricted	Property	Total						
Fixed Assets	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£						
Investments	-	-	-	-	188,000	-	-	-	-	-	188,000	-	-	-	-	-	-	-	-	-	-	-	-	-						
Net Current Assets	34,322	5,882	241,749	1,312	-	4,617	30,131	6,001	252,616	1,738	-	283,265	30,131	6,001	252,616	1,738	-	-	4,104	4,104	-	-	-	190,000						
	34,322	5,882	254,378	1,312	188,000	4,617	30,131	6,001	258,925	1,738	190,000	488,511	30,131	6,001	258,925	1,738	190,000	4,104	4,104	490,899										
10) Designated Funds																														
Choir Fund	At 01.01.21 B/Fwd					Transfer from/(to) General Fund					Movement Incoming					Outgoing					At 31.12.20 C/Fwd					Gains & Losses				
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£						
Churchyard Fund	492	-	-	20	-	-	492	-	-	512	-	-	-	-	-	-	-	-	-	-	-	-	-	492						
Fabric Fund	7,495	-	-	4,153	-	1,172	7,145	-	-	12,820	7,145	-	-	-	-	-	-	-	-	-	-	-	-	7,495						
Little Fishes Redundancy Reserve	158,830	-	-	766	-	-	152,028	-	-	159,596	152,028	-	-	-	-	-	-	-	-	-	-	-	-	158,830						
Little Fishes Reserve	16,516	-	-	42	-	-	16,353	-	-	16,558	16,353	-	-	-	-	-	-	-	-	-	-	-	-	16,516						
Little Fishes Mission Partners Reserve Fund	6,001	-	-	69,953	(70,072)	-	6,001	-	-	5,882	6,001	-	-	-	-	-	-	-	-	-	-	-	-	6,001						
Mission Partners Reserve Fund	2,942	-	-	26	-	-	2,909	-	-	2,968	2,909	-	-	-	-	-	-	-	-	-	-	-	-	2,942						
Mission Partners Fund	17,694	7,830	-	18	(8,230)	-	17,897	8,180	-	17,312	17,897	-	-	-	-	-	-	-	-	-	-	-	-	17,694						
Mission for All	49,124	-	-	83	(13,331)	-	31,686	31,290	-	35,876	31,686	-	-	-	-	-	-	-	-	-	-	-	-	49,124						
Parish Office Redundancy Reserve	5,832	2,859	-	45	-	-	4,896	881	-	8,736	4,896	-	-	-	-	-	-	-	-	-	-	-	-	5,832						
Children's Fund	-	-	-	269	(269)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
	264,926	10,689	75,375	(91,902)	1,172	260,260	239,407	40,351	76,609	(90,350)	(1,091)	264,926	239,407	40,351	76,609	(90,350)	(1,091)	264,926												

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - cont.

11) Restricted Funds	At 01.01.21 B/Fwd £	Transfer from/(to) General Fund £	Movement		At 31.12.21 C/Fwd £
			Incoming £	Outgoing £	
Audio Visual Fund	1,243	-	-	-	1,243
Church Houses Fund	190,000	-	-	(2,000)	188,000
Kidz Klub Fund	431	-	22	(448)	5
Mission & Training for Mission	64	-	-	-	64
War Graves Maintenance Fund	-	-	90	(90)	-
	191,738	-	112	(2,538)	189,312

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

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 01.01.21 B/Fwd £	Transfer from General Fund £	Movement			At 31.12.21 C/Fwd £
			Incoming £	Outgoing £	Gains/ (Losses) £	
Loder Grave Maintenance Fund	4,104	-	-	-	513	4,617

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

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

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - 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 £4,617 – 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

During 2021 a member of the PCC (Lynne Panton) received £3,059 for cleaning and decorating services. No other member of the PCC or the Treasurer received any remuneration during the current or preceding year.

During the year a number of Trustees made unconditional donations amounting to £5,280. In addition, several Trustees give via the plate offering, which is not quantified. (2020: Unconditional donations of £8,060 from Trustees)

16) Operating lease commitments receivable

As at 31st December 2021 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 (2020 £1,265).

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - 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	2021 £	2020 £
Mission Partners	Extra Gifts at Christmas	1,650	1,650
Mission Trips	None	-	-
Harlow Healing Rooms	St Marys Contribution	-	100
Esperanza Children's Home	Paraguay Donation	500	500
Open Doors	Donation	200	200
TEAR Fund	Donation	300	300
Samaritan's Purse	Donation	300	300
Simeon's Trustees	Donation - Joint Patron of the Benefice	250	250
Streets2Homes	Donation	800	800
New Wine	Donation	150	150
The Bible Society	Donation	200	200
Good News for Everyone (was Gideons)	Donation	200	200
Scripture Union	Donation	200	200
Church Pastoral Aid Society	Donation	400	400
LMDC Charity (was Essex Clergy)	Donation	200	200
Freshwaters Contact Centre	Donation	-	500
Christian Hope International	Donation	250	250
St Clare Hospice	Donation	500	500
Harlow Food Bank	Donation	1,500	1,500
Kidz Klub	Donation	-	-
Christian Solidarity Worldwide	Donation	200	200
Asha Kiran	Donation	100	-
Visiting Speaker/Worship Leader	Donations	-	-
Seedtime (Mongolia)	Donation	-	150
Bishop's Appeal	Donation	-	250
Church Mission Society	Donation	-	150
William & Sarah Babumba Projects	Uganda Donation	-	650
Mission Direct	Donation	250	250
The Children's Society	Donation	300	150
Supporting Local Churches/ Schools		800	800
Boxes of Hope/ Holiday Lunch Clubs			
Total		9,250	10,800

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - 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 2021 and 2020 as Agency Collections. As at 31st December 2021 £40 (2020: £50) was held by the PCC as Agent.

Agency Collection	Note	2021 £	2020 £
Streets2Homes	Coffee Shop	1027-34	450-49
Christian Hope International	Donations for Woolly Hats	27-40	-
Children's Society	Christingle Service	137-42	-
Miscellaneous	Church Activity and General Collections & Donations	110-00	105-00
St Clare Hospice	Church Collection, Donations for Woolly Hats	-	58-45
Good News for Everyone (was Gideons UK)	Donations	10-00	-
Tearfund	Quiz Night	270-00	-
Total		1,582-16	613-94

20) The Cost of a Vicar

A major part of the Diocesan Parish Share is paying for the Vicar. The amount we paid in 2021, (as shown in Note 3), is not exactly the same as the total on page 15. 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 2022 and 2021.

The Direct Cost of a Vicar	2022	2021
Stipend	27,628	27,831
Related Costs	490	401
National Insurance	2,454	2,311
Pension	10,093	10,029
Council Tax	2,447	2,315
Water rates	641	552
Insurance	528	415
Housing management	7,134	7,327
DBS Checks	61	31
In service training	520	513
Total	51,996	51,725

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - 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 2021, it came to £58,040-90p.

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

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

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

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 2020
22a Donations and Legacies					
Gift Aided Income	45,073	-	-	-	45,073
Tax Recovered	12,736	-	-	-	12,736
Trust, CAF, Payroll, etc.	26,566	-	-	-	26,566
Plate and Offering	5,670	-	-	-	5,670
Gifts and Donations	16,372	-	-	335	16,707
Legacy Income	31,290	-	-	-	31,290
Sub-total	137,707	-	-	335	138,042
22b Income from Charitable Activities					
Little Fishes Pre-School	-	73,375	-	-	73,375
Other Charitable Activities	479	-	-	-	479
Fees due to PCC	1,695	-	1,695	-	3,390
Fees due to Diocese	2,589	-	-	-	2,589
Hall and other lettings	6,294	-	-	-	6,294
Book of Remembrance + Bookstall	71	-	-	-	71
Sub-total	11,128	73,375	1,695	-	86,198
22c Investments					
Bank Interest	23	4	1,535	1	1,563
Dividends	531	-	-	-	531
Sub-total	554	4	1,535	1	2,094
22d Other Income					
Rent - 134 East Park and 9 Longacre	10,832	-	-	-	10,832
Miscellaneous	2,166	-	-	-	2,166
Sub-total	12,998	-	-	-	12,998
Total Income and Endowments	162,387	73,379	3,230	336	239,332

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 2020
Expenditure on Charitable Activities					
Missionary and Charitable Giving					
Overseas	-	-	12,564	-	12,564
Home and Local Mission	-	-	9,771	597	10,368
	-	-	22,335	597	22,932
Ministry					
Diocesan Parish Share (Net) See note 19	48,790	-	-	-	48,790
Clergy & Clergy Recruitment Expenses	1,586	-	-	-	1,586
Music & Worship	1,071	-	-	-	1,071
Other Charitable Activities	234	-	-	-	234
Heat, Light, Clean	8,925	-	-	-	8,925
Insurance	5,616	-	-	-	5,616
Upkeep of Churchyard	6,584	-	-	90	6,674
Repairs, Maintenance & Refurbishment	12,607	-	-	190	12,797
Maintenance 134 East Park; 9 Longacre	5,493	-	-	-	5,493
Administration	17,593	-	-	-	17,593
Materials & Supplies	3,850	-	-	-	3,850
Other	7,444	-	-	-	7,444
Depreciation of PCC Property	-	-	-	2,000	2,000
Independent Examiners Fees	2,460	-	-	-	2,460
Little Fishes	-	68,015	-	-	68,015
Legal and Professional Fees	-	-	-	-	-
	122,253	68,015	-	2,280	192,548

Total Expenditure

122,253	68,015	22,335	2,877	215,480
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