

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, STEVENAGE

England & Wales - Charity number 1131873

Details

Other names	THE PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, STEVENAGE, HOLY TRINITY PCC, STEVENAGE
Status	Registered
Legal form	Previously excepted
Registered	2009-09-28
Register	View on the Charity Commission register

Contact

Address	18 Letchmore Road Stevenage SG1 3JD
Phone	01438353229
Email	vicar@holytrinity-stevenage.org.uk
Website	http://www.holytrinity-stevenage.info/

Activities

Objects: Promoting in the ecclesiastical parish the whole mission of the Church.

Activities: Regular public worship open to all. The provision of sacred space for personal prayer and contemplation. Pastoral work, including visiting the sick and bereaved. Teaching Christianity through sermons, courses and small groups. Promotion of Christianity through the staging of events and meetings, and the distribution of literature. Supporting other charities in the UK and overseas.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£125,097	£122,526	-	-
2023-12-31	£127,123	£135,898	-	-
2022-12-31	£125,787	£112,459	-	-
2021-12-31	£103,495	£103,743	-	-
2020-12-31	£109,194	£109,006	-	-

Trustees

Name	Role	Appointed
ANDY THOMAS		
Alison Jane Baker		2024-03-03
Audrey May Fastenbauer		2026-03-08
CLIVE ROBERT BELL		2013-07-30
Caroline Howard		2026-03-08
David Karl Thaemert		2026-03-08
Dr Keith John BATTARBEE		2023-03-23
Gentian Mouron-Adams		2025-03-23
Glynis Joy IRETON		2019-04-07
Ian David HAMILTON		2023-03-12
JANICE ANNE APHORPE		2019-04-07
Karen Wendy CATTELL		2022-03-20
LEE ROBERT SLATER		2017-03-04
Mary Jean Barton		2023-03-12
Rajesh Katuri		2025-03-23
Rebecca Birch		2026-03-08
Rev Ruth Ellen CARROLL		2018-09-26
SUSAN MARGARET BENFORD		2013-07-30

Accounts



and

HOLY TRINITY PAROCHIAL CHURCH COUNCIL, STEVENAGE

including the churches of Holy Trinity and Christ the King

ANNUAL ACCOUNTS

and

FINANCIAL REVIEW

YEAR ENDED 31st DECEMBER 2024

Registered Charity No. 1131873

Holy Trinity Church, Stevenage
Annual Report of the Parochial Church Council
for the Year Ended 31 December 2024

Aim and purposes

The charitable purpose of Holy Trinity's Parochial Church Council (PCC) is the advancement of religion. The principal function of the PCC is to support the advancement of the Christian religion by promoting, in co-operation with the Vicar, in the geographical, ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. In addition, the PCC has responsibility to the Anglican Congregation at the Church of Christ the King Local Ecumenical Project located within the parish at Filey Close, Symonds Green, Stevenage (currently the sole congregation there, as there are no ecumenical partners at present), and maintenance responsibilities for the Church buildings and Churchyard of Holy Trinity, High Street, Stevenage, and the house at 413 Scarborough Avenue, Stevenage.

Objectives and activities

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. The PCC works to enable the church to play its part in Christian mission to the world; to co-operate with the vicar in sharing leadership; to care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission; to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments; and to be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally.

Using the language on the gov.uk site: we provide and maintain a place of worship, generally advance the Christian religion, educate people about the religion, provide pastoral care and outreach, and support missionary and evangelical activities. We provide buildings / facilities / open space (as mentioned above – the church, churchyard, and house), provide services (community activities to combat social isolation, including an Art Club), and make grants to organisations (giving a portion of our planned income to other charities). We help adherents of the Christian religion, but also the general public, especially people living within our geographical parish, including children and the elderly.

In addition, the PCC's activities as listed below have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty, need, and social isolation, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly. Moreover, as a result of activity in the pursuit of the advancement of the Christian religion, the PCC has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage, maintenance of which is undertaken by the PCC.

Achievements and performance

Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, Morning and Evening Prayer and Services of the Word provide the opportunity to hear and reflect upon a number of Scripture passages read by and within a small gathering, while our Eucharists engage the senses more widely, with the provision of Communion. We provide a range of music on Sunday mornings, with a leaning toward the more traditional styles of hymn at Holy Trinity, and a mix of contemporary choruses with traditional hymns at Church of Christ the King. Much of our corporate worship is accessible by internet &/or telephone for those who are house-bound or ill.

We offer 8:30am daily Morning Prayer, without hymns, for those who prefer a quieter, earlier service, with less variation in the liturgy.

The PCC continues to seek ways in which to involve young families in the life of the church, inviting baptism families to Sunday worship, and providing material for the very young alongside the traditional sermon.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

The PCC and church more widely identified the lonely as a priority group for outreach, desiring to combat social isolation. We organise a monthly Friendship Cafe as well as a Coffee, Craft & Chat drop in at Christ the King. At Holy Trinity the Art Club drop-in is space for anyone but especially the lonely and vulnerable. In turn, some Art Club members enhance the worship life of our church with original artwork. The Holy Trinity Parish Rooms continue to serve as a regular meetings venue for a number of community groups including the Old Town Toddlers and Rainbow Guides.

The daytime open church policy (now Sunday – Friday) permits casual visitors to the church to find a quiet place for prayer and reflection. Votive candles are made available free of charge.

A Pastoral Care group meets regularly to consider the needs of those in the parish unable to attend church due to sickness or infirmity. Home Communion is taken to the house-bound, as requested.

The Parish Magazine "Crozier" continues to receive favourable comment and support both within and beyond the parish family.

Mission and Evangelism

During the year, the PCC felt able to continue to support the religious educational needs of school children via the Bridgebuilders group in Stevenage. An ongoing commitment is in place to support the pioneer mission work of the Oak Church in Stevenage which seeks to engage with the young people of the town.

Ecumenical Relationships

The parish belongs to Churches Together in Stevenage. The Joint Church Council covering the life of Christ the King Church continues as a separate entity under the local responsibility of the Parochial Church Council.

Church attendance

There are 125 parishioners on the Church Electoral Roll, 54 of whom are not resident within the parish. The average weekly attendance has been over 60 adults, including some connecting via Zoom or telephone (plus others who now view services via YouTube, which cannot be accurately counted).

Financial Review

Activities took place which collectively raised £8,051

Planned Christian Giving via our Stewardship Envelopes scheme and by bank standing order is gradually moving over to the Parish Giving Scheme. Combined total of envelopes and standing orders is £52,582 (£51,618 in 2023, £56,016 in 2022, £57,783 in 2021, £60,300 in 2020).

£67,306 was spent in meeting our commitment to supporting the Christian ministry at Holy Trinity and Christ the King as well as our obligations to St Albans Diocese, Stevenage Deanery and Churches Together in Stevenage.

A combination of generous donations, fundraising activities and extraordinary receipts amounting to £32,370 (including the sale of 413 Scarborough Avenue which raised £19,530) during the year led to a surplus of £22,101.

Reserves Policy

It is the PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months' unrestricted payments, to cover emergency situations that may arise from time to time.

It has been our policy to invest our funds balances over and above those needed to maintain three month's payment cover, as well as a positive cash flow position, at our bank with the CBF Church of England Deposit Fund.

Volunteers

We continue to thank all the volunteers who work so hard to make our churches lively, welcoming and vibrant communities. In particular, we want to mention Churchwarden Mary Barton and Deputy Warden Sue Benford, and those who support them on a week-by-week basis, and our bookkeeper John Morgan (Sish Lane). We also continue to thank all the other members of the PCC for their valuable contribution to our ministry and keeping the church running. We have been greatly blessed by the support given during the year to the ministry in the parish by the Rev'd Andy Thomas (non-stipendiary), Readers Clive Bell and Keith Battarbee, and Lay Leader of Worship Glynis Ireton.

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. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

Administrative information

Holy Trinity Church is situated in the High Street, Stevenage. It is part of the Diocese of St Albans within the Church of England.

The correspondence address is The Vicarage, 18 Letchmore Road, Stevenage, Herts. SG1 3JD.

The Parochial Church Council (PCC) is a charity

Elected Members:

Representatives on the Deanery Synod

Mr Lee Slater
Mrs Glynis Ireton
Mr Clive Bell

Parish Representatives

Mrs Janice Apthorpe from 3/3/24
Mrs Alison Baker from 3/3/24
Ms Rebecca Birch until 3/3/24
Mrs Karen Cattell
Miss Susan Fisher
Mr Ian Hamilton
Mrs Nancy Handscomb
Mrs Diane Hanlon until 3/3/24
Mrs Sheila Soothill

PCC Secretary Mrs Janice Apthorpe

The PCC met 10 times during 2024, including a short meeting immediately following the APCM to elect officers; a PCC awayday in January 2024; and one extraordinary meeting in February at which the sole topic was the parish budget for the forthcoming year. The average attendance was 81%

During 2024 the PCC has made a priority the review of church policies, and thanks must be recorded to Alison Baker for her tireless work leading this project. Policies covering all aspects of church life have been reviewed and approved, to ensure that the PCC is following best practice in all areas. The decision was taken in 2024 to sell the property at 413 Scarborough Avenue as it was not being used for the greater good of the parish, and management of the property was becoming burdensome. The PCC has also been monitoring parish finances, and much work has been undertaken by the Finance sub-group with the bookkeeper to bring these under control.

Mary Barton, Churchwarden

Janice Apthorpe, PCC Secretary

Approved by the PCC on 11th March 2025 and signed on their behalf by the Rev'd Dr Ruth Carroll (PCC Chairman)


18 March 2025

Parochial Church Council of Holy Trinity, Stevenage
Statement of Financial Activities

For the year ending 31 December 2024

	Note	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2024 £	2023 £
INCOMING RESOURCES					
Voluntary Income	2(a)	63,211	-	63,211	62,459
Activities for generating funds	2(b)	34,569	-	34,569	23,442
Income from investments	2(c)	174	-	174	22
Church activities	2(d)	13,085	-	13,085	12,511
Other incoming resources	2(e)	9,412	4,646	14,058	28,689
TOTAL INCOMING RESOURCES		120,450	4,646	125,097	127,123
RESOURCES EXPENDED					
Church activities	3(a)	112,617	4,626	117,244	133,421
Cost of generation of voluntary income	3(b)	3,343	-	3,343	2,479
Fund-raising trading costs	3(c)	-	-	-	-
Governance costs	3(d)	1,939	-	1,939	-
TOTAL RESOURCES EXPENDED	3(e)	117,899	4,626	122,526	135,899
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		2,551	20	2,571	8,776
Gains on investment assets:					
on disposal		19,531	-	19,531	-
on revaluation		-	-	-	-
NET MOVEMENT IN FUNDS		22,082	20	22,102	8,776
BALANCES B/FWD 1 JANUARY 2024		13,406	-	13,406	22,182
BALANCES C/FWD 31 DECEMBER 2024		35,488	20	35,508	13,406

Parochial Church Council of Holy Trinity, Stevenage
Balance sheet at 31 December 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible	5	-	19,000
Investments		-	-
		-	19,000
CURRENT ASSETS			
Stock		-	-
Debtors	6	939	504
Prepayments		137	-
Short term deposits		50,224	519
Cash at bank and in hand		- 14,716	13,936
		36,584	14,960
LIABILITIES			
Creditors - amounts falling due in one year	7	25,493	1,511
NET CURRENT ASSETS / (LIABILITIES)		11,090	13,449
Total assets less current liabilities		11,090	13,449
Creditors - amounts falling due after one year		-	10
TOTAL NET ASSETS		11,090	13,439
PARISH FUNDS			
Unrestricted	8	10,708	13,077
Restricted		382	362
		11,090	13,439

Approved by the Parochial Church Council on 11th March 2025 and signed on its behalf by

The Rev'd Dr Ruth Carroll (PCC Chairman)

The notes on pages 6 to 11 form part of these accounts.

Notes to the financial statements

For the year ended 31 December 2024

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. There are currently four restricted funds.

Unrestricted funds are general funds which can be used for PCC ordinary purposes but maybe identified for PCC designated purposes within the accounts.

Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable and is accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred. All such assets have been previously written off under this programme.

The curate's house was held on a value linked loan with the Church Commissioners. All risks associated with the asset value of ownership belong to them and therefore it is not included in these accounts.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. All such assets have been previously written off under this programme.

No investments have been made beyond the short term deposits with the CBF Church of England Deposit Fund shown.

2. INCOMING RESOURCES		Unrestricted Funds	Restricted Funds	TOTAL FUNDS 2024	2023
Note	£	£	£	£	
Voluntary Income					
Planned giving:					
	Gift Aid donations	43,799	-	43,799	43,661
	Tax Recoverable	8,783	-	8,783	7,977
	Other	10,628	-	10,628	10,821
2(a)	63,211	-	63,211	62,459	
Activities for generating funds					
9(a)	Collections (open plate)	6,720	-	6,720	5,943
9(b)	Donations, appeals, etc.	17,931	-	17,931	10,162
9(c)	Fund-raising	8,052	-	8,052	5,554
2(b)	Crozier Magazine	1,867	-	1,867	1,783
	34,569	-	34,569	23,442	
Income from Investments					
	HSBC Deposit Interest	146	-	146	-
	CBF of Church of England Deposit Interest	28	-	28	22
2(c)	174	-	174	22	
Income from church activities					
	Church hall lettings	2,508	-	2,508	2,350
	Fees	5,945	-	5,945	5,423
	Parish Breakfast	817	-	817	876
	Traidcraft Stall	0	-	-	149
9(d)	Other	3,815	-	3,815	3,714
Sub-Total 2(d)	13,085	-	13,085	12,511	
	413 Scarborough Avenue letting	5,250	-	5,250	7,200
	413 Scarborough Avenue utilities/maintenance	3,149	-	3,149	3,665
9(e)	Extraordinary Income	70	4,646	4,716	17,824
	PAYE/NIC	943	-	943	-
Sub-Total 2(e)	9,412	4,646	14,058	28,689	
Total incoming resources		120,450	4,646	125,097	127,123
3. RESOURCES EXPENDED					
Church activities					
Missionary and charitable giving					
Overseas:					
	Familia Moja (Part Tithed Mission)	1,749	-	1,749	1,627
	SCIMP	12	-	12	10
Sub-Total	1,761	-	1,761	1,636	
Home:					
	Abbeyfield	38	-	38	-
	Age UK	231	-	231	26
	Alzheimers Society	-	-	-	-
	Beds & Herts Historic Churches Trust	730	-	730	430
	Bishop's Harvest Appeal	132	-	132	-
	Bridgebuilders (Tithed Mission)	2,000	-	2,000	2,000
	Church of Christ the King	-	-	-	178
	Dementia UK	140	-	140	-
	East & North Herts Hospital Charity	-	-	-	175
	Foodshed	-	-	-	20
	Friends of Holy Trinity	118	-	118	-
	Garden House Hospice	-	-	-	222
	Holy Trinity PCC (half Age Concern Colln)	-	-	-	26
	Letchmore Infant' & Nursery School	-	-	-	-
	Mayor's Fund	108	-	108	-
	RNLI Cromer Lifeboat Station	125	-	125	-
	St Albans Diocesan Ordinands Fund	-	-	-	-
	Stroke Association	-	-	-	-
	The Haven	4	-	4	3
	The Oak Church (Tithed Mission)	2,000	-	2,000	2,000
	The Children's Society	37	-	37	55
	Total Charitable Giving	7,422	-	7,422	6,771
	Ministry: Diocesan Parish Share	66,996	-	66,996	65,764
	Wider Church: JCC/Deanery/CTiS	310	-	310	300
Sub-Total	67,306	-	67,306	66,064	

Other ministry costs	9(f)	12,430	-	12,430	15,887
Church running and maintenance	9(g)	10,578	-	10,578	8,748
Church Utilities	9(g)	4,323	-	4,323	6,429
Parish magazine costs		419	-	419	454
Printing and stationery	9(h)	1,377	-	1,377	1,479
Major renovations/repairs		-	-	-	-
Extraordinary expenditure	9(j)	54	4,626	4,680	20,344
Wages and Salaries	4(a)9(k)	7,766	-	7,766	7,245
PAYE/NIC		943	-	943	-
	3(a)	<u>112,617</u>	<u>4,626</u>	<u>117,244</u>	<u>133,421</u>

Fund raising costs

100 Club		1,950	-	1,950	1,936
Parish Breakfast		345	-	345	178
Other		1,048	-	1,048	365
	Sub-Total 3(b)	<u>3,343</u>	<u>-</u>	<u>3,343</u>	<u>2,479</u>

Governance Costs	9(i)	1,939	-	1,939	-
	Sub-Total 3(d)	<u>1,939</u>	<u>-</u>	<u>1,939</u>	<u>-</u>

TOTAL RESOURCES EXPENDED	3(e)	<u>117,899</u>	<u>4,626</u>	<u>122,526</u>	<u>135,899</u>
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4. STAFF COSTS

Wages and salaries	4(a)	<u>7,766</u>	<u>-</u>	<u>7,766</u>	<u>7,245</u>
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During the year the PCC employed a parish secretary and administrator, grass cutter and two church cleaners (all part time) but no payments were large enough to attract social security costs. Other similarly small payment of fees were paid in respect of occasional duties performed by vergers, relief organists and sexton.

Together these employees equate to less than one full time employee.

Payments to PCC members 4(b)

Payments in respect of expenses incurred on behalf of the PCC have been paid to PCC members: Rev'd Dr Ruth Carroll; Janice Apthorpe, Mary Barton; Clive Bell; Diane Hanlon

A salary has been paid to Janice Apthorpe in her role as Parish Secretary

Vergers fees have been paid to Mary Barton and Sue Benford

100 Club prizes have been paid to, or associates of, PCC Members: Clive Bell; Ian Hamilton; Diane Hanlon; Lee Slater

All payments referred to in this note are included under the relevant expense categories within the PCC accounts.

5. FIXED ASSETS

During the year, the property formerly held as a home for a Curate at 413 Scarborough Avenue, Stevenage and in which the PCC held a 6.57534% equity share, was sold for £304,000. After costs, the sale of this assets raised a net £19,531 being the share due to the PCC.

6. DEBTORS (UNRESTRICTED FUNDS)

	2024 £	2023 £
Prepayments and accrued interest	939	504

7. LIABILITIES

	2024 £	2023 £
Amounts falling due in one year (unrestricted funds)	-	10
Accruals for utility and other costs	-	-
Other creditors	<u>25,493</u>	<u>1511</u>
	<u>25,493</u>	<u>1521</u>

8. FUNDS

Restricted funds are held by the PCC until such time as the conditions on which the money has been lodged are met.

Designated funds have accumulated over time and represent funds that have been set aside for various purposes. The amounts remain held accounted as such unless, or until, the PCC determines that payments be made from them.

Restricted Fund movements

£

Balance as at 1 January 2024	362	
Incoming resources	4,646	
Resources expended	<u>-4,626</u>	
Balance at 31 December 2024	<u>382</u>	382

Designated Fund movements

£

Balance as at 1 January 2024	8,108	
Incoming resources	67,586	
Resources expended	<u>-45,463</u>	
Balance at 31 December 2024	<u>30,232</u>	30,232

Unrestricted/Undesignated Fund movements

£

Balance as at 1 January 2024	4,936	
Incoming resources	72,395	
Resources expended	<u>-72,437</u>	
Balance at 31 December 2024	<u>4,894</u>	4,894
		<u><u>35,508</u></u>

Balances at Bank as at 31 December 2024

Current Account	-14,716	
Deposit Account	30,146	
CCLA Restoration	86	
CCLA Clock	461	
CCLA Deposit	19,531	
	<u>35,508</u>	<u><u>35,508</u></u>

9. ADDITIONAL NOTES FOR THE PARISH**(a) Collections (open plate)**

	2024		2023	
General Plate	£	5,757.68	£	5,459
Baptism Services	£	23.16	£	87
Christmas Services	£	318.35	£	203
Wedding Services	£	-	£	45
Funeral Services	£	325.75	£	107
Other Services	£	295.01	£	41
	£	<u>6,719.95</u>	£	<u>5,943</u>

(b) Donations, appeals, etc.

	2024		2023	
Age UK	£	230.71	£	52
Bishop's Harvest Appeal	£	132.00	£	-
Christingle (The Children' Society)	£	37.15	£	55
CtK Carol Service	£	108.16	£	353
Dementia UK	£	139.50	£	-
Donation for bible	£	-	£	20
Donation for Friends of Holy Trinity	£	117.50	£	-
Donation for Easter Eggs	£	-	£	262
Donations for Dishwasher Fund	£	-	£	50
Donation in memory of Louie Richards	£	217.50	£	-
Donation in memory of Norman Apthorpe	£	-	£	1,000
Donations via Amazon Smile	£	-	£	22
Donations via DONr	£	-	£	30
Donations via GoodBox	£	35.00	£	260
Donations via Wall Safe	£	705.17	£	732
Familia Moja	£	147.00	£	25
Foodshed	£	-	£	20
Garden House Hospice	£	-	£	222
General Donations	£	4,040.98	£	3,220
General Donations - Gift Aided	£	8,307.49	£	1,303
Historic Churches Bike n Hike	£	730.00	£	430
Holy Trinity Church Choir	£	-	£	100
JustGiving Donations	£	5.00	£	80
Macmillan Support	£	37.50	£	-
PAYAZ Device	£	2,594.50	£	1,914
RNLI Cromer	£	125.00	£	-
SCIMP	£	12.06	£	10
The Haven	£	3.85	£	3
Towards candles	£	204.78	£	-
	£	<u>17,930.85</u>	£	<u>10,162</u>

<u>9(c) Fund Raising</u>	2024		2023	
Afternoon Tea	£	1,374.00	£	837
Book Sales	£	750.00	£	1,144
Bike 'n Hike	£	423.43	£	268
Coffee Morning	£	23.20	£	-
Easter Saturday	£	-	£	35
Jason Lee Concert	£	2,137.00	£	-
Ploughmans' Lunch	£	1,231.00	£	1,042
Christmas Fayre	£	2,112.91	£	2,228
		£ 8,051.54	£ 5,553.66	
<u>9(d) Other Income</u>	2024		2023	
100 Club	£	1,906.00	£	1,532
Easter Eggs	£	75.00		
Flower Fund	£	218.32	£	260
Sundries	£	946.22	£	564
Wedding Deposits	£	669.00	£	1,358
Youth Work	£	-	£	-
		£ 3,814.54	£ 3,714	
<u>9(e) Extraordinary Income</u>	2024		2023	
Boiler Replacement funds from Friends of Holy Trinity	£	-	£	13,450
Donation towards Dishwasher	£	-	£	744
Electrical safety funds from Friends of Holy Trinity	£	2,996.00	£	2,880
Grant for Art Club (Warm Space)	£	-	£	500
Art Club	£	50.00	£	-
Grant towards Hot Chocolate Project	£	-	£	250
Insurance Claim - Boundary Wall Repair	£	1,650.36	£	-
Pilgrimage Minivan	£	20.00	£	-
		£ 4,716.36	£ 17,824	
<u>9(f) Other Ministry Costs</u>	2024		2023	
Clergy Travel	£	1,011.17	£	166
Fees	£	3,324.00	£	3,001
413 Scarborough Avenue	£	8,095.16	£	12,720
		£ 12,430.33	£ 15,887	
<u>9(g) Church running and maintenance</u>	2024		2023	
Admin	£	236.96	£	190
Easter Eggs	£	180.00	£	-
Flower Arranging	£	112.14	£	140
General Maintenance	£	1,232.88	£	827
Heat & Light	£	4,018.19	£	6,145
Insurance of the Church	£	2,042.26	£	1,953
Organ Maintenance	£	336.00	£	328
Payroll	£	162.00	£	-
Stewardship	£	22.35	£	81
Sundries	£	943.22	£	564
Telephone	£	1,347.94	£	678
Upkeep of Services	£	3,292.97	£	2,612
Water	£	305.09	£	284
Wedding Deposits Used	£	669.00	£	1,358
Youth Work	£	-	£	15
		£ 14,901.00	£ 15,177	
<u>9(h) Stationery</u>	2024		2023	
Photocopier Rental	£	468.00	£	468
Photocopier Paper	£	266.25	£	264
Inkjet Cartridges	£	120.70	£	294
General resources	£	164.39	£	14
Postages	£	72.00	£	-
Photocopies	£	285.21	£	438
		£ 1,376.55	£ 1,479	
<u>9(i) Governance Costs</u>	2024		2023	
Quinquennial Inspection	£	1,939.10	£	-
		£ 1,939.10	£ -	

9(j) Extraordinary expenditure	2024	2023
Advent Wreath	£ -	£ 317
Art Club	£ -	£ 469
Boiler Replacements	£ -	£ 13,450
Boundary Wall repairs	£ 1,650.36	£ -
Dishwasher	£ -	£ 1,794
Electrical Safety Checks	£ 2,976.00	£ 2,880
Hot Chocolate Project	£ -	£ 38
Loft Ladder	£ -	£ 630
Plaque for Candle Stand	£ 29.99	£ -
Prayer & Care Packages	£ -	£ 356
Easter Scenes for Children	£ 24.00	£ -
Vicar Discretionary Purchase	£ -	£ 410
	£ 4,680.35	£ 20,344
9(k) Wages	2024	2023
Caretaker / Cleaner	£ 2,128.60	£ 1,048
Grasscutter	£ -	£ 300
Organist	£ 1,060.00	£ 1,320
Secretary	£ 4,577.28	£ 4,577
	£ 7,765.88	£ 7,245
9(l) Upkeep of Services	2024	2023
Books	£ 106.84	£ 45
Candles	£ 1,157.18	£ 1,540
Chocolate Eggs	£ 180.00	£ -
Music	£ 847.39	£ 771
Communion Wafers	£ 334.90	£ 226
Communion Wine	£ 134.10	£ 30
One License Subscription	£ 232.80	£ -
Zoom Subscription	£ 299.76	£ -
	£ 3,292.97	£ 2,612

INDEPENDENT EXAMINER'S REPORT

TO THE PCC OF HOLY TRINITY CHURCH, STEVENAGE

This report on the accounts of the PCC for the year ended 31 December 2024 which are set out on pages 1 to 11, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of trustees and examiner

As members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

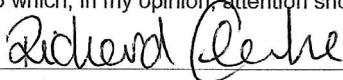
Basis of this report


My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.





Date

Accounts



and



HOLY TRINITY PAROCHIAL CHURCH COUNCIL, STEVENAGE

including the churches of Holy Trinity and Christ the King

ANNUAL ACCOUNTS
and

FINANCIAL REVIEW

YEAR ENDED 31st DECEMBER 2023

Registered Charity No. 1131873

Holy Trinity Church, Stevenage
Annual Report of the Parochial Church Council
for the Year Ended 31 December 2023

Aim and purposes

The charitable purpose of Holy Trinity's Parochial Church Council (PCC) is the advancement of religion. The principal function of the PCC is to support the advancement of the Christian religion by promoting, in co-operation with the Vicar, in the geographical, ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. In addition, the PCC has responsibility to the Anglican Congregation at the Church of Christ the King Local Ecumenical Project located within the parish at Filey Close, Symonds Green, Stevenage (currently the sole congregation there, as there are no ecumenical partners at present), and maintenance responsibilities for the Church buildings and Churchyard of Holy Trinity, High Street, Stevenage, and the house at 413 Scarborough Avenue, Stevenage.

Objectives and activities

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. The PCC works to enable the church to play its part in Christian mission to the world; to co-operate with the vicar in sharing leadership; to care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission; to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments; and to be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally.

Using the language on the gov.uk site: we provide and maintain a place of worship, generally advance the Christian religion, educate people about the religion, provide pastoral care and outreach, and support missionary and evangelical activities. We provide buildings / facilities / open space (as mentioned above – the church, churchyard, and house), provide services (community activities to combat social isolation, including an Art Club), and make grants to organisations (giving a portion of our planned income to other charities). We help adherents of the Christian religion, but also the general public, especially people living within our geographical parish, including children and the elderly.

In addition, the PCC's activities as listed below have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty, need, and social isolation, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly. Moreover, as a result of activity in the pursuit of the advancement of the Christian religion, the PCC has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage, maintenance of which is undertaken by the PCC.

Achievements and performance

Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, Morning and Evening Prayer and Services of the Word provide the opportunity to hear and reflect upon a number of Scripture passages read by and within a small gathering, while our Eucharists engage the senses more widely, with the provision of Communion. We provide a range of music on Sunday mornings, with a leaning toward the more traditional styles of hymn at Holy Trinity, and a mix of contemporary choruses with traditional hymns at Church of Christ the King. Much of our corporate worship is accessible by internet &/or telephone for those who are house-bound or ill.

We offer an 8 am Eucharist once a month, without hymns, for those who prefer a quieter, earlier service, with less variation in the liturgy.

The PCC continues to seek ways in which to involve young families in the life of the church, inviting baptism families to Sunday worship, and providing material for the very young alongside the traditional sermon.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

The PCC and church more widely identified the lonely as a priority group for outreach, desiring to combat social isolation. We organise a monthly Friendship Cafe as well as a Coffee, Craft & Chat drop in at Christ the King. At Holy Trinity the Art Club drop-in is space for anyone but especially the lonely and vulnerable. In turn, some Art Club members enhance the worship life of our church with original artwork. The Holy Trinity Parish Rooms continue to serve as a regular meetings venue for a number of community groups including the Old Town Toddlers and Rainbow Guides.

The daytime open church policy (now Sunday – Thursday) permits casual visitors to the church to find a quiet place for prayer and reflection. Votive candles are made available free of charge.

A Pastoral Care group meets regularly to consider the needs of those in the parish unable to attend church due to sickness or infirmity. Home Communion is taken to the house-bound, as requested.

The Parish Magazine "Crozier" continues to receive favourable comment and support both within and beyond the parish family.

Mission and Evangelism

During the year, the PCC felt able to continue to support the religious educational needs of school children via the Bridgebuilders group in Stevenage. An ongoing commitment is in place to support the pioneer mission work of the Oak Church in Stevenage which seeks to engage with the young people of the town.

Ecumenical Relationships

The parish belongs to Churches Together in Stevenage. The Joint Church Council covering the life of Christ the King Church continues as a separate entity under the local responsibility of the Parochial Church Council.

Church attendance

There are 126 parishioners on the Church Electoral Roll, 54 of whom are not resident within the parish. The average weekly attendance has been over 60 adults, including some connecting via Zoom or telephone (plus others who now view services via YouTube, which cannot be accurately counted).

Financial Review

Activities took place which collectively raised £5,554.

Planned Christian Giving via our Stewardship Envelopes scheme and by bank standing order is gradually moving over to the Parish Giving Scheme. Combined total of envelopes and standing orders is £51,618 (£56,016 in 2022, £57,783 in 2021, £60,300 in 2020).

£66,064 as spent in meeting our commitment to supporting the Christian ministry at Holy Trinity and Christ the King as well as our obligations to St Albans Diocese, Stevenage Deanery and Churches Together in Stevenage.

A combination of generous donations, fundraising activities and extraordinary receipts amounting to £32,370 during the year still led to a shortfall of £8,776 which was covered by withdrawals from reserves.

Reserves Policy

It is the PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months' unrestricted payments, to cover emergency situations that may arise from time to time.

It has been our policy to invest our funds balances over and above those needed to maintain three month's payment cover, as well as a positive cash flow position, at our bank with the CBF Church of England Deposit Fund.

Volunteers

We continue to thank all the volunteers who work so hard to make our churches lively, welcoming and vibrant communities. In particular, we want to mention Churchwarden Mary Barton and Deputy Warden Sue Benford, and those who support them on a week-by-week basis. We also continue to thank all the other members of the PCC and Task Team / Group leaders for their valuable contribution to our ministry and keeping the church running. We have been greatly blessed by the support given during the year to the ministry in the parish by the Rev'd Andy Thomas (non-stipendiary), Readers Clive Bell and Keith Battarbee, and Lay Leader of Worship Glynis Ireton, who also serves as sacristan to Holy Trinity

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.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met seven times during the year (six normal meetings plus a short meeting immediately after the APCM) with an average attendance of 75%.


John Morgan, Bookkeeper


Mary Barton, Churchwarden

Administrative information

Holy Trinity Church is situated in the High Street, Stevenage. It is part of the Diocese of St Albans within the Church of England.

The correspondence address is The Vicarage, 18 Letchmore Road, Stevenage, Herts. SG1 3JD.

The Parochial Church Council (PCC) is a charity

PCC Members who have served from 1 January 2023 until the date this report was approved are:

Ex Officio Members:

<i>Vicar</i>	Rev'd Dr Ruth Carroll (PCC Chairman)
<i>Self-Supporting Associate Minister:</i>	Rev'd Andy Thomas
<i>Reader:</i>	Mr Clive Bell
<i>Reader:</i>	Mr Keith Battarbee
<i>Wardens:</i>	Mrs Mary Barton Vacant

Deputy Warden: Mrs Sue Benford

Elected Members:

Representatives on the Deanery Synod


Mr Lee Slater	
Mrs Glynis Iretton	
Mrs Suzanne Sandry	Until 12/3/2023
Mr Clive Bell	w.e.f. 12/3/2023

Parish Representatives

Mrs Janice Apthorpe	Until 12/3/2023
Ms Rebecca Birch	
Mrs Karen Cattell	
Mrs Susan Fisher	
Mr Ian Hamilton	
Mrs Nancy Handscombe	
Mrs Diane Hanlon	
Mr Francis Nartey	Until 12/3/2023
Mrs Val Piesse	Until 12/3/2023
Mrs Sheila Soothill	

PCC Secretary Mrs Janice Apthorpe

Approved by the PCC on 6 March 2024 and signed on their behalf by the Rev'd Dr Ruth Carroll


20.10.2024

Parochial Church Council of Holy Trinity, Stevenage
Statement of Financial Activities

For the year ending 31 December 2023

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2023 £	2022 £
INCOMING RESOURCES						
Voluntary Income	2(a)	62,459	-	-	62,459	68,478
Activities for generating funds	2(b)	23,342	100	-	23,442	24,416
Income from investments	2(c)	22	-	-	22	6
Church activities	2(d)	12,511	-	-	12,511	13,767
Other incoming resources	2(e)	28,689	-	-	28,689	19,118
TOTAL INCOMING RESOURCES		127,023	100	-	127,123	125,787
RESOURCES EXPENDED						
Church activities	3(a)	133,420	-	-	133,420	109,800
Cost of generation of voluntary income	3(b)	2,479	-	-	2,479	2,501
Fund-raising trading costs	3(c)	-	-	-	-	158
Governance costs	3(d)	-	-	-	-	-
TOTAL RESOURCES EXPENDED	3(e)	135,898	-	-	135,898	112,459
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		- 8,875	100	- -	8,775	13,328
Gains on investment assets:						
on disposal		-	-	-	-	-
on revaluation		-	-	-	-	-
NET MOVEMENT IN FUNDS		- 8,875	100	- -	8,775	13,328
BALANCES B/FWD 1 JANUARY 2023		23,120	-	-	23,120	9,793
BALANCES C/FWD 31 DECEMBER 2023		14,245	100	-	14,345	23,120

Parochial Church Council of Holy Trinity, Stevenage
Balance sheet at 31 December 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible Investments	5	19,000	19,000
		-	-
		<u>19,000</u>	<u>19,000</u>
CURRENT ASSETS			
Stock		-	197
Debtors	6	504	1,747
Short term deposits		519	498
Cash at bank and in hand		13,937	23,559
		<u>14,961</u>	<u>26,000</u>
LIABILITIES			
Creditors - amounts falling due in one year	7	1,511	3,775
NET CURRENT ASSETS / (LIABILITIES)		<u>13,450</u>	<u>22,226</u>
Total assets less current liabilities		13,450	22,226
Creditors - amounts falling due after one year		10	10
TOTAL NET ASSETS		<u>13,440</u>	<u>22,216</u>

PARISH FUNDS

8

Unrestricted	13,078	22,166
Restricted	362	50
Endowment	-	-
	<u>13,440</u>	<u>22,216</u>

Approved by the Parochial Church Council on 6 March 2024 and signed on its behalf by

The Rev'd Dr Ruth Carroll (PCC Chairman)

The notes on pages 6 to 11 form part of these accounts.

Notes to the financial statements

For the year ended 31 December 2023

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. There is currently only one restricted fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes but maybe identified for PCC designated purposes within the accounts.

Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable and is accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred. All such assets have been previously written off under this programme.

The curate's house is held on a value linked loan with the Church Commissioners. All risks associated with the asset value of ownership belong to them and therefore it is not included in these accounts.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. All such assets have been previously written off under this programme.

No investments have been made beyond the short term deposits with the CBF Church of England Deposit Fund shown.

2. INCOMING RESOURCES		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
Note	£	£	£	£	2023	2022
					£	£
Voluntary Income						
Planned giving:						
	Gift Aid donations	43,661	-	-	43,661	47,582
	Tax Recoverable	7,977	-	-	7,977	8,434
	Other	10,821	-	-	10,821	12,462
2(a)		<u>62,459</u>	-	-	<u>62,459</u>	<u>68,478</u>
Activities for generating funds						
9(a)	Collections (open plate)	5,943	-	-	5,943	5,877
9(b)	Donations, appeals, etc.	10,062	100	-	10,162	13,982
9(c)	Fund-raising	5,554	-	-	5,554	2,769
	Messy Church	-	-	-	-	-
	Crozier Magazine	1,783	-	-	1,783	1,789
2(b)		<u>23,342</u>	<u>100</u>	-	<u>23,442</u>	<u>24,416</u>
Income from Investments						
	CBF of Church of England Deposit Interest	22	-	-	22	6
2(c)		<u>22</u>	-	-	<u>22</u>	<u>6</u>
Income from church activities						
	Church hall lettings	2,350	-	-	2,350	2,760
	Fees	5,423	-	-	5,423	5,769
	Parish Breakfast	876	-	-	876	790
	Traidcraft Stall	149	-	-	149	87
9(d)	Other	3,714	-	-	3,714	4,362
	<i>Sub-Total</i>	<u>12,511</u>	<u>0</u>	-	<u>12,511</u>	<u>13,767</u>
	413 Scarborough Avenue letting	7,200	-	-	7,200	7,200
	413 Scarborough Avenue utilities/maintenance	3,665	-	-	3,665	4,107
9(e)	Extraordinary Income	17,824	-	-	17,824	7,811
	<i>Sub-Total</i>	<u>28,689</u>	-	-	<u>28,689</u>	<u>19,118</u>
	Total incoming resources	<u>127,023</u>	<u>100</u>	-	<u>127,123</u>	<u>125,786</u>

3. RESOURCES EXPENDED

Church activities			2023	2022
Missionary and charitable giving				
Overseas:				
	Familia Moja	1,627	-	-
	SCIMP	10	-	25
	<i>Sub-Total</i>	<u>1,636</u>	-	<u>25</u>
Home:				
	Abbeyfield	-	-	-
	Age UK	26	-	-
	Alzheimers Society	-	-	231
	Beds & Herts Historic Churches Trust	430	-	425
	Bishop's Harvest Appeal	-	-	54
	Bridgebuilders	2,000	-	1,500
	Church of Christ the King	178	-	178
	East & North Herts Hospital Charity	175	-	-
	Foodshed	20	-	-
	Friends of Holy Trinity	-	-	-
	Garden House Hospice	222	-	-
	Holy Trinity PCC (half Age Concern Colln)	26	-	26
	Letchmore Infant' & Nursery School	-	-	91
	Mayor's Fund	-	-	143
	St Albans Diocesan Ordinands Fund	-	-	83
	Stroke Association	-	-	226
	The Haven	3	-	9
	The Oak Church	2,000	-	1,500
	The Children's Society	55	-	100
	<i>Total Charitable Giving</i>	<u>6,771</u>	-	<u>4,387</u>
	Ministry: Diocesan Parish Share	65,764	-	65,764
	Wider Church: JCC/Deanery/CTiS	300	-	300
	<i>Sub-Total</i>	<u>66,064</u>	-	<u>65,042</u>

Other ministry costs	9(f)	15,887	-	-	15,887	13,825
Church running and maintenance	9(g)	8,747	-	-	8,747	8,206
Church Utilities	9(g)	6,429	-	-	6,429	2,965
Parish magazine costs		454	-	-	454	1,789
Printing and stationery	9(h)	1,479	-	-	1,479	991
Major renovations/repairs		-	-	-	-	-
Extraordinary expenditure	9(j)	20,344	-	-	20,344	5,873
Wages and Salaries	4(a)9(k)	7,245	-	-	7,245	6,723
	3(a)	<u>133,420</u>	-	-	<u>133,420</u>	<u>109,801</u>

Fund raising costs

100 Club		1,936	-	-	1,936	2,096
Parish Breakfast		178	-	-	178	61
Other		365	-	-	365	344
<i>Sub-Total</i>	3(b)	<u>2,479</u>	-	-	<u>2,479</u>	<u>2,501</u>

Traidcraft		0	-	-	-	158
<i>Sub-Total</i>	3(c)	<u>0</u>	-	-	<u>0</u>	<u>158</u>

Governance Costs	9(i)	-	-	-	-	0
<i>Sub-Total</i>	3(d)	<u>-</u>	-	-	<u>-</u>	<u>0</u>

TOTAL RESOURCES EXPENDED	3(e)	<u>135,898</u>	-	-	<u>135,898</u>	<u>112,461</u>
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4. STAFF COSTS

Wages and salaries	4(a)	<u>7,245</u>	-	-	<u>7,245</u>	<u>6,723</u>
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During the year the PCC employed a parish secretary and administrator, grass cutter and two church cleaners (all part time) but no payments were large enough to attract social security costs. Other similarly small payment of fees were paid in respect of occasional duties performed by vergers, relief organists and sexton.

Together these employees equate to less than one full time employee.

Payments to PCC members 4(b)

Payments in respect of expenses incurred on behalf of the PCC have been paid to PCC members: Rev'd Dr Ruth Carroll; Janice Apthorpe, Elaine Hawkes; Diane Hanlon; Keith Battarbee; Glynis Ireton

A salary has been paid to Janice Apthorpe in her role as Parish Secretary

Fee payments have been made to PCC Members: Sue Benford, Mary Barton

100 Club prizes have been paid to, or associates of, PCC Members: Becky Birch, Clive Bell, Suzanne Sandry, Diane Hanlon, Lee Slater.

All payments referred to in this note are included under the relevant expense categories within the PCC accounts.

5. FIXED ASSETS

With effect from 1 July 2011, the Church Commissioners have awarded the PCC a small share in the equity of the Curate's House at 413 Scarborough Avenue, Stevenage in recognition of improvements made to the property by the PCC.

Estimated value of property = £290,000

Equity Share = 6.57534% which approximates to £19,000

6. DEBTORS (UNRESTRICTED FUNDS)

	2023	2022
	£	£
Prepayments and accrued interest	504	1747

7. LIABILITIES

	2023	2022
	£	£
Amounts falling due in one year (unrestricted funds)	10	3775
Accruals for utility and other costs	-	-
Other creditors	<u>1,511</u>	<u>10</u>
	<u>1,521</u>	<u>3785</u>

8. FUNDS

Designated funds have accumulated over time and represent funds that have been set aside for various purposes. The amounts remain held accounted as such unless, or until, the PCC determines that payments be made from them.

Designated Fund movements	£	£
Balance as at 1 January 2023	13,082	
Incoming resources	32,151	
Resources expended	<u>-35,043</u>	
Balance at 31 December 2023	<u>10,190</u>	-10,190
Balances at Bank as at 31 December 2023		
Current a/c	13,937	
CCLA Clock Fund a/c	437	
CCLA Restoration Fund a/c	<u>82</u>	
	<u>14,457</u>	14,457

UNDESIGNATED FUNDS AVAILABLE 4,266

9. ADDITIONAL NOTES FOR THE PARISH

(a) Collections (open plate)

	2023		2022		
General Plate	£ 5,458.93		£ 4,671		
Baptism Services	£ 87.45		£ 415		
Christmas Services	£ 203.30		£ 343		
Wedding Services	£ 44.77		£ -		
Funeral Services	£ 107.01		£ 5		
Other Services	£ 41.26	£	<u>5,942.72</u>	£ 443	£ 5,877

9(b) Donations, appeals, etc.

	2023		2022		
Abbeyfield	£ -		£ -		
Age UK	£ 51.97		£ -		
Alzheimers Society	£ -		£ 231		
Bishop's Harvest Appeal	£ -		£ 54		
Bishop's Ordinands Fund	£ -		£ 83		
Christingle (The Children' Society)	£ 55.22		£ 100		
CtK Carol Service	£ 352.67		£ -		
Donation for bible	£ 20.00		£ -		
Donation for Friends of Holy Trinity	£ -		£ -		
Donation for Easter Eggs	£ 262.00		£ -		
Donations for Dishwasher Fund	£ 50.00		£ -		
Donation in memory of Patricia Keal	£ -		£ -		
Donation in memory of Geoff Withers	£ -		£ 1,934		
Donations in memory of Derek Jackson	£ -		£ 356		
Donation in memory of Norman Apthorpe	£ 1,000.00				
Donation towards organist fee	£ -		£ 80		
Donations via Amazon Smile	£ 22.12		£ 21		
Donations via DONr	£ 30.00		£ 50		
Donations via GoodBox	£ 260.00		£ 391		
Donations via Wall Safe	£ 732.25		£ -		
Familia Moja	£ 25.00		£ -		
Foodshed	£ 20.00		£ -		
Garden House Hospice	£ 221.87				
General Donations	£ 3,219.56		£ 3,711		
General Donations - Gift Aided	£ 1,302.90		£ 5,678		
Historic Churches Bike n Hike	£ 430.00		£ 425		
Holy Trinity Church Choir	£ 100.00		£ -		
JustGiving Donations	£ 80.00		£ 182		
Letchmore Infants' & Nursery School (½ Collection)	£ -		£ 91		
Mayor's Carol Concert	£ -		£ 143		
PAYAZ Device	£ 1,913.50		£ -		
Queen's Platinum Jubilee Donations	£ -		£ 182		
SCIMP	£ 9.75		£ 25		
Stroke Association	£ -		£ 226		
The Haven	£ 3.40		£ 9		
Towards candles	£ -	£	<u>10,162.21</u>	£ 10	£ 13,982

9(i) Governance Costs

	2023		2022	
Fire Risk Assessment	£	-	£	-

9(j) Extraordinary expenditure

	2023		2022	
Advent Wreath	£	316.74	£	-
Art Club	£	469.32	£	32
Boiler Replacements	£	13,450.03	£	-
Boundary Wall repairs	£	-	£	3,602
Candle Gifts	£	-	£	-
Dishwasher	£	1,794.00	£	-
Electrical Safety Checks	£	2,880.00	£	-
Godly Play Materials	£	-	£	338
Hardship Relief	£	-	£	22
Hot Chocolate Project	£	37.68	£	-
Loft Ladder	£	630.00	£	-
Maintenance Grant	£	-	£	1,279
Prayer & Care Packages	£	356.22	£	-
Stevenage Pride Award	£	-	£	100
Streamers and Bells	£	-	£	225
Vicar Discretionary Purchase	£	409.90	£	-
Vicar's Retreat	£	-	£	220
Vicar's Training Course	£	-	£	55
	£	20,343.89	£	5,873

9(k) Wages

	2023		2022	
Caretaker	£	1,047.85	£	1,291
Grasscutter	£	300.00	£	275
Organist	£	1,320.00	£	580
Secretary	£	4,577.28	£	4,577
	£	7,245.13	£	6,723

9(l) Upkeep of Services

	2023		2022	
COVID-19	£	-	£	36
Books	£	44.93	£	52
Candles	£	1,539.84	£	602
Music	£	771.00	£	926
Candle Stand	£	-	£	44
Communion Wafers	£	226.16	£	170
Communion Wine	£	30.30	£	-
Microphone Clips	£	-	£	-
Palm Crosses	£	-	£	-
Zoom Subscription	£	-	£	144
	£	2,612.23	£	1,885

**INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF HOLY TRINITY CHURCH, STEVENAGE**

This report on the accounts of the PCC for the year ended 31 December 2023 which are set out on pages 1 to 11, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of trustees and examiner

As members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respects the requirements

- to keep accounting records in accordance with section 130 of the Act; and
- to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Gerke

7th October 2024

Date

Accounts



and



HOLY TRINITY PAROCHIAL CHURCH COUNCIL, STEVENAGE

including the churches of Holy Trinity and Christ the King

ANNUAL ACCOUNTS

and

FINANCIAL REVIEW

YEAR ENDED 31st DECEMBER 2022

Registered Charity No. 1131873

Holy Trinity Church, Stevenage
Annual Report of the Parochial Church Council
for the Year Ended 31 December 2022

Aim and purposes

The charitable purpose of Holy Trinity's Parochial Church Council (PCC) is the advancement of religion. The principal function of the PCC is to support the advancement of the Christian religion by promoting, in co-operation with the Vicar, in the geographical, ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. In addition, the PCC has responsibility to the Anglican Congregation at the Church of Christ the King Local Ecumenical Project located within the parish at Filey Close, Symonds Green, Stevenage (currently the sole congregation there, as there are no ecumenical partners at present), and maintenance responsibilities for the Church buildings and Churchyard of Holy Trinity, High Street, Stevenage, and the house at 413 Scarborough Avenue, Stevenage.

Objectives and activities

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. The PCC works to enable the church to play its part in Christian mission to the world; to co-operate with the vicar in sharing leadership; to care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission; to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments; and to be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally.

Using the language on the gov.uk site: we provide and maintain a place of worship, generally advance the Christian religion, educate people about the religion, provide pastoral care and outreach, and support missionary and evangelical activities. We provide buildings / facilities / open space (as mentioned above – the church, churchyard, and house), provide services (community activities to combat social isolation, see Pastoral Care below), and make grants to organisations (giving a portion of our planned income to other charities). We help adherents of the Christian religion, but also the general public, especially people living within our geographical parish, including children and the elderly, and we make small grants to other charities or voluntary bodies.

In addition, the PCC's activities as listed below have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty, need, and social isolation, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly. Moreover, as a result of activity in the pursuit of the advancement of the Christian religion, the PCC has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage, maintenance of which is undertaken by the PCC.

Achievements and performance

Worship and Prayer

This PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, Morning and Evening Prayer provide the opportunity to hear and reflect upon a number of Scripture passages read by and within a small gathering, whilst our Eucharists engage the senses more widely, with the provision of Communion. We provide a range of music on Sunday mornings, with a leaning toward the more traditional styles of hymn at Holy Trinity, and a mix of contemporary choruses with traditional hymns at Church of Christ the King. Almost all of our corporate worship is accessible by internet &/or telephone for those who are house-bound or continue to shield.

We continue to offer an 8 am Eucharist, currently once a month, without hymns, for those who prefer a quieter, earlier service, with less variation in the liturgy.

The PCC continues to seek ways in which to involve young families in the life of the church, inviting baptism families to Sunday worship, and providing material for the very young alongside the traditional sermon.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

The PCC and church more widely identified the lonely as a priority group for outreach, desiring to combat social isolation. We resumed the monthly Friendship Cafe as well as a Coffee, Craft & Chat drop in at Christ the King. At Holy Trinity the Art Club has resumed as a drop-in space for anyone but especially the lonely and vulnerable. In turn, some Art Club members enhance the worship life of our church with original artwork. The Holy Trinity Parish Rooms continue (albeit on much reduced in number following the COVID restrictions) to serve as a regular meetings venue for a number of community groups including the Old Town Toddlers and Rainbow Guides.

The post-COVID resumption of daytime open church policy (currently Monday – Thursday) permits casual visitors to the church to find a quiet place for prayer and reflection. Votive candles are made available free of charge.

A Pastoral Care group meets regularly to consider the needs of those in the parish unable to attend church due to sickness or infirmity. Home Communion is taken to the house-bound, as requested.

The Parish Magazine "Crozier" continues to receive favourable comment and support both within and beyond the parish family.

Mission and Evangelism

During the year, the PCC felt able to support the religious educational needs of school children via the Bridgebuilders group in Stevenage. An ongoing commitment is in place to support the pioneer mission work of the Oak Church in Stevenage which seeks to engage with the young people of the town.

Ecumenical Relationships

The parish belongs to Churches Together in Stevenage.

Church attendance

There are 124 parishioners on the Church Electoral Roll, 53 of whom are not resident within the parish. The average weekly attendance has been over 60 adults, including some connecting via Zoom or telephone (plus others who now view services via YouTube, which cannot be accurately counted).

Financial Review

Activities took place which collectively raised £2,769.00.

COVID implications continue to reflect reduced Planned Christian Giving via our Stewardship Envelopes scheme and by bank standing order. Combined total of envelopes and standing orders is £56,016 (£57,783 in 2021, £60,300 in 2020). A review of Planned Christian Giving will take place in 2023.

£65,042 was spent in meeting our commitment to supporting the Christian ministry at Holy Trinity and Christ the King as well as our obligations to St Albans Diocese, Stevenage Deanery and Churches Together in Stevenage.

A combination of generous donations, fundraising activities and extraordinary receipts amounting to £23,175 during the year has resulted in a net surplus of income over expenditure of £13,396.

Reserves Policy

It is the PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months' unrestricted payments, to cover emergency situations that may arise from time to time.

It has been our policy to invest our funds balances over and above those needed to maintain three month's payment cover, as well as a positive cash flow position, at our bank with the CBF Church of England Deposit Fund.

Volunteers

We continue to thank all the volunteers who work so hard to make our churches lively, welcoming and vibrant communities. In particular, we want to mention Lee Slater and Elaine Hawkes who, although having stood down from their positions as Church wardens, have continued to perform many of the warden functions pending the election of replacements, as well as Deputy Warden Sue Benford, and those who support them on a week-by-week basis. We give thanks for the election of Mary Barton to the role of Church warden at the end of the year. We also continue to thank all the other members of the PCC and its sub-committees for their valuable contribution to our ministry and for keeping the church running. We have been greatly blessed by the support given during the year to the ministry in the parish by the Rev'd Andy Thomas (self-supporting), Readers: Anne Price, Clive Bell and Keith Battarbee and Lay Leader of Worship Glynis Ireton, who also serves as sacristan to Holy Trinity.


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.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The PCC met 7 times in 2022. This included one meeting immediately after the APCM for the purpose of appointing officers of the PCC, and one meeting which was devoted solely to discussing and formulating our Mission Action Plan. The average attendance was 64%.


John Morgan, Bookkeeper

Mary Barton, Churchwarden


Administrative Information

Holy Trinity Church is situated in the High Street, Stevenage. It is part of the Diocese of St Albans within the Church of England.

The correspondence address is The Vicarage, 18 Letchmore Road, Stevenage, Herts. SG1 3JD.

The Parochial Church Council (PCC) is a charity

PCC Members who have served from 1 January 2022 until the date this report was approved are:

Ex Officio Members:

<i>Vicar</i>	Rev'd Dr Ruth Carroll (PCC Chairman)	
<i>Self-Supporting Associate Minister:</i>	Rev'd Andy Thomas	
<i>Reader:</i>	Mrs Anne Price	Until 21/07/2022
<i>Reader:</i>	Mr Clive Bell	
<i>Reader:</i>	Mr Keith Battarbee	
<i>Wardens:</i>	Mrs Elaine Hawkes	Until 31/07/2022
	Mr Lee Slater	Until 31/07/2022
	Mrs Mary Barton	w.e.f. 11/12/2022
<i>Deputy Warden:</i>	Mrs Sue Benford	

Elected Members:

<i>Representatives on the Deanery Synod</i>	Mr Lee Slater	
	Mrs Glynis Ireton	
	Mrs Suzanne Sandry	

Parish Representatives

Mrs Janice Apthorpe	
Ms Rebecca Birch	
Mrs Karen Cattell	w.e.f. 20/03/2022
Mrs Susan Fisher	w.e.f. 20/03/2022
Mr Ian Hamilton	
Mrs Nancy Handscombe	w.e.f. 20/03/2022
Mrs Diane Hanlon	
Mr Clive Hearmon	Until 20/03/2022
Mr Francis Nartey	
Mrs Val Piesse	
Mrs Sheila Soothill	
Mr Geoff Withers	Until 4 February 2022

PCC Secretary

Mrs Janice Apthorpe

Approved by the PCC on 7th February 2023 and signed on their behalf by the Rev'd Dr Ruth Carroll (PCC Chairman)



Signed 9 March 2023

after independent examination

**Parochial Church Council of Holy Trinity, Stevenage
Statement of Financial Activities**

For the year ending 31 December 2022

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2022 £	2021 £
INCOMING RESOURCES						
Voluntary Income	2(a)	68,478	-	-	68,478	70,881
Activities for generating funds	2(b)	24,416	-	-	24,416	14,213
Income from investments	2(c)	6	-	-	6	0
Church activities	2(d)	13,297	470	-	13,767	9,095
Other incoming resources	2(e)	19,118	-	-	19,118	9,307
TOTAL INCOMING RESOURCES		125,317	470	-	125,787	103,495
RESOURCES EXPENDED						
Church activities	3(a)	109,330	470	-	109,800	102,361
Cost of generation of voluntary income	3(b)	2,501	-	-	2,501	1,220
Fund-raising trading costs	3(c)	158	-	-	158	17
Governance costs	3(d)	-	-	-	-	144
TOTAL RESOURCES EXPENDED	3(e)	111,989	470	-	112,459	103,743
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		13,328	-	-	13,328	247
Gains on investment assets:						
on disposal		-	-	-	-	-
on revaluation		-	-	-	-	-
NET MOVEMENT IN FUNDS		13,328	-	-	13,328	247
BALANCES B/FWD 1 JANUARY 2022		9,793	-	-	9,793	10,040
BALANCES C/FWD 31 DECEMBER 2022		23,120	-	-	23,120	9,793

**Parochial Church Council of Holy Trinity, Stevenage
Balance sheet at 31 December 2022**

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible	5	19,000	19,000
Investments		-	-
		19,000	19,000
CURRENT ASSETS			
Stock		197	200
Debtors	6	1,747	3,601
Short term deposits		498	491
Cash at bank and in hand		23,559	9,135
		26,000	13,427
LIABILITIES			
Creditors - amounts falling due in one year	7	3,775	4,530
NET CURRENT ASSETS / (LIABILITIES)		22,226	8,897
Total assets less current liabilities		22,226	8,897
Creditors - amounts falling due after one year	7	10	10
TOTAL NET ASSETS		22,216	8,887

PARISH FUNDS	8		
Unrestricted		22,166	8,838
Restricted		50	50
Endowment		-	-
		<u>22,216</u>	<u>8,888</u>

Approved by the Parochial Church Council on 9th / MARCH 2023 and signed on its behalf by

The Rev'd Dr Ruth Carroll (PCC Chairman)

The notes on pages 6 to 11 form part of these accounts.

Notes to the financial statements

For the year ended 31 December 2022

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. There is currently only one restricted fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes but maybe identified for PCC designated purposes within the accounts.

Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable and is accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred. All such assets have been previously written off under this programme.

The curate's house is held on a value linked loan with the Church Commissioners. All risks associated with the asset value of ownership belong to them and therefore it is not included in these accounts.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. All such assets have been previously written off under this programme.

No investments have been made beyond the short term deposits with the CBF Church of England Deposit Fund shown.

2. INCOMING RESOURCES		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
	Note	£	£	£	2022	2021
					£	£
Voluntary Income						
Planned giving:						
Gift Aid donations		47,582	-	-	47,582	49,392
Tax Recoverable		8,434	-	-	8,434	13,098
Other		12,462	-	-	12,462	8,391
	2(a)	<u>68,478</u>	<u>-</u>	<u>-</u>	<u>68,478</u>	<u>70,881</u>
Activities for generating funds						
Collections (open plate)	9(a)	5,877	-	-	5,877	2,681
Donations, appeals, etc.	9(b)	13,982	-	-	13,982	9,220
Fund-raising	9(c)	2,769	-	-	2,769	650
Messy Church		-	-	-	0	-
Crozier Magazine		1,789	-	-	1,789	1,661
	2(b)	<u>24,416</u>	<u>-</u>	<u>-</u>	<u>24,416</u>	<u>14,213</u>
Income from Investments						
CBF of Church of England Deposit Interest		6	-	-	6	0
	2(c)	<u>6</u>	<u>-</u>	<u>-</u>	<u>6</u>	<u>0</u>
Income from church activities						
Church hall lettings		2,760	-	-	2,760	1,160
Fees		5,769	-	-	5,769	4,834
Parish Breakfast		790	-	-	790	218
Traidcraft Stall		87	-	-	87	45
Other	9(d)	3,892	470	-	4,362	2,838
	<i>Sub-Total</i> 2(d)	<u>13,297</u>	<u>470</u>	<u>-</u>	<u>13,767</u>	<u>9,095</u>
413 Scarborough Avenue letting		7,200	-	-	7,200	7,200
413 Scarborough Avenue utilities/maintenance		4,107	-	-	4,107	1,299
Extraordinary Income	9(e)	7,811	-	-	7,811	808
	<i>Sub-Total</i> 2(e)	<u>19,118</u>	<u>-</u>	<u>-</u>	<u>19,118</u>	<u>9,307</u>
Total incoming resources		<u>125,317</u>	<u>470</u>	<u>-</u>	<u>125,787</u>	<u>103,495</u>

3. RESOURCES EXPENDED

Church activities			2022	2021
Missionary and charitable giving				
Overseas:				
Familia Moja		-	-	2,628
Bishop's Harvest Appeal - D.R. of Congo		-	-	185
SCIMP		25	25	-
	<i>Sub-Total</i>	<u>25</u>	<u>25</u>	<u>2,813</u>
Home:				
Abbeyfield		-	-	30
Age UK		-	-	76
Alzheimers Society		231	231	-
Beds & Herts Historic Churches Trust		425	425	330
Bishop's Harvest Appeal		54	54	-
Bridgebuilders		1,500	1,500	1,500
Friends of Holy Trinity		-	-	175
Letchmore Infant' & Nursery School		91	91	-
Mayor's Fund		143	143	-
St Albans Diocesan Ordinands Fund		83	83	68
Stroke Association		226	226	-
The Haven		9	9	-
The Oak Church		1,500	1,500	1,500
The Children's Society		100	100	-
	<i>Total Charitable Giving</i>	<u>4,387</u>	<u>4,387</u>	<u>6,493</u>
Ministry: Diocesan Parish Share		64,742	64,742	64,805
Wider Church: JCC/Deanery/CTiS		300	300	1,445
	<i>Sub-Total</i>	<u>65,042</u>	<u>65,042</u>	<u>66,250</u>

Other ministry costs	9(f)	13,825	-	-	13,825	12,698
Church running and maintenance	9(g)	8,206	-	-	8,206	7,378
Church Utilities	9(g)	2,965	-	-	2,965	2,289
Parish magazine costs		1,789	-	-	1,789	478
Printing and stationery	9(h)	991	-	-	991	773
Major renovations/repairs		-	-	-	0	-
Extraordinary expenditure	9(j)	5,873	-	-	5,873	317
Wages and Salaries	4(a)9(k)	6,723	-	-	6,723	5,684
	3(a)	<u>109,800</u>	-	-	<u>109,800</u>	<u>102,361</u>

Fund raising costs

100 Club		2,096	-	-	2,096	1,080
Parish Breakfast		61	-	-	61	6
Other		343	-	-	343	134
<i>Sub-Total</i>	3(b)	<u>2,501</u>	-	-	<u>2,501</u>	<u>1,220</u>

Traidcraft		158	-	-	158.45	17
<i>Sub-Total</i>	3(c)	<u>158</u>	-	-	<u>158</u>	<u>17</u>

Governance Costs	9(i)	-	-	-	-	144
<i>Sub-Total</i>	3(d)	<u>-</u>	-	-	<u>-</u>	<u>144</u>

TOTAL RESOURCES EXPENDED	3(e)	<u>112,459</u>	-	-	<u>112,459</u>	<u>103,743</u>
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4. STAFF COSTS

Wages and salaries	4(a)	<u>6,723</u>	-	-	<u>6,723</u>	<u>5,684</u>
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During the year the PCC employed a parish secretary and administrator, grass cutter and two church cleaners (all part time) but no payments were large enough to attract social security costs. Other similarly small payment of fees were paid in respect of occasional duties performed by vergers, relief organists and sexton.

Together these employees equate to less than one full time employee.

Payments to PCC members 4(b)

Payments in respect of expenses incurred on behalf of the PCC have been paid to PCC members: Rev'd Dr Ruth Carroll; Janice Apthorpe, Clive Bell; Anne Price; Lee Slater; Elaine Hawkes; Diane Hanlon; Keith Battarbee; Glynis Ireton; Sue Benford

A salary has been paid to Janice Apthorpe in her role as Parish Secretary

Fee payments have been made to associates of PCC Members: Geoff Withers

100 Club prizes have been paid to, or associates of, PCC Members: Karen Cattell; Diane Hanlon; Elaine Hawkes

5. FIXED ASSETS

With effect from 1 July 2011, the Church Commissioners have awarded the PCC a small share in the equity of the Curate's House at 413 Scarborough Avenue, Stevenage in recognition of improvements made to the property by the PCC.

Estimated value of property = £290,000

Equity Share = 6.57534% which approximates to £19,000

6. DEBTORS (UNRESTRICTED FUNDS)

	2022 £	2021 £
Prepayments and accrued interest	1,747	3601

7. LIABILITIES

	2022 £	2021 £
Amounts falling due in one year (unrestricted funds)	3,775	824
Accruals for utility and other costs	-	-
Other creditors	<u>10</u>	<u>10</u>
	<u>3,785</u>	<u>834</u>

8. FUNDS

Designated funds have accumulated over time and represent funds that have been set aside for various purposes. The amounts remain held accounted as such unless, or until, the PCC determines that payments be made from them.

Designated Fund movements

	£
Balance as at 1 January 2022	10,697
Incoming resources	32,669
Resources expended	-30,283
Balance at 31 December 2022	<u>13,083</u>

9. ADDITIONAL NOTES FOR THE PARISH

9(a) Collections (open plate)

	2022		2021		
General Plate	£ 4,671		£ 2,253		
Baptism Services	£ 415		£ 185		
Christmas Services	£ 343		£ 89		
Wedding Services	£ -		£ 30		
Funeral Services	£ 5		£ 100		
Other Services	£ 443	£	<u>5,877</u>	£	<u>25</u> £ 2,682

9(b) Donations, appeals, etc.

	2022		2021		
Abbeyfield	£ -		£ 30		
Age UK	£ -		£ 76		
Alzheimers Society	£ 231		£ -		
Bishop's Harvest Appeal	£ 54		£ 185		
Bishop's Ordinands Fund	£ 83		£ -		
Christingle (The Children' Society)	£ 100		£ -		
Donation for Friends of Holy Trinity	£ -		£ 175		
Donation per Give-a-Car	£ -		£ 95		
Donations in memory of Margaret Ashby	£ -		£ 265		
Donation in memory of Patricia Keal	£ -		£ 25		
Donation in memory of Geoff Withers	£ 1,934		£ -		
Donations in memory of Derek Jackson	£ 356		£ -		
Donation towards organist fee	£ 80		£ -		
Donations via Amazon Smile	£ 21		£ 16		
Donations via DONr	£ 50		£ -		
Donations via GoodBox	£ 391		£ 366		
General Donations	£ 3,711		£ 7,330		
General Donations - Gift Aided	£ 5,678		£ -		
Historic Churches Bike n Hike	£ 425		£ 330		
Holy Trinity Church Choir	£ -		£ 50		
JustGiving Donations	£ 182		£ 278		
Letchmore Infants' & Nursery School (½ Collection)	£ 91		£ -		
Mayor's Carol Concert	£ 143		£ -		
Queen's Platinum Jubilee Donations	£ 182		£ -		
SCIMP	£ 25		£ -		
Stroke Association	£ 226		£ -		
The Haven	£ 9		£ -		
Towards candles	£ 10	£	<u>13,982</u>	£	<u>9,220</u>

9(c) Fund Raising

	2022		2021		
Book Sales	£ 10		£ 25		
Bike 'n Hike	£ 212		£ 165		
Harvest Festival	£ 90		£ -		
Jubilate Concert	£ 815		£ 460		
Christmas Fayre	£ 1,642	£	<u>2,769</u>	£	<u>650</u>

9(d) Other Income

	2022		2021		
100 Club	£ 2,118		£ 2,218		
Christmas Dinner	£ -		£ -		
Flower Fund	£ 1,023		£ -		
Sundries	£ 1,121		£ -		
Wedding Deposits	£ -		£ 620		
Youth Work	£ 100	£	<u>4,362</u>	£	<u>2,838</u>

<u>9(e) Extraordinary Income</u>	2022		2021	
Bequest	£ 500		£ 500.00	
Boundary Wall repairs	£ 3,602		£ -	
Collection for Catherine Smith (Organist)	£ -		£ 158.00	
Donation towards Dishwasher	£ 1,000		£ -	
Donation towards pastoral care carrier bags	£ -		£ 100.00	
Grant towards Godly Play materials	£ 150		£ -	
Maintenance Grant	£ 2,559		£ -	
Towards Easter Bags	£ -		£ 50.00	
	£	7,811	£	808

<u>9(f) Other Ministry Costs</u>	2022		2021	
Clergy Expenses	£ -		£ -	
Clergy Travel	£ 804		£ 544	
Fees	£ 2,893		£ 2,540	
413 Scarborough Avenue	£ 10,127	£	£ 9,615	£ 12,698
		13,825		

<u>9(g) Church running and maintenance</u>	2022		2021	
Admin	£ 219		£ 83	
Faith Development	£ 80		£ -	
Flower Arranging	£ 428		£ -	
General Maintenance	£ 1,658		£ 1,063	
Heat & Light	£ 2,714		£ 2,124	
Insurance of the Church	£ 1,811		£ 1,723	
Organ Maintenance	£ 328		£ 312	
Stewardship	£ 82		£ 106	
Sundries	£ 821		£ -	
Telephone	£ 895		£ 828	
Upkeep of Services	£ 1,885	9(l)	£ 2,009	
Water	£ 251		£ 166	
Wedding Deposits Used	£ -		£ 1,253	
	£	11,171	£	9,668

<u>9(h) Stationery</u>	2022		2021	
Photocopier Rental	£ 558		£ 468	
Photocopier Paper	£ 67		£ 39	
Photocopies	£ 367	£	£ 266	£ 773
		991		

<u>9(i) Governance Costs</u>	2022		2021	
Fire Risk Assessment	£ -	£	£ 144	£ 144
		-		

<u>9(j) Extraordinary expenditure</u>	2022		2021	
Candle Gifts	£ -		£ 97	
Art Club	£ 32		£ -	
Boundary Wall repairs	£ 3,602		£ 25	
Streamers and Bells	£ 225		£ -	
Godly Play Materials	£ 338		£ -	
Hardship Relief	£ 22		£ 150	
Maintenance Grant	£ 1,279		£ -	
Prayer & Care Packages	£ -		£ 241	
Refund CTiS overpayment 2020	£ -		-£ 240	
Stevenage Pride Award	£ 100		£ -	
Vicar's Retreat	£ 220		£ 45	
Vicar's Training Course	£ 55		£ -	
	£	5,873	£	317

<u>9(k) Wages</u>	2022		2021	
Caretaker	£ 1,291		£ 492	
Grasscutter	£ 275		£ 275	
Organist	£ 580		£ 341	
Secretary	£ 4,577	£	£ 4,577	£ 5,684
		6,723		

9(I) Upkeep of Services	2022		2021		
COVID-19	£	36	£	535	
Books	£	52	£	66	
Candles	£	602	£	495	
Music	£	926	£	725	
Candle Stand	-£	44	£	124	
Communion Wafers	£	170	£	-	
Microphone Clips	£	-	£	34	
Palm Crosses	£	-	£	30	
Zoom Subscription	£	144	£	-	
		£	1,885	£	2,009

INDEPENDENT EXAMINER'S REPORT TO THE PCC OF HOLY TRINITY CHURCH, STEVENAGE

This report on the accounts of the PCC for the year ended 31 December 2022 which are set out on pages 1 to 11, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of trustees and examiner

As members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

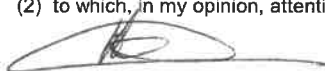
Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Haraen Gajenthera
Flat 25, Foster House
Maxwell Road
Borehamwood
Hertfordshire
WD6 1FR

20/04/2023

Date

Accounts



and



HOLY TRINITY PAROCHIAL CHURCH COUNCIL, STEVENAGE

including the churches of Holy Trinity and Christ the King

ANNUAL ACCOUNTS

and

FINANCIAL REVIEW

YEAR ENDED 31st DECEMBER 2021

Registered Charity No. 1131873

Holy Trinity Church, Stevenage
Annual Report of the Parochial Church Council
for the Year Ended 31 December 2021

Aim and purposes

The charitable purpose of Holy Trinity's Parochial Church Council (PCC) is the advancement of religion. The principal function of the PCC is to support the advancement of the Christian religion by promoting, in co-operation with the Vicar, in the geographical, ecclesiastical parish, the whole mission of the Church: pastoral, evangelistic, social and ecumenical. In addition, the PCC has responsibility to the Anglican Congregation at the Church of Christ the King Local Ecumenical Project located within the parish at Filey Close, Symonds Green, Stevenage (currently the sole congregation there, as there are no ecumenical partners at present), and maintenance responsibilities for the Church buildings and Churchyard of Holy Trinity, High Street, Stevenage, and the house at 413 Scarborough Avenue, Stevenage.

Objectives and activities

The PCC's charitable objects ('Promoting in the ecclesiastical parish the whole mission of the Church') are primarily focused on the advancement of religion, which is recognised as a charitable purpose having public benefit. The PCC works to enable the church to play its part in Christian mission to the world; to co-operate with the vicar in sharing leadership; to care for the buildings and churchyard so that they may be best suited for the purpose of the church's ministry and mission; to ensure legal compliance with charity law and ecclesiastical law, in particular in the areas of finance, employment and appointments; and to be a channel of consultation within the wider Church through its synodical structures on matters that affect the Church locally and nationally.

Using the language on the gov.uk site: we provide and maintain a place of worship, generally advance the Christian religion, educate people about the religion, provide pastoral care and outreach, and support missionary and evangelical activities. We provide buildings / facilities / open space (as mentioned above – the church, churchyard, and house), provide services (community activities to combat social isolation, including an Art Club), and make grants to organisations (giving a portion of our planned income to other charities). We help adherents of the Christian religion, but also the general public, especially people living within our geographical parish, including children and the elderly, and we make small grants to other charities or voluntary bodies.

In addition, the PCC's activities as listed below have further public benefits; for example, teaching and taking assemblies offer advancement of education which is recognised as a charitable purpose having public benefit. Donations to other charities and our own projects provide public benefits in the relief of poverty, need, and social isolation, whether within or outside the ecclesiastical parish, often for minority groups with particular needs such as the elderly. Moreover, as a result of activity in the pursuit of the advancement of the Christian religion, the PCC has custody of property and of records, materials and artefacts of significance to the cultural and religious heritage, maintenance of which is undertaken by the PCC.

Achievements and performance

Worship and Prayer

This PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, Morning and Evening Prayer provide the opportunity to hear and reflect upon a number of Scripture passages read by and within a small gathering, whilst our Eucharists engage the senses more widely, with the provision of Communion. We provide a range of music on Sunday mornings, with a leaning toward the more traditional styles of hymn at Holy Trinity, and a mix of contemporary choruses with traditional hymns at Church of Christ the King. Almost all of our corporate worship is accessible by internet &/or telephone for those who are house-bound or shielding.

As we continue to emerge from the restrictions of the pandemic, in the autumn we resumed an 8 am Eucharist, currently once a month, without hymns, for those who prefer a quieter, earlier service, with less variation in the liturgy.

The PCC continues to seek ways in which to involve young families in the life of the church, inviting baptism families to Sunday worship, and providing material for the very young alongside the traditional sermon.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

The PCC and church more widely identified the lonely as a priority group for outreach, desiring to combat social isolation. We resumed the monthly Friendship Cafe as well as a Coffee, Craft & Chat drop in at Christ the King. At Holy Trinity the Art Club has resumed as a drop-in space for anyone but especially the lonely and vulnerable. In turn, some Art Club members enhance the worship life of our church with original artwork. The Holy Trinity Parish Rooms continue (albeit on much reduced in number following the COVID restrictions) to serve as a regular meetings venue for a number of community groups including the Old Town Toddlers and Rainbow Guides.

The post-COVID resumption of daytime open church policy (currently Monday – Thursday) permits casual visitors to the church to find a quiet place for prayer and reflection. Votive candles are made available free of charge.

A Pastoral Care group meets regularly to consider the needs of those in the parish unable to attend church due to sickness or infirmity. Home Communion is taken to the house-bound, as requested.

The Parish Magazine "Crozier" continues to receive favourable comment and support both within and beyond the parish family.

Mission and Evangelism

During the year, the PCC felt able to support the religious educational needs of school children via the Bridgebuilders group in Stevenage. An ongoing commitment is in place to support the pioneer mission work of the Oak Church in Stevenage which seeks to engage with the young people of the town.

Ecumenical Relationships

The parish belongs to Churches Together in Stevenage, and – for example – participated in their on-line Advent Calendar. The Joint Church Council covering the life of Christ the King Church continues as a separate entity under the local responsibility of this Parochial Church Council

Church attendance

There are 122 parishioners on the Church Electoral Roll, 55 of whom are not resident within the parish. The average weekly attendance has been over 60 adults, including some connecting via Zoom or telephone (plus others who now view services via YouTube, which cannot be accurately counted).

Financial Review

Activities took place which collectively raised £650.00.

COVID restrictions has greatly reduced Planned Christian Giving via our Stewardship Envelopes scheme but has also led to more giving via bank standing order. Combined total of envelopes and standing orders is £57,783 (£60,300 in 2020). A review of Planned Christian Giving is to take place in 2022

£66,250 was spent in meeting our commitment to supporting the Christian ministry at Holy Trinity and Christ the King as well as our obligations to St Albans Diocese, Stevenage Deanery and Churches Together in Stevenage.

Despite generous donations of £5,500 received during the year, the net result was a shortfall of income over expenditure of £247 which has been covered by withdrawal from accumulated reserves.

Reserves Policy

It is the PCC policy to maintain a balance on unrestricted funds (if possible), which equates to approximately three months' unrestricted payments, to cover emergency situations that may arise from time to time. **It has been found necessary to draw on these funds to the extent of £8,191 in order to meet current costs, leaving just £8,199 in the bank.**

It has been our policy to invest our funds balances over and above those needed to maintain three month's payment cover, as well as a positive cash flow position, at our bank with the CBF Church of England Deposit Fund.

Volunteers

We continue to thank all the volunteers who work so hard to make our churches lively, welcoming and vibrant communities. In particular, we want to mention our Church Wardens, Lee Slater, Elaine Hawkes and Deputy Warden Sue Benford, and those who support them on a week-by-week basis. We also continue to thank all the other members of the PCC and Task Team/Group leaders for their valuable contribution to our ministry and for keeping the church running. We have been greatly blessed by the support given to the ministry in the parish by the Rev'd Andy Thomas (non-stipendiary), our Readers, Anne Price, Clive Bell and Keith Battarbee and Lay Leader of Worship Glynis Ireton, who also serves as sacristan to Holy Trinity.

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.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met seven times during the year with an average attendance of 77%. In addition, the PCC met at an Away Day in September.



Lee Slater, Joint Treasurer



Elaine Hawkes, Joint Treasurer

Administrative information

Holy Trinity Church is situated in the High Street, Stevenage. It is part of the Diocese of St Albans within the Church of England.

The correspondence address is The Vicarage, 18 Letchmore Road, Stevenage, Herts. SG1 3JD.

The Parochial Church Council (PCC) is a charity

PCC Members who have served from 1 January 2021 until the date this report was approved are:

Ex Officio Members:

Vicar	Rev'd Dr Ruth Carroll (PCC Chairman)	
Self-Supporting Associate Minister:	Rev'd Andy Thomas	
Reader:	Mrs Anne Price	
Reader:	Mr Clive Bell	
Reader:	Mr Keith Battarbee	
Wardens:	Mr Lee Slater (Vice-Chairman)	Deanery Synod
	Mrs Elaine Hawkes	
Deputy Warden:	Mrs Sue Benford	

Elected Members:

Representatives on the Deanery Synod

Mr Lee Slater
Mrs Suzanne Sandry

Parish Representatives

Ms Rebecca Birch
Mr Clive Hearmon
Mrs Glynis Ireton
Mrs Maureen Lucraft
Mrs Val Piesse
Mrs Suzanne Sandry
Mr Geoff Withers

PCC Secretary

Mrs Janice Apthorpe

Approved by the PCC on 8th March 2022 and signed on their behalf by the Rev'd Dr Ruth Carroll (PCC Chairman)

Parochial Church Council of Holy Trinity, Stevenage Statement of Financial Activities

For the year ending 31 December 2021

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2021 £	2020 £
INCOMING RESOURCES						
Voluntary Income	2(a)	70,881	-	-	70,881	73,149
Activities for generating funds	2(b)	14,163	50	-	14,213	14,230
Income from investments	2(c)	0	-	-	0	4
Church activities	2(d)	9,095	-	-	9,095	12,605
Other incoming resources	2(e)	9,307	-	-	9,307	9,206
TOTAL INCOMING RESOURCES		103,445	50	-	103,495	109,194
RESOURCES EXPENDED						
Church activities	3(a)	102,361	-	-	102,361	105,565
Cost of generation of voluntary income	3(b)	1,220	-	-	1,220	2,966
Fund-raising trading costs	3(c)	17	-	-	17	475
Governance costs	3(d)	144	-	-	144	-
TOTAL RESOURCES EXPENDED	3(e)	103,743	-	-	103,743	109,006

NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES	-	297	50	- -	247	188
Gains on investment assets:						
on disposal		-	-	-	-	-
on revaluation		-	-	-	-	-
NET MOVEMENT IN FUNDS	-	297	50	- -	247	188
BALANCES B/FWD 1 JANUARY 2021		10,040	-	-	10,040	9,852
BALANCES C/FWD 31 DECEMBER 2021		9,743	50	-	9,793	10,040

Parochial Church Council of Holy Trinity, Stevenage
Balance sheet at 31 December 2021

	Note	2021 £	2020 £
FIXED ASSETS	5		
Tangible		19,000	18,410
Investments		-	-
		<u>19,000</u>	<u>18,410</u>
CURRENT ASSETS			
Stock		200	197
Debtors	6	3,601	4,749
Short term deposits		491	491
Cash at bank and in hand		7,708	14,654
		<u>12,000</u>	<u>20,091</u>
LIABILITIES			
Creditors - amounts falling due in one year	7	5,853	12,613
NET CURRENT ASSETS / (LIABILITIES)		<u>6,148</u>	<u>7,478</u>
Total assets less current liabilities		6,148	7,478
Creditors - amounts falling due after one year		10	10
TOTAL NET ASSETS		<u>6,138</u>	<u>7,468</u>
PARISH FUNDS	8		
Unrestricted		6,088	7,468
Restricted		50	-
Endowment		-	-
		<u>6,138</u>	<u>7,468</u>

Approved by the Parochial Church Council on / /2022 and signed on its behalf by

The Rev'd Dr Ruth Carroll (PCC Chairman)

The notes on pages 6 to 11 form part of these accounts.


27 March 2022

Notes to the financial statements

For the year ended 31 December 2021

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. There is currently only one restricted fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes but maybe identified for PCC designated purposes within the accounts.

Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable and is accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred. All such assets have been previously written off under this programme.

The curate's house is held on a value linked loan with the Church Commissioners. All risks associated with the asset value of ownership belong to them and therefore it is not included in these accounts.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. All such assets have been previously written off under this programme.

No investments have been made beyond the short term deposits with the CBF Church of England Deposit Fund shown.

2. INCOMING RESOURCES		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
Note	£	£	£	£	2021	2020
					£	£
Voluntary Income						
Planned giving:						
	49,392	-	-		49,392	52,222
	13,098	-	-		13,098	12,848
	8,391	-	-		8,391	8,078
2(a)	<u>70,881</u>	<u>-</u>	<u>-</u>		<u>70,881</u>	<u>73,149</u>
Activities for generating funds						
9(a)	2,681	-	-		2,681	2,624
9(b)	9,170	50	-		9,220	5,072
9(c)	650	-	-		650	5,064
	0	-	-		0	3
	1,661	-	-		1,661	1,467
2(b)	<u>14,163</u>	<u>50</u>	<u>-</u>		<u>14,213</u>	<u>14,230</u>

Income from Investments

CBF of Church of England Deposit Interest		0	-	-	0	2
Parish Breakfast Deposit Interest		0	-	-	0	2
	2(c)	<u>0</u>	<u>-</u>	<u>-</u>	<u>0</u>	<u>4</u>

Income from church activities

Church hall lettings		1,160	-	-	1,160	1,251
Fees		4,834	-	-	4,834	7,131
Parish Breakfast		218	-	-	218	591
Traidcraft Stall		45	-	-	45	738
Other	9(d)	2,838	-	-	2,838	2,894
	Sub-Total 2(d)	<u>9,095</u>	<u>-</u>	<u>-</u>	<u>9,095</u>	<u>12,605</u>

413 Scarborough Avenue letting		7,200	-	-	7,200	8,487
413 Scarborough Avenue utilities/maintenance		1,299	-	-	1,299	0
Extraordinary Income		808	-	-	808	720
	Sub-Total 2(e)	<u>9,307</u>	<u>-</u>	<u>-</u>	<u>9,307</u>	<u>9,206</u>

Total incoming resources		<u>103,445</u>	<u>50</u>	<u>-</u>	<u>103,495</u>	<u>109,194</u>
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3. RESOURCES EXPENDED

					2021	2020
Church activities						
Missionary and charitable giving						
Overseas:						
Familia Moja		2,628	-	-	2,628	-
Bishop's Harvest Appeal - D.R. of Congo		185	-	-	185	-
SCIMP		-	-	-	-	4
	Sub-Total	<u>2,813</u>	<u>0</u>	<u>0</u>	<u>2,813</u>	<u>4</u>
Home:						
Abbeyfield		30	-	-	30	-
Age UK		76	-	-	76	-
Beds & Herts Historic Churches Trust		330	-	-	330	336
Bridgebuilders		1,500	-	-	1,500	1,500
Friends of Holy Trinity		175	-	-	175	-
Holy Trinity		-	-	-	-	2,699
St Albans Diocesan Ordinands Fund		68	-	-	68	-
The Oak Church		1,500	-	-	1,500	1,500
		-	-	-	-	-
	Total Charitable Giving	<u>6,493</u>	<u>-</u>	<u>-</u>	<u>6,493</u>	<u>6,039</u>
Ministry: Diocesan Parish Share		64,805	-	-	64,805	65,887
Wider Church: JCC/Deanery/CTiS		1,445	-	-	1,445	2,520
	Sub-Total	<u>66,250</u>	<u>-</u>	<u>-</u>	<u>66,250</u>	<u>68,407</u>
Other ministry costs	9(f)	12,698	-	-	12,698	103,405
Church running and maintenance	9(g)	7,378	-	-	7,378	6,819
Church Utilities	9(g)	2,289	-	-	2,289	2,962
Parish magazine costs		478	-	-	478	284
Printing and stationery	9(h)	773	-	-	773	819
Major renovations/repairs		-	-	-	-	-
Extraordinary expenditure	9(j)	317	-	-	317	528
Wages and Salaries	4(a)9(k)	5,684	-	-	5,684	6,303
	3(a)	<u>102,361</u>	<u>-</u>	<u>-</u>	<u>102,361</u>	<u>195,565</u>
Fund raising costs						
100 Club		1,080	-	-	1,080	2,569
Parish Breakfast		6	-	-	6	365
Other		134	-	-	134	32
	3(b)	<u>1,220</u>	<u>-</u>	<u>-</u>	<u>1,220</u>	<u>2,966</u>
Traidcraft		17	-	-	17	476
	3(c)	<u>17</u>	<u>-</u>	<u>-</u>	<u>17</u>	<u>3,442</u>
Governance Costs	9(i)	144	-	-	144	0
	3(d)	<u>144</u>	<u>-</u>	<u>-</u>	<u>144</u>	<u>-</u>
TOTAL RESOURCES EXPENDED	3(e)	<u>103,743</u>	<u>-</u>	<u>-</u>	<u>103,743</u>	<u>199,006</u>

4. STAFF COSTS

Wages and salaries	4(a)	5,684	-	-	5,684	6,303
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During the year the PCC employed an organist, parish secretary and administrator, grass cutter and two church cleaners (all part time) but no payments were large enough to attract social security costs. Other similarly small payment of fees were paid in respect of occasional duties performed by vergers, relief organists and sexton.

Together these employees equate to less than one full time employee.

Payments to PCC members 4(b)

Payments in respect of expenses incurred on behalf of the PCC have been paid to PCC members: Rev'd Dr Ruth Carroll; Janice Apthorpe, Clive Bell; Anne Price

A salary has been paid to Janice Apthorpe in her role as Parish Secretary

Fee payments have been made to associates of PCC Members: Geoff Withers

100 Club prizes have been paid to, or associates of, PCC Members: Elaine Hawkes; Suzanne Sandry; Lee Slater

5. FIXED ASSETS

With effect from 1 July 2011, the Church Commissioners have awarded the PCC a small share in the equity of the Curate's House at 413 Scarborough Avenue, Stevenage in recognition of improvements made to the property by the PCC.

Estimated value of property = £290,000

Equity Share = 6.57534% which approximates to £19,000

6. DEBTORS (UNRESTRICTED FUNDS)

	2021 £	2020 £
Prepayments and accrued interest	3,601	4749

7. LIABILITIES

	2021 £	2020 £
Amounts falling due in one year (unrestricted funds)	5,853	812
Accruals for utility and other costs		-
Other creditors	10	11801
	5,863	12613

8. FUNDS

Designated funds have accumulated over time and represent funds that have been set aside for various purposes. The amounts remain held accounted as such unless, or until, the PCC determines that payments be made from them.

Fund movements	£
Balance as at 1 January 2021	32,116
Incoming resources	26,261
Resources expended	-50,177
Balance at 31 December 2021	8,199

Please note that it has been necessary to call upon these reserves to the extent of £8,191 in order to meet current costs.

9. ADDITIONAL NOTES FOR THE PARISH

<u>(a) Collections (open plate)</u>	2021	2020
General Plate	£ 2,252.87	£ 2,594
Baptism Services	£ 184.89	£ -
Christmas Services	£ 88.99	£ -
Wedding Services	£ 29.60	£ -
Funeral Services	£ 100.00	£ 4
Other Services	£ 25.00	£ 25
	£ 2,681.35	£ 2,624

9(b) Donations, appeals, etc.

	2021		2020	
Abbeyfield	£ 30.00		£ -	
Age UK	£ 76.40		£ -	
Bishop's Harvest Appeal	£ 185.00		£ -	
CAF Donations	£ -		£ 25	
Donation for Friends of Holy Trinity	£ 175.00		£ -	
Donation for IT/Zoom costs	£ -		£ 20	
Donation for permitting filming	£ -		£ 200	
Donation per Give-a-Car	£ 94.50			
Donation towards Care Coordinators Lunch	£ -		£ 250	
Donation towards Walsworth visit travel costs	£ -		£ 66	
Donations in memory of Margaret Ashby	£ 264.50		£ -	
Donations in memory of Elaine Ryan	£ -		£ 161	
Donations in memory of Helen Shaw	£ -		£ 864	
Donation in memory of Patrica Keal	£ 25.00		£ -	
Donations via Amazon Smile	£ 16.48		£ -	
Donations via DONr	£ -		£ 25	
Donations via GoodBox	£ 365.50		£ 372	
Donation for Telephone Conference Calls	£ -		£ 72	
General Donations	£ 7,329.80		£ 2,491	
Historic Churches Bike n Hike	£ 330.00		£ -	
Holy Trinity Church Choir	£ 50.00		£ -	
JustGiving Donations	£ 278.00		£ 521	
Ruth Huelser/Familia Moja	£ -		£ -	
SCIMP	£ -		£ 4	
	£	9,220.18	£	5,071

9(c) Fund Raising

	2021		2020	
100 Club 2019 reclaimed	£ -		£ 1,490	
Book Sales	£ 25.00		£ -	
Bike 'n Hike	£ 165.00		£ 630	
Charitable Giving 2019 reclaimed	£ -		£ 2,699	
CtK Christmas Raffle	£ -		£ 75	
CtK Summer Sounds	£ -		£ 170	
Jubilate Concert	£ 460.00		£ -	
	£	650.00	£	5,064

9(d) Other Income

	2021		2020	
Flower Fund	£ -		£ 19	
100 Club	£ 2,218.00		£ 2,188	
Sundries	£ -		£ 4	
Wedding Deposits	£ 620.00		£ 683	
	£	2,838.00	£	2,894

9(e) Extraordinary Income

	2021		2020	
Art Club	£ -		£ 20.00	
Bequest	£ 500.00		£ -	
Collection for Catherine Smith (Organist)	£ 158.00		£ -	
Donation towards pastoral care carrier bags	£ 100.00		£ -	
Grant towards video equipment	£ -		£ 700.00	
Towards Easter Bags	£ 50.00		£ -	
	£	808.00	£	720

9(f) Other Ministry Costs

	2021		2020	
Clergy Expenses	£ -		£ -	
Clergy Travel	£ 543.74		£ 365	
Fees	£ 2,540.00		£ 4,489	
413 Scarborough Avenue	£ 9,614.68		£ 8,550	
	£	12,698.42	£	13,404

9(g) Church running and maintenance

	2021		2020	
Admin	£ 83.49		£ 18	
Faith Development	£ -		£ 676	
General Maintenance	£ 1,063.17		£ 940	
Heat & Light	£ 2,123.87		£ 2,795	
Insurance of the Church	£ 1,722.73		£ 1,705	
Organ Maintenance	£ 312.00		£ 156	
Stewardship	£ 106.43		£ 122	
Sundries	£ -		£ 70	
Telephone	£ 828.11		£ 1,136	
Upkeep of Services	£ 2,009.19		£ 1,946	
Water	£ 165.51		£ 166	
Wedding Deposits Used	£ 1,253.00		£ 50	
	<u>£</u>	9,667.50	<u>£</u>	9,780

9(h) Stationery

	2021		2020	
Miscellaneous	£ -		£ 42	
Ink Cartridge	£ -		£ 91	
Photocopier Rental	£ 468.00		£ 468	
Photocopier Paper	£ 38.95		£ 33	
Photocopies	£ 266.04	£	£ 185	£ 819
	<u>£</u>	772.99	<u>£</u>	

9(i) Governance Costs

	2022		2021	
Fire Risk Assessment	£ 144.00	£	£ 144.00	£ -
	<u>£</u>		<u>£</u>	-

9(j) Extraordinary expenditure

	2021		2020	
Art Group	£ -		£ 51	
Candle Gifts	£ 96.81		£ -	
Carrier Bags	£ 24.54		£ -	
Gift for Catherine Smith (Organist)	£ 150.00		£ -	
Prayer & Care Packages	£ 240.67		£ -	
Refund CTiS overpayment 2020	-£ 240.00		£ -	
Vergar Fee 2020	£ 45.00		£ -	
Video Equipment	£ -	£	£ 476	£ 527
	<u>£</u>	317.02	<u>£</u>	

9(k) Wages

	2021		2020	
Caretaker	£ 491.57		£ 368	
Grasscutter	£ 275.00		£ 275	
Organist	£ 340.60		£ 1,082	
Secretary	£ 4,577.28	£	£ 4,577	£ 6,302
	<u>£</u>	5,684.45	<u>£</u>	

**INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF HOLY TRINITY CHURCH, STEVENAGE**

This report on the accounts of the PCC for the year ended 31 December 2021 which are set out on pages 1 to 11, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of trustees and examiner

As members of the PCC, you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

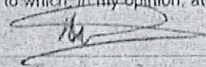
My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
- to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached:



30/03/2022

Haraen Gajenthera
Flat 25, Foster House
Maxwell Road
Borehamwood
Hertfordshire
WD6 1FR

Date

Accounts



and



HOLY TRINITY PAROCHIAL CHURCH COUNCIL, STEVENAGE

including the churches of Holy Trinity and Christ the King

ANNUAL ACCOUNTS

and

FINANCIAL REVIEW

YEAR ENDED 31st DECEMBER 2020

Registered Charity No. 1131873

Annual Report of the Parochial Church Council

Aim and purposes

Holy Trinity's Parochial Church Council (PCC) has the responsibility of co-operating with the Vicar, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church buildings and Churchyard of Holy Trinity, High Street, Stevenage and the Curate's house at 413 Scarborough Avenue, Stevenage.

The PCC also has responsibility to the Anglican Congregation at the Church of Christ the King Local Ecumenical Project located within the parish at Filey Close, Symonds Green, Stevenage. Currently, there are no ecumenical partners engaged with the project in this Church.

Objectives and activities

The PCC is committed to enabling as many people as possible to worship at our churches and to become part of the parish community of Holy Trinity. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus
- Provision of pastoral care for people living in the parish
- Missionary and outreach work

To facilitate this work it is important that we maintain the fabric of the Church of Holy Trinity as well as supporting the Joint Church Council in the maintenance of the Church of Christ the King.

Achievements and performance

Worship and Prayer

This PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, morning and evening prayers provide a quiet, intimate and reflective environment for worship whilst opportunities are provided for people to engage in more outgoing worship such as that provided by the use of contemporary music at Church of Christ the King on a regular basis. This year, with COVID restrictions in place, has seen the introduction of new ways of providing services and worship with the use of telephone dial-in options, Zoom online meetings and broadcast of services via Facebook and YouTube.

The PCC continues to seek ways in which to involve new families and young people in the life of the church and a number of family focussed services have been provided. The PCC also offers a series of "Messy Church" events which have proved to be popular in attracting youngsters to the church. Unfortunately, COVID lockdown arrangements has not permitted the development of this form of outreach this year.

Deanery Synod

Three members of the PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

Whilst the Parish Rooms continue to serve as a regular meetings venue for a number of community groups, including the Old Town Toddlers, Stevenage Rainbows, Stevenage Women's Institute, Stevenage Chess Club, the NHSRF group and the St Albans Retired Electricians, COVID restrictions have prevented such meetings from taking place except for the first few months of the year. Similarly, the Wednesday and Saturday Tea Bars were only able to serve the drop-in needs of the community in the earlier part of the year and the same curtailment has affected meetings of Friendship Cafe and Knit & Natter drop in tea bars operating at Christ the King. However, some groups have still been able to meet via Zoom/telephone conferencing systems.

Following the introduction of COVID restrictions, the activities of the Art Club have been put "on hold" until further notice. We look forward to its resumption and the group once more providing original artwork to enhance wider church activities.

Following the introduction of COVID restrictions, the activities of Trinity Tots (a group set up for young parents and toddlers) have been put "on hold" until further notice.

The daytime open church policy permits casual visitors to the church to find a quiet place to sit and pray and, from the entries made in the visitors' book, this has proved to be more greatly used than had been envisaged when the policy had been agreed by the PCC. However, due to COVID restrictions, the opening of the church for private prayer has been severely cut back to just a few hours per week and it is hoped that normal openings will be resumed as soon as it is safe to do so.

A Pastoral Care group meets (currently, virtually) as necessary to consider the needs of those in the parish unable to attend church due to sickness or infirmity. A prayer group actively prays for those in need. Home Communion is provided to those who have requested it and a team of volunteers provide a rota to ensure that this can happen week by week.

Whilst local schools and groups are encouraged to explore the church in relation to either general or religious educational activities, this has not happened this year due to COVID restrictions

Mission and Evangelism

The PCC has continued to support the religious educational needs of school children via the Bridgebuilders group in Stevenage as well as the pioneer mission work of the Oak Church in Stevenage which seeks to engage with the young people of the town.

The Parish Magazine "Crozier" continues to receive favourable comment and support both within and beyond the parish family.

Ecumenical Relationships

The church is a member of Churches Together in Stevenage as well as the North Stevenage Churches group.

We continue to have good working relationships with members of the Roman Catholic Church despite the demise of the Local Ecumenical Project at Christ the King. The Joint Church Council covering the life of that church continues as a separate entity under the local responsibility of this Parochial Church Council

Church attendance

There are 127 parishioners on the Church Electoral Roll, 56 of whom are not resident within the parish. Despite the ramifications of COVID-19 lockdowns, the average weekly attendance is estimated to be over 50 adults (including limited attendance numbers at services held at Holy Trinity and Christ the King as well as services viewed online via Facebook/YouTube).

Financial Review

Total receipts for the year were £109,194. A number of fund-raising activities took place which collectively raised £5,064.

The COVID-19 pandemic has led a number of our congregations to review their payment of Planned Christian Giving resulting in a reduced budget shortfall for giving of £469. The next review is to take place as and when the operation of the church returns to "normal" during 2021/2.

£68,407 was spent in meeting our commitment to supporting the Christian ministry at Holy Trinity and Christ the King as well as our obligations to St Albans Diocese, Stevenage Deanery and Churches Together in Stevenage.

In view of the financial uncertainties facing the PCC at this time, an allocation of funds amounting to £2,699, previously earmarked for charitable distribution, have been used to top-up the much depleted reserves. In the same way, Fund raising of £1,490 collected via our 100 Club have also been allocated to help restore our reserves.

The net result for the year was a small surplus of income over expenditure of just £188.

Reserves Policy

payments, to cover emergency situations that may arise from time to time. **It has been found necessary to draw on these funds to the extent of £23,722 in order to meet current costs, leaving just £8,025 in the bank.**

It is our policy to invest our funds balances over and above those needed to maintain three month's payment cover, as well as a positive cash flow position, at our bank with the CBF Church of England Deposit Fund.

Volunteers

We continue to thank all the volunteers who work so hard to make our churches lively, welcoming and vibrant communities. In particular, we want to mention our Church Wardens, Mr Lee Slater, Mrs Elaine Hawkes and Deputy Warden Sue Benford and those who support them on a week-by-week basis. We also continue to thank all the other members of the PCC and Task Team/Group leaders for their valuable contribution to our ministry and for keeping the church running. We have been greatly blessed by the support given to the ministry in the parish by Rev'd Andy Thomas, our Readers, Anne Price, Clive Bell and Keith Battarbee and lay-leader Glynis Ireton.

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.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met seven times (including one extraordinary meeting) during the year with an average attendance of 78%. Committees and Task Teams met between meetings and minutes of their deliberations were received by the full PCC and discussed where necessary.

Elaine Hawkes & Lee Slater
Joint Treasurers



John Morgan, Bookkeeper (former
Treasurer)



Administrative information

Holy Trinity Church is situated in the High Street, Stevenage. It is part of the Diocese of St Albans within the Church of England.

The correspondence address is The Vicarage, 18 Letchmore Road, Stevenage, Herts. SG1 3JD.

The Parochial Church Council (PCC) is a charity

PCC Members who have served from 1 January 2020 until the date this report was approved are:

Ex Officio Members:

<i>Vicar</i>	Rev'd Dr Ruth Carroll (PCC Chairman)	
<i>Self-Supporting Associate Minister:</i>	Rev'd Andy Thomas	
<i>Reader:</i>	Mrs Anne Price	
<i>Reader:</i>	Mr Clive Bell	Deanery Synod to 18 October 2020)
<i>Reader:</i>	Mr Keith Battarbee	
<i>Wardens/Treasurers:</i>	Mr Lee Slater (Vice-Chairman)	Deanery Synod (from 18 October 2020)
	Mrs Elaine Hawkes	
<i>Deputy Warden:</i>	Mrs Sue Benford	

Elected Members:*Representatives on the Deanery Synod*

Mr John Morgan	PCC Treasurer (to 18 October 2020)
Mrs Caroline Howard	(to 18 October 2020)
Mrs Glynis Ireton	(from 18 October 2020)
Mr Lee Slater	(from 18 October 2020)
Mrs Suzanne Sandry	(from 18 October 2020)

Parish Representatives

Ms Rebecca Birch	
Mr Ian Hamilton	(to 18 October 2020)
Mr Clive Hearmon	
Mrs Angela Hepworth	(to 18 October 2020)
Mrs Glynis Ireton	(to 18 October 2020)
Mrs Maureen Lucraft	
Mrs Carol Bigby	(to 18 October 2020)
Mrs Val Piesse	
Mrs Suzanne Sandry	(to 18 October 2020)
Mr Geoff Withers	

PCC Secretary Mrs Janice Apthorpe

Approved by the PCC on 9th March 2021 and signed on their behalf by the Rev'd Dr Ruth Carroll (PCC Chairman)

Statement of Financial Activities

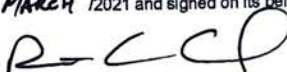
		Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS 2020	2019
	Note	£	£	£	£	£
INCOMING RESOURCES						
Voluntary Income	2(a)	73,149	-	-	73,149	68,938
Activities for generating funds	2(b)	14,230	-	-	14,230	19,377
Income from investments	2(c)	4	-	-	4	7
Church activities	2(d)	12,605	-	-	12,605	17,407
Other incoming resources	2(d)	9,206	-	-	9,206	13,436
TOTAL INCOMING RESOURCES		109,194	-	-	109,194	119,165
RESOURCES EXPENDED						
Church activities	3(a)	105,565	-	-	105,565	115,361
Cost of generation of voluntary income	3(b)	2,966	-	-	2,966	5,622
Fund-raising trading costs	3(b)	475	-	-	475	1,985
Governance costs	9(i)	-	-	-	-	1,740
TOTAL RESOURCES EXPENDED		109,006	-	-	109,006	124,708
NET INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS AND LOSSES		188	-	-	188	5,541
Gains on investment assets:						
on disposal		-	-	-	-	-
on revaluation		-	-	-	-	-
NET MOVEMENT IN FUNDS		188	-	-	188	5,541
BALANCES B/FWD 1 JANUARY 2020		9,852	-	-	9,852	15,393
BALANCES C/FWD 31 DECEMBER 2020		10,040	-	-	10,040	9,852

Parochial Church Council of Holy Trinity, Stevenage

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible	5	18,410	17,750
Investments		-	-
		<u>18,410</u>	<u>17,750</u>
CURRENT ASSETS			
Stock		197	679
Debtors	6	4,749	-
Short term deposits		491	489
Cash at bank and in hand		14,655	7,536
		<u>20,091</u>	<u>8,704</u>
LIABILITIES			
Creditors - amounts falling due in one year	7	12,613	8,072
NET CURRENT ASSETS / (LIABILITIES)		<u>7,478</u>	<u>632</u>
Total assets less current liabilities		7,478	632
Creditors - amounts falling due after one year		10	12
TOTAL NET ASSETS		<u>7,468</u>	<u>620</u>
PARISH FUNDS			
Unrestricted	8	7,468	620
Restricted		-	-
Endowment		-	-
		<u>7,468</u>	<u>620</u>

Approved by the Parochial Church Council on 9th / MARCH / 2021 and signed on its behalf by

The Rev'd Dr Ruth Carroll (PCC Chairman)



The notes on pages 6 to 11 form part of these accounts.

Notes to the financial statements

For the year ended 31 December 2020

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

Funds

Restricted funds represent (a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and (b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. There is currently only one restricted fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes but maybe identified for PCC designated purposes within the accounts.

Incoming resources

Planned giving, collections and donations are recognised when received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is receivable and is accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently no individual item has cost more than £1,000 so all such expenditure has been written off when incurred. All such assets have been previously written off under this programme.

The curate's house is held on a value linked loan with the Church Commissioners. All risks associated with the asset value of ownership belong to them and therefore it is not included in these accounts.

Equipment used within the church premises is depreciated on a straight-line basis over four years. Individual items of equipment with a purchase price of £500 or less are written off when the asset is acquired. All such assets have been previously written off under this programme.

No investments have been made beyond the short term deposits with the CBF Church of England Deposit Fund shown.

2. INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Endowment Funds	TOTAL FUNDS	
Note	£	£	£	2020	2019
				£	£
Voluntary Income					
Planned giving:					
Gift Aid donations	52,222	-	-	52,222	47,768
Tax Recoverable	12,848	-	-	12,848	11,953
Other	8,078	-	-	8,078	9,216
	<u>73,149</u>	<u>-</u>	<u>-</u>	<u>73,149</u>	<u>68,938</u>

Other ministry costs	9(f)	13,404	-	-	13,404	13,228
Church running and maintenance	9(g)	6,819	-	-	6,819	10,201
Church Utilities	9(g)	2,962	-	-	2,962	3,161
Parish magazine costs		284	-	-	284	596
Printing and stationery	9(h)	819	-	-	819	1,169
Major renovations/repairs		-	-	-	0	-
Governance Costs	9(i)	0	-	-	0	1,740
Extraordinary expenditure	9(j)	528	-	-	528	3,233
Wages and Salaries	4(a)9(k)	6,303	-	-	6,303	6,983
		<u>105,565</u>	<u>0</u>	<u>0</u>	<u>105,565</u>	<u>117,100</u>
Fund raising costs	3(b)					
100 Club		2,570	-	-	2,570	3,380
Parish Breakfast		365	-	-	365	
Other		32	-	-	32	2,242
<i>Sub-Total</i>		<u>2,966</u>	<u>0</u>	<u>0</u>	<u>2,966</u>	<u>5,622</u>
Traidcraft		475	-	-	475	1,985
<i>Sub-Total</i>		<u>3,442</u>			<u>3,442</u>	<u>7,607</u>
TOTAL RESOURCES EXPENDED		<u>109,006</u>	<u>-</u>	<u>-</u>	<u>109,006</u>	<u>124,706</u>

4. STAFF COSTS

Wages and salaries	4(a)	<u>6,303</u>	<u>-</u>	<u>-</u>	<u>6,303</u>	<u>6,983</u>
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During the year the PCC employed an organist, parish secretary and administrator, grass cutter and two church cleaners (all part time) but no payments were large enough to attract social security costs. Other similarly small payment of fees were paid in respect of occasional duties performed by vergers, relief organists and sexton.

Together these employees equate to less than one full time employee.

Payments to PCC members 4(b)

Payments in respect of expenses incurred on behalf of the PCC have been paid to PCC members: Rev'd Dr Ruth Carroll, Janice Apthorpe, Glynis Iretton, Anne Price.

A salary has been paid to Janice Apthorpe in her role as Parish Secretary

Fee payments have been made to associates of PCC Members: Janice Apthorpe, Geoff Withers.

100 Club prizes have been paid to, or associates of, PCC Members: Ian Hamilton, Elaine Hawkes, John Morgan; Val Piesse.

5. FIXED ASSETS

With effect from 1 July 2011, the Church Commissioners have awarded the PCC a small share in the equity of the Curate's House at 413 Scarborough Avenue, Stevenage in recognition of improvements made to the property by the PCC.

Estimated value of property = £280,000

Equity Share = 6.57534% which approximates to £18,410

6. DEBTORS (UNRESTRICTED FUNDS)

	2020 £	2019 £
Prepayments and accrued interest	4749	0

7. LIABILITIES

	2020 £	2019 £
Amounts falling due in one year (unrestricted funds)	812	0
Accruals for utility and other costs	0	0
Other creditors	<u>11801</u>	<u>7513</u>
	<u>12613</u>	<u>7513</u>

8. FUNDS

Designated funds have accumulated over time and represent funds that have been set aside for various purposes. The amounts remain held accounted as such unless, or until, the PCC determines that payments be made from them.

Fund movements	£
Balance as at 1 January 2020	33,142
Incoming resources	18,400
Resources expended	<u>-19,325</u>
Balance at 31 December 2020	<u>32,217</u>

Please note that it has been necessary to call upon these reserves to the extent of £23,722 in order to meet current costs.

Activities for generating funds	2(b)				
Collections (open plate)	9(a)	2,624	-	-	2,624 6,452
Donations, appeals, etc.	9(b)	5,071	-	-	5,071 6,253
Fund-raising	9(c)	5,064	-	-	5,064 5,312
Messy Church		3	-	-	3 173
Crozier Magazine		1,467	-	-	1,467 1,187
		<u>14,230</u>	<u>-</u>	<u>-</u>	<u>14,230 19,377</u>

Income from Investments	2(c)				
CBF of Church of England Deposit Interest		2	-	-	2 4
Parish Breakfast Deposit Interest		2	-	-	2 4
		<u>4</u>	<u>-</u>	<u>-</u>	<u>4 8</u>

Income from church activities	2(d)				
Church hall lettings		1,251	-	-	1,251 3,947
Fees		7,131	-	-	7,131 5,608
Parish Breakfast		591	-	-	591 2,306
Traidcraft Stall		738	-	-	738 2,428
Other	9(d)	2,894	-	-	2,894 5,425
<i>Sub-Total</i>		<u>12,605</u>	<u>0</u>	<u>0</u>	<u>12,605 19,714</u>

413 Scarborough Avenue letting		8,486	-	-	8,486 8,528
Extraordinary Income	9(e)	720	-	-	720 4,908
<i>Sub-Total</i>		<u>9,206</u>	<u>-</u>	<u>-</u>	<u>9,206 13,435</u>

Total incoming resources		109,194	-	-	109,194 121,472
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3. RESOURCES EXPENDED

Church activities	3(a)			2020	2019
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Missionary and charitable giving

Overseas:

Familia Moja		-	-	-	1,980
Future Hope		-	-	-	200
Mission Aviation Fellowship		-	-	-	200
SCIMP		4	-	-	49
Traidcraft Exchange		-	-	-	86
<i>Sub-Total</i>		<u>4</u>	<u>0</u>	<u>0</u>	<u>4 2,515</u>

Home:

Beds & Herts Historic Churches Trust		337	-	-	337 458
Bridgebuilders		1,500	-	-	1,500 1,200
Church Urban Fund		-	-	-	100
Darcies Wish		-	-	-	357
Dementia UK		-	-	-	5
Diabetes UK		-	-	-	105
Garden House Hospice		-	-	-	83
Herts Young Homeless		-	-	-	200
Holy Trinity		2,699	-	-	2,699 1,500
Keech Hospice Care		-	-	-	5
Riding for the Disabled		-	-	-	467
Stevenage Haven		-	-	-	9
Stevenage Old Town Business & Community Partnerst		-	-	-	10
Stroke Association		-	-	-	72
The Children's Society		-	-	-	71
The Oak Church		1,500	-	-	1,500 1,200
USPG		-	-	-	118
<i>Total Charitable Giving</i>		<u>6,039</u>	<u>0</u>	<u>0</u>	<u>6,039 8,475</u>

Ministry: Diocesan Parish Share		65,887	-	-	65,887 64,731
Wider Church: JCC/Deanery/CTiS		2,520	-	-	2,520 3,584
<i>Sub-Total</i>		<u>68,407</u>	<u>-</u>	<u>-</u>	<u>68,407 68,315</u>

9. ADDITIONAL NOTES FOR THE PARISH**(a) Collections (open plate)**

	2020		2019	
General Plate	£ 2,595.16		£ 5,396	
Baptism Services	£ -		£ 326	
Wedding Services	£ -		£ 43	
Funeral Services	£ 4.00		£ 186	
Other Services	£ 25.00	£	£ 501	£ 6,453
		2,624.16		

(b) Donations, appeals, etc.

	2020		2019	
CAF Donations	£ 25.00		£ -	
Church Urban Fund	£ -		£ 96	
Dementia UK	£ -		£ 5	
Diabetes UK	£ -		£ 105	
Donation for IT/Zoom costs	£ 20.00		£ -	
Donation for permitting filming	£ 200.00		£ -	
Donation towards Care Coordinators Lunch	£ 250.00		£ -	
Donation towards Walsworth visit travel costs	£ 66.15		£ -	
Donations in memory of Elaine Ryan	£ 161.00		£ -	
Donations in memory of Helen Shaw	£ 864.25		£ -	
Donations via DONr	£ 25.00		£ -	
Donations via GoodBox	£ 372.00		£ -	
Donation for Telephone Conference Calls	£ 72.00		£ -	
Garden House Hospice	£ -		£ 83	
General Donations	£ 2,491.50		£ 5,176	
Historic Churches Bike n Hike	£ -		£ 697	
JustGiving Donations	£ 521.00		£ -	
Keech Cottage	£ -		£ 5	
Riding for the Disabled	£ -		£ 432	
Ruth Huelser/Familia Moja	£ -		£ 30	
SCIMP	£ 3.52		£ 49	
Stevenage Haven	£ -		£ 9	
Stroke Association	£ -		£ 72	
The Children's Society	£ -		£ 72	
USPG	£ -		£ 118	
		£	£	£ 6,950
		5,071.42		

9(c) Fund Raising

	2020		2019	
100 Club 2019 reclaimed	£ 1,490.00		£ -	
Book Sales	£ -		£ 63	
Bike 'n Hike	£ 630.50		£ -	
Burger Stall	£ -		£ 532	
Care Coordinators Lunch	£ -		£ 88	
Charitable Giving 2019 reclaimed	£ 2,698.55		£ -	
CtK Christmas Raffle	£ 75.00		£ -	
CtK Concert & Carols	£ -		£ 477	
CtK Summer Sounds	£ 170.00		£ 1,064	
Traidcraft Exchange	£ -		£ 86	
Trinity Tots	£ -	£	£ -	£ 2,309
		5,064.05		

9(d) Other Income

	2020		2019	
Flower Fund	£ 18.81		£ 412	
100 Club	£ 2,188.00		£ 2,407	
Christmas Dinner	£ -		£ 1,200	
Retreat	£ -		£ -	
Sundries	£ 4.00		£ 128	
Wedding Deposits	£ 683.00	£	£ 1,278	£ 5,425
		2,893.81		

9(e) Extraordinary Income

	2020		2019	
Art Club	£ 20.00		£ 838.17	
Bequest	£ -		£ 500.00	
Charitable Giving from 2018	£ -		£ 1,500.00	
Collection for Derek Slater (Sacristan)	£ -		£ 90.00	
Collection for Rev'd Fiona Souter	£ -		£ 155.00	
Donation towards boiler fan repair (B/Fwd)	£ -		£ 500.00	
Donation towards funeral of Chris O'Sullivan	£ -		£ 200.00	
Donations towards cushions for Chancel	£ -		£ 625.00	
Grant towards video equipment	£ 700.00		£ -	
Receipt intended for JCC:CtK	£ -		£ 500.00	
Vacancy Receipts	£ -	£	£ -	£ 4,908
		720.00		

9(f) Other Ministry Costs

Clergy Expenses	£	-	£	-
Clergy Travel	£	365.75	£	1,206
Fees	£	4,489.00	£	3,366
413 Scarborough Avenue	£	8,549.73	£	8,656
		£ 13,404.48		£ 13,228

9(g) Church running and maintenance

	2020		2019	
Admin	£	18.00	£	67
Christmas Dinner	£	-	£	1,200
Faith Development	£	676.33	£	211
Flower Arranging	£	-	£	442
General Maintenance	£	939.67	£	1,635
Heat & Light	£	2,795.16	£	2,990
Insurance of the Church	£	1,704.61	£	1,693
Messy Church	£	-	£	247
Organ Maintenance	£	156.00	£	335
Postages	£	-	£	-
Retreat	£	-	£	-
Stewardship	£	122.10	£	122
Sundries	£	70.00	£	-
Telephone	£	1,136.31	£	1,012
Upkeep of Services (includes £783 COVID-19 costs)	£	1,945.57	£	1,940
Water	£	166.45	£	171
Wedding Deposits Used	£	50.00	£	1,298
		£ 9,780.20		£ 13,362

9(h) Stationery

	2020		2019	
Miscellaneous	£	42.28	£	88
Ink Cartridge	£	91.27	£	161
Photocopier Rental	£	468.00	£	468
Photocopier Paper	£	33.28	£	109
Photocopies	£	184.57	£	343
		£ 819.40		£ 1,169

9(i) Governance Costs

	2020		2019	
Architect Quinquennial Inspection	£	-	£	1,740
		£ -		£ 1,740

9(j) Extraordinary expenditure

	2020		2019	
Art Group	£	51.75	£	651
Bursary - Messy Church Training	£	-	£	420
Cushions for Chancel	£	-	£	691
Donation for Boiler Fan Repair	£	-	£	500
Funeral - Chris O'Sullivan	£	-	£	200
Gift for Derek Slater (Sacristan)	£	-	£	151
Gift for Rev'd Fiona Souter	£	-	£	120
Receipts intended for JCC:CtK	£	-	£	500
Video Equipment	£	475.99	£	-
		£ 527.74		£ 3,233

9(k) Wages

	2020		2019	
Caretaker	£	368.00	£	768
Grasscutter	£	275.00	£	275
Organist	£	1,082.40	£	1,362
Sacristan	£	-	£	-
Secretary	£	4,577.28	£	4,577
		£ 6,302.68		£ 6,983

INDEPENDENT EXAMINER'S REPORT
TO THE PCC OF HOLY TRINITY CHURCH, STEVENAGE

This report on the accounts of the PCC for the year ended 31 December 2019 which are set out on pages 1 to 11, is in respect of an examination carried out under the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective Responsibilities of trustees and examiner

As members of the PCC, you are responsible for the preparation of the financial statements: you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 145(5)(b) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion of the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respects the requirements
- to keep accounting records in accordance with section 130 of the Act; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Haraen Gajenthera

20/04/2021

Haraen Gajenthera
Flat 25, Foster House
Maxwell Road
Borehamwood
Hertfordshire
WD6 1FR

Date