

HARLOW PAROCHIAL CHURCH COUNCIL

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

**Annual Report and Financial Statements
for the year ended 31 December 2022**

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:

Hentons
Chartered Accountants
Stag House
Old London Road
Hertford
SG13 7LA

Harlow Parochial Church Council - Annual Report for 2022

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 2022)
Churchwarden	Jane Bilson	(re-elected APCM 2022)
Deanery Synod	John Barnes	(elected APCM 2020)
Elected Members	Jane Fincham	(elected APCM 2021)
	Jane Carrington	(elected APCM 2022)
	Paul Kirkby	(elected APCM 2020)
	Clement Uzuegbuna	(elected APCM 2020)
	Tim Gibbs	(elected APCM 2020)
Co-opted Members	Richard Spencer	(Co-opted 2022)
Clerk to the PCC	Natasha Rudge	(elected APCM 2022)

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 99 people on the electoral role: 49 in the parish, 50 out of the parish. The full PCC met 7 times during the year with an average attendance of 81%. We have continued with theological reflection and have sought to steer the church in the direction that we believe the Lord has been leading. 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 Repairs & Maintenance

An ironwork frame was commissioned and installed to raise the font lid. The platform around the font base has been extended. A new projector was installed and Wi-Fi improved. Timbers in the South Porch were replaced and external stone work repairs carried out.

Serving the Community includes:-

Schools Ministry exists to share God's love and the gospel with the children and staff and to provide support to the staff at schools. Highlights of the year have included:

Increased contact with the schools in the area through continuing to take cards, chocolates and biscuits into the six schools in the Parish. We started to build up a team to go into schools to do assemblies. Assemblies occurred regularly in Harlowbury School, and started again in Churchgate School. The Remembrance Assembly at Harlowbury was particularly moving – the first time the school had marked this including a minutes silence.

Six classes from Churchgate School came to St Mary's for a pilgrimage. Contact was made with New Hall School and two year three classes visited the church for a teaching session. The children enjoyed the sessions, heard a lot about Jesus and feedback from the schools was good. We welcomed St Nicholas School; Churchgate and Harlowbury Schools and Little Fishes to services at church. Fawbert and Barnard were also planning on coming to the church for a Christmas service for the first time; but due to weather, we worked with the Baptist Church and held a Christingle assembly at school instead.

Little Fishes were judged GOOD in every aspect at the recent OFSTED inspection.

Starfishes exists to serve the community by providing a playgroup for babies and toddlers and their parent/carer. Highlights of the year have included being able to add more art activities and playdough. The imaginary play has also been extended and our numbers have increased. We have a lot more help which has aided the smooth running.

Messy Church is an outreach ministry to families of all ages to share the gospel in a fun and messy way, with crafts, games, songs, a Bible story and sharing a simple meal together. During 2022 we hosted 4 sessions of Messy Church, in March, June, October and December.

Kingdom Kidz exists to encourage our children and young people in their journeys of faith and to help build their knowledge of the bible in an engaging way. To show them how Jesus is relevant to us today and to help them to encourage each other through prayer, discussions and other activities.

Kidz Klub is the joint children's work with Harlow Baptist Church and now also Harefield Church. The main event is the Summer Festival holiday club for a week in August, supported by February Fiesta & Crafternoon Tea in May.

Coffee Shop About 50/55 people come- many of whom do not come to Church.

Men's Breakfast A hearty freshly cooked breakfast by our resident chefs is enjoyed. This is followed by a talk by a speaker, either a member of St Mary's or a guest.

Questions Group exists to provide opportunity for people to ask questions about the Christian faith, Bible passages, implications for day to day living and to share food and fellowship together. The group meets monthly. We enjoy a "bring and share meal" together and then anyone can bring any question to the group. We have built up a trusting relationship within the group, so people have been able to share how they are feeling about their faith, about doubts, struggles, when they haven't understood something in the Bible, or known what it says about different issues. We also share how God has helped us and become more real within our lives. We have been able to have discussions around whatever is brought to the group, and we've found no question is too small or insignificant. The important thing is that we are all on a faith journey – some of us a little further on than others, but we all have something to add to the discussion. The group varies from one month to another, depending on what questions or discussion topic is brought up – but through talking together, group members walk with Jesus, their knowledge of the Bible and how that applies to us individually and corporately has increased. It's been lovely to share the journey together.

Heart 4 Harlow exists to: pray for Harlow and surrounding area on the 4th Sunday evening of each month (except December). We also meet in the Town Centre for Good Friday and leading up to Christmas, praising, praying and proclaiming the name of Jesus. To encourage Christians within the town to come together in seeking God in prayer and in working together across the denominations.

Serving One Another includes:-

Ministry Leadership Team (MLT) exists to focus on a broad range of ministries within our church family and to develop these further with planned actions and timescales. To consider further key issues that have arisen through discussion at our PCC meetings.

Prayer at St Mary's exists to encourage people to come together in prayer. Prayer was vital to Jesus in his ministry and helps to bring us into relationship with God through worship and praise. To spend time listening to God and trying to follow His leading; to share concerns and

encouragements; to pray for the church and how we can share God's love in the fellowship and the wider community; to bless the community and to see God's power at work. Two prayer groups met weekly on zoom throughout the year – Monday mornings 8-9am and Thursday evenings 6-7pm. Prayer often led from a Bible passage shared within the groups.

Midweek Groups Our Mid-week house/fellowship groups aim to help us to grow in our faith through Bible study and discussion and get to know and support one another better through fellowship and prayer. Each group has its own identity with the mix that works best for each one – whether that's studying particular books of the Bible, a Christian book, socials, circulating prayer points or walks.

Flower and Banner Group exists to decorate the church throughout the year especially at the festivals. We hope this helps with our welcome and our worship. We enjoy fun and fellowship while we work together to this end. We have managed to decorate in a moderate way for all the festivals.

Bells The team are practising regularly. New people have been taught to ring and numbers have increased.

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 Marys

Starfishes Parent – 'I love coming to this group – it's very calm, but the children have a good range of toys to play with. My child looks forward to coming.' Parent – 'I came here for the first time a few weeks ago and met _____. We now meet up outside the group and have quickly become good friends. This is so important as neither of us have family living close.' Grandparent – 'This is a lovely group – people are so friendly.' 'It's helpful to talk to you as I am new in the area. Thank you for your advice on schools and for listening!' (parent whose grandmother died. She told a member of the team as she was leaving the previous week, so it was possible to follow that conversation up at the next group)

Local Schools 'Thank you so much for all your efforts. The children had a great time and learnt such a lot. It was a great afternoon out for them and you covered the learning outcomes brilliantly.' 'We have put up a display in the entrance of the school of the children participating in the pilgrimage. They had a fantastic time and they are proud of the work they produced.' Child – 'You're the lady who comes into our school to do assemblies – when are you coming in again?' The children really enjoyed the puppets at the Christingle Service. They were talking about them on the way back to school. They made a real impact on them.

Little Fishes Pre-School After the Ofsted rating "Good" a Parents Facebook comments were "totally well deserved – such a wonderful Pre-School"

Coffee Shop 'Thank goodness for coffee shop – it gives me somewhere to go. I've got to get out of the house, and it's a lovely place to meet people.' "Coffee Shop is a lovely caring community"

Bell Ringing Team "I was persuaded to have a go at bell ringing and thought it sounded a bit dull at the time but it has progressed into ringing in Competitions! The Saturday morning practice is genuinely one of the highlights of my week. We are not content with "good enough" and are always trying to get better."

Questions Group 'I love this group. I feel I can ask any question without feeling silly. I've learned so much about God and it's really made a difference in my life. I now realise how relevant the Bible is to today and I know I've changed a lot through it.'

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 2022, Expenditure exceeded Income by £10,455.


We continued to meet 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 £14,699. The PCC spent £212,967 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 15th May 2023 and signed on its behalf by Sarah Swift (Vicar).

Signed..........

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 2022 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 R J Sears

Date 23 MARCH 2023

R J Sears FCCA
Hentons
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 2022

	Note	General Fund	Unrestricted Little Fishes	Other Designated	Restricted	Endowment	Total 2022	Total 2021
		£	£	£	£	£	£	£
Income and Endowments from:								
Donations and Legacies	2a	104,870	-	1,548	154	-	106,572	110,847
Income from Charitable Activities	2b	10,235	84,378	1,824	-	-	96,437	83,991
Investment Income	2c	614	4	1,491	1	-	2,110	1,508
Other Income	2d	17,321	-	-	-	-	17,321	18,067
Total Income and Endowments:		133,040	84,382	4,863	155	-	222,440	214,413
Expenditure on:								
Expenditure on Charitable Activities	3	128,008	75,632	24,045	3,403	-	231,088	218,486
Total Expenditure:		128,008	75,632	24,045	3,403	-	231,088	218,486
(Losses)/Gains on Investments	6	-	-	(1,316)	-	(481)	(1,797)	1,685
Net Income/(Expenditure)		5,032	8,750	(20,498)	(3,248)	(481)	(10,445)	(2,388)
Transfers between Funds		(2,119)	(8,750)	10,869	-	-	-	-
Net Movement in Funds		2,913	-	(9,629)	(3,248)	(481)	(10,445)	(2,388)
Reconciliation of Funds								
Total Funds Brought Forward		34,322	5,882	254,378	189,312	4,617	488,511	490,899
Total Funds Carried Forward		37,235	5,882	244,749	186,064	4,136	478,066	488,511

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Balance Sheet as at 31st December 2022

			2022	2021
	Note	£	£	£
Fixed Assets				
Tangible fixed assets	5	186,000		188,000
Investments	6	<u>16,395</u>		<u>17,246</u>
			202,395	205,246
Current Assets				
Debtors	7	10,487		5,799
Short term Bank Deposit		250,364		250,093
Cash at bank and in hand		<u>32,548</u>		<u>31,704</u>
		293,399		287,596
Less current Liabilities				
Creditors – due within one year	8	<u>(17,728)</u>		<u>(4,331)</u>
Net Current Assets			275,671	283,265
Total Net Assets			<u><u>478,066</u></u>	<u><u>488,511</u></u>
Parish Funds:				
Unrestricted				
General		37,235		34,322
Designated	10	<u>250,631</u>		<u>260,260</u>
			287,866	294,582
Restricted	11			
All Restricted		64		1,312
Property		<u>186,000</u>		<u>188,000</u>
			186,064	189,312
Endowment	12			
Legacy			4,136	4,617
Total Funds			<u><u>478,066</u></u>	<u><u>488,511</u></u>

These Financial Statements were approved by the Harlow Parochial Church Council

On the 20th March 2023 and signed on their behalf by:-

SJ Swift Vicar
Sarah Swift

R Carrington Hon. Treasurer
Robert Carrington

The notes on pages 4 to 19 form part of these accounts

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)
Notes to the Financial Statements for the Year Ending 31st December 2022

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 global economy and the impact of the Coronavirus pandemic 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 2022

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 2022, the total of the accumulated income was £30,610 (2021 - £33,702).

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 2022

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 £16,395 (2021: £17,247)

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 2022 - cont.

2) Income and Endowments Details:		General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2022	Total 2021
2a Donations and Legacies							
Gift Aided Income		44,388	-	-	-	44,388	44,639
Tax Recovered		13,450	-	-	-	13,450	13,314
Charitable Trusts, CAF, Payroll, etc.		26,190	-	-	-	26,190	26,265
Plate and Offering		5,880	-	-	-	5,880	4,101
Gifts and Donations		14,962	-	1,548	154	16,664	18,528
Legacy Income		-	-	-	-	-	4,000
Sub-total		104,870	-	1,548	154	106,572	110,847
2b Income from Charitable Activities							
Little Fishes Pre-School		-	84,378	-	-	84,378	69,952
Other Charitable Activities		989	-	-	-	989	415
Fees due to PCC		1,097	-	1,824	-	2,921	5,344
Fees due to Diocese		1,647	-	-	-	1,647	1,898
Hall and other lettings		6,502	-	-	-	6,502	6,315
Book of Remembrance		-	-	-	-	-	67
Sub-total		10,235	84,378	1,824	-	96,437	83,991
2c Investments							
Bank Interest		25	4	1,491	1	1,521	981
Dividends		589	-	-	-	589	527
Sub-total		614	4	1,491	1	2,110	1,508
2d Other Income							
Rent - 134 East Park and 9 Longacre		14,699	-	-	-	14,699	15,182
Miscellaneous		2,622	-	-	-	2,662	2,885
Sub-total		17,321	-	-	-	17,321	18,067
Total Income and Endowments		133,040	84,382	4,863	155	222,440	214,413

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - cont.

3) Expenditure:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2022	Total 2021
Expenditure on Charitable Activities						
Missionary and Charitable Giving						
Overseas	-	-	10,279	-	10,279	11,480
Home and Local Mission	-	-	7,773	69	7,842	10,798
	-	-	18,052	69	18,121	22,278
Ministry						
Diocesan Parish Share (Net) See note 19	49,324	-	-	-	49,324	49,324
Clergy & Clergy Recruitment Expenses	2,202	-	-	-	2,202	819
Music & Worship	1,562	-	-	-	1,562	1,182
Other Charitable Activities	856	-	1,540	-	2,396	765
Heat, Light, Clean	12,933	-	-	-	12,933	9,235
Insurance	5,951	-	-	-	5,951	5,708
Upkeep of Churchyard	6,478	-	1,070	90	7,638	6,897
Repairs, Maintenance & Refurbishment	12,433	-	2,783	1,244	16,460	16,976
Maintenance 134 East Park; 9 Longacre	5,008	-	-	-	5,008	2,755
Administration	18,314	-	-	-	18,314	18,068
Materials & Supplies	4,094	-	-	-	4,094	2,912
Other	6,093	-	-	-	6,093	6,975
Depreciation of PCC Property	-	-	-	2,000	2,000	2,000
Independent Examiners Fees	2,760	-	-	-	2,760	2,520
Little Fishes	-	75,632	-	-	75,632	70,072
Children's Work	-	-	600	-	600	-
	128,008	75,632	5,993	3,334	212,967	196,208
Total Expenditure	128,008	75,632	24,045	3,403	231,088	218,486

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - cont.

	2022 £	2021 £
4) Staff Costs		
Salaries	77,792	71,479
Social security costs	-	10
Pension contributions	2,556	2,232
	<u>80,348</u>	<u>73,721</u>

The average number of employees in the year was 10 (2021:10) comprising a Parish Administrator and Pre-school workers.

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

	2022 £	2021 £
5) Tangible Fixed Assets		
Freehold Property		
Cost as at 1 st January 2022 and 31 st December 2022	<u>240,116</u>	<u>240,116</u>
Depreciation as at 1 st January 2022	52,116	50,116
Charge for year	<u>2,000</u>	<u>2,000</u>
Depreciation as at 31 st December 2022	54,116	52,116
Net book value as at 31 st December 2022	<u>186,000</u>	<u>188,000</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

	2022 £	2021 £
6) Investments		
Market value as at 1 st January 2022	17,246	10,413
Additions in the year	946	5,148
Unrealised Gain/(Loss) on Investments	(1,797)	1,685
Market Value as at 31 st December 2022	<u>16,395</u>	<u>17,246</u>
Investments at Market Value Comprise:		
UK Equity Income Fund – unit trusts	16,330	16,996
Cash held by investment managers	65	250
	<u>16,395</u>	<u>17,246</u>

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - cont.

	2022 £	2021 £
7) Debtors		
Income Tax receivable	1,196	1,488
Other Debtors	<u>9,291</u>	<u>4,311</u>
	<u>10,487</u>	<u>5,799</u>

	2022 £	2021 £
8) Creditors – due within one year		
Trade Creditors	2,699	632
Other Creditors	428	451
Accruals	4,864	3,056
Deferred income	<u>9,737</u>	<u>192</u>
	<u>17,728</u>	<u>4,331</u>

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - cont.

9) Analysis of Net Assets by Fund	2022						2021					
	Unrestricted			Restricted			Unrestricted			Restricted		
	General	Little Fishes	Other Designated	Restricted	Property	Endowment	General	Little Fishes	Other Designated	Restricted	Property	Endowment
	£	£	£	£	£	£	£	£	£	£	£	£
Fixed Assets	-	-	-	-	186,000	-	-	-	-	-	188,000	-
Investments	-	-	12,259	-	-	4,136	-	-	12,629	-	-	4,617
Net Current Assets	37,235	5,882	232,490	64	-	-	34,322	5,882	241,749	1,312	-	-
	37,235	5,882	244,749	64	186,000	4,136	34,322	5,882	254,378	1,312	188,000	4,617
												488,511

10) Designated Funds	2022						2021					
	At 01.01.22 B/Fwd			Transfer from/(to) General Fund			At 01.01.21 B/Fwd			Transfer from/(to) General Fund		
	£	£	£	£	£	£	£	£	£	£	£	£
Choir Fund	512	-	-	-	-	-	492	-	20	-	-	512
Churchyard Fund	12,820	-	-	1,825	(1,070)	(1,316)	7,495	-	4,153	-	1,172	12,820
Fabric Fund	159,596	-	-	1,216	(2,782)	-	158,830	-	766	-	-	159,596
Little Fishes Redundancy Reserve	16,558	8,750	-	40	-	-	16,516	-	42	-	-	16,558
Little Fishes	5,882	(8,750)	84,382	(75,632)	-	-	6,001	-	69,953	(70,072)	-	5,882
Mission Partners Reserve Fund	2,968	-	41	-	-	-	2,942	-	26	-	-	2,968
Mission Partners Fund	17,312	-	34	(8,029)	-	-	17,694	7,830	18	(8,230)	-	17,312
Mission for All	35,876	-	1,627	(11,339)	-	-	49,124	-	83	(13,331)	-	35,876
Parish Office Redundancy Reserve	8,736	1,302	72	-	-	-	5,832	2,859	45	-	-	8,736
Children's Fund	-	817	8	(825)	-	-	-	-	269	(269)	-	-
	260,260	2,119	89,245	(99,677)	(1,316)	(1,316)	264,926	10,689	75,375	(91,902)	1,172	260,260

HARLOW PAROCHIAL CHURCH COUNCIL
(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - cont.

11) Restricted Funds	At 01.01.22 B/Fwd £	Transfer from/(to) General Fund £	Movement		At 31.12.22 C/Fwd £
			Incoming £	Outgoing £	
Audio Visual Fund	1,243	-	1	(1,244)	-
Church Houses Fund	188,000	-		(2,000)	186,000
Kidz Klub Fund	5	-	64	(69)	-
Mission & Training for Mission	64	-	-	-	64
War Graves Maintenance Fund	-	-	90	(90)	-
	189,312	-	155	(3,403)	186,064

Restricted Funds – previous year	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

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 01.01.22 B/Fwd £	Transfer from General Fund £	Movement			At 31.12.22 C/Fwd £
			Incoming £	Outgoing £	Gains/ (Losses) £	
Loder Grave Maintenance Fund	4,617	-	-	-	(481)	4,136

Endowment Fund – previous year	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

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 2022 - 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 £4,136 – 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 received any remuneration during the current or preceding year.

During the year a number of Trustees made unconditional donations amounting to £8,370. In addition, several Trustees give via the plate offering, which is not quantified. (2021: Unconditional donations of £5,280 from Trustees)

16) Operating lease commitments receivable

As at 31st December 2022 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 (2021: £1,265).

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - 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	2022 £	2021 £
Mission Partners	Extra Gifts at Christmas	1,200	1,650
Esperanza Children's Home	Paraguay Donation	350	500
Open Doors	Donation	-	200
TEAR Fund	Donation	-	300
Samaritan's Purse	Donation	-	300
Simeon's Trustees	Donation - Joint Patron of the Benefice	200	250
Streets2Homes	Donation	-	800
New Wine	Donation	-	150
The Bible Society	Donation	-	200
Good News for Everyone (was Gideons)	Donation	50	200
Scripture Union	Donation	150	200
Church Pastoral Aid Society	Donation	400	400
LMDC Charity (was Essex Clergy)	Donation	200	200
Christian Hope International	Donation	250	250
St Clare Hospice	Donation	-	500
Harlow Food Bank	Donation	1,500	1,500
Kidz Klub	Donation	-	-
Christian Solidarity Worldwide	Donation	-	200
Asha Kiran	Donation	-	100
Visiting Speaker/Worship Leader	Donations	-	-
Seedtime (Mongolia)	Donation	-	-
Bishop's Appeal	Donation	-	-
Church Mission Society	Donation	-	-
William & Sarah Babumba Projects	Uganda Donation	-	-
Mission Direct	Donation	250	250
The Children's Society	Donation	-	300
Supporting Local Churches/ Schools		1,000	800
Boxes of Hope/ Holiday Lunch Clubs			
Total		<u>5,550</u>	<u>9,250</u>

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - 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 2022 and 2021 as Agency Collections. As at 31st December 2022 £50 (2021: £40) was held by the PCC as Agent.

Agency Collection	Note	2022 £	2021 £
Streets2Homes	Coffee Shop	1877-07	1027-34
Christian Hope International	Donations for Woolly Hats	-	27-40
Children's Society	Christingle Service	-	137-42
Miscellaneous	Church Activity and General Collections & Donations	128-98	110-00
Samaritans Purse	Donations for Litter Picking	105-00	-
Good News for Everyone (was Gideons UK)	Donations	-	10-00
Tearfund	Quiz Night	-	270-00
Total		2,111-05	1,582-16

20) The Cost of a Vicar

A major part of the Diocesan Parish Share is paying for the Vicar. The amount we paid in 2022, (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 2023 and 2022.

The Direct Cost of a Vicar	2023	2022
Stipend	29,932	27,628
Related Costs	487	490
National Insurance	2,621	2,454
Pension	7,126	10,093
Council Tax	2,954	2,447
Water rates	747	641
Insurance	837	528
Housing management	8,078	7,134
DBS Checks	132	61
In service training	552	520
Total	53,466	51,996

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2022 - 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 2022, it came to £61,050-59p.

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

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

22) Prior year comparative figures for the financial statements

Statement of Financial Activities for the year ended 31 st December 2021	Notes	General Fund	Unrestricted Little Fishes	Other Designated	Restricted	Endowment	Total 2021
		£	£	£	£	£	£
Income and Endowments from: Donations and Legacies	2a	110,446	-	289	112	-	110,847
Income from Charitable Activities	2b	9,886	69,952	4,153	-	-	83,991
Investment Income	2c	527	1	980	-	-	1,508
Other Income	2d	18,067	-	-	-	-	18,067
Total Income and Endowments:		138,926	69,953	5,422	112	-	214,413
Expenditure on:							
Expenditure on Charitable Activities	3	124,046	70,072	21,830	2,538	-	218,486
Total Expenditure:		124,046	70,072	21,830	2,538	-	218,486
Gains/(Losses) on Investments	6	-	-	1,172	-	513	1,685
Net Income/(Expenditure)		14,880	(119)	(15,236)	(2,426)	513	(2,388)
Transfers between Funds		(10,689)	-	10,689	-	-	-
Net Movement in Funds		4,191	(119)	(4,547)	(2,426)	513	(2,388)
Reconciliation of Funds							
Total Funds Brought Forward		30,131	6,001	258,925	191,738	4,104	490,899
Total Funds Carried Forward		34,322	5,882	254,378	189,312	4,617	488,511

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

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

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

Income and Endowments analysis for the year ended 31 st December 2021:	General Fund	Unrestricted Little Fishes	Other Designated	Restricted All Restricted	Total 2021
22a Donations and Legacies					
Gift Aided Income	44,639	-	-	-	44,639
Tax Recovered	13,274	-	36	4	13,314
Trust, CAF, Payroll, etc.	26,265	-	-	-	26,265
Plate and Offering	3,940	-	143	18	4,101
Gifts and Donations	18,328	-	110	90	18,528
Legacy Income	4,000	-	-	-	4,000
Sub-total	110,446	-	289	112	110,847
22b Income from Charitable Activities					
Little Fishes Pre-School	-	69,952	-	-	69,952
Other Charitable Activities	415	-	-	-	415
Fees due to PCC	1,191	-	4,153	-	5,344
Fees due to Diocese	1,898	-	-	-	1,898
Hall and other lettings	6,315	-	-	-	6,315
Book of Remembrance + Bookstall	67	-	-	-	67
Sub-total	9,886	69,952	4,153	-	83,991
22c Investments					
Bank Interest	-	1	980	-	981
Dividends	527	-	-	-	527
Sub-total	527	1	980	-	1,508
22d Other Income					
Rent - 134 East Park and 9 Longacre	15,182	-	-	-	15,182
Miscellaneous	2,885	-	-	-	2,885
Sub-total	18,067	-	-	-	18,067
Total Income and Endowments	138,926	69,953	5,422	112	214,413

HARLOW PAROCHIAL CHURCH COUNCIL

(Charity Number 1131774)

Notes to the Financial Statements for the Year Ending 31st December 2021 - 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 2021
Expenditure on Charitable Activities					
Missionary and Charitable Giving					
Overseas	-	-	11,480	-	11,480
Home and Local Mission	-	-	10,350	448	10,798
	-	-	21,830	448	22,278
Ministry					
Diocesan Parish Share (Net) See note 19	49,324	-	-	-	49,324
Clergy & Clergy Recruitment Expenses	819	-	-	-	819
Music & Worship	1,182	-	-	-	1,182
Other Charitable Activities	765	-	-	-	765
Heat, Light, Clean	9,235	-	-	-	9,235
Insurance	5,708	-	-	-	5,708
Upkeep of Churchyard	6,807	-	-	90	6,897
Repairs, Maintenance & Refurbishment	16,976	-	-	-	16,976
Maintenance 134 East Park; 9 Longacre	2,755	-	-	-	2,755
Administration	18,068	-	-	-	18,068
Materials & Supplies	2,912	-	-	-	2,912
Other	6,975	-	-	-	6,975
Depreciation of PCC Property	-	-	-	2,000	2,000
Independent Examiners Fees	2,520	-	-	-	2,520
Little Fishes	-	70,072	-	-	70,072
Legal and Professional Fees	-	-	-	-	-
	124,046	70,072	-	2,090	196,208
Total Expenditure	124,046	70,072	21,830	2,538	218,486