

# **THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF SAWBRIDGEWORTH**

**Registered Charity 1132562**

## **Report and Financial Statements**

**Year ended 31 December 2021**



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF SAWBRIDGEWORTH  
Registered Charity 1132562**

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## **Annual Report for 2021**

### **Introduction from the Vicar**

As I write this introduction at the beginning of 2022, I've completed my first full year as your Vicar. What a privilege it's been. Whilst we've been experiencing yet another year of disruption and frustration due to the ongoing pandemic, I've been able to witness first-hand the true resilient spirit of the Great St Mary's congregation; its devotion to God, to one another, and, through its outreach – even in difficult circumstances – its devotion to the wider community.

As well as our regular services, for which congregation numbers have remained steady, highlights must include the outdoor parish lunch held in beautiful late summer weather as part of our patronal festival, the Festival of Light for which, on the afternoon when the town switched on its Christmas lights, Great St Mary's was filled with candle light and welcomed several hundred visitors through its doors to appreciate the scene and to soak up the atmosphere, and our choir's involvement in Sawbridgeworth Rotary's Carols on Fair Green, once again leading a thousand or so people in Christmas song on Christmas Eve.

But it's not all high-profile events. Much work has been done behind the scenes to consolidate our current situation during these restricted times so that, looking to the future, we have resources in place on which to rebuild our various ministries and activities. We've seen this – to take just two examples – in the creative development of our live-streaming ministry, broadcasting our Sunday worship to all those who are still unable to attend in person, and in the reopening of our church halls in a Covid-secure fashion. In these and in so many other areas, much energy, time and organisation have been voluntarily given by a number of people working tirelessly. My thanks go out to them and to all who have, yet again, given so much to our community over the past year.

My hope is that we've now turned a corner in the state of this pandemic and we can start planning and working boldly for the future of Great St Mary's. To that end, we were delighted to welcome the Revd Harry Steele – the St Albans Diocese Church Growth Officer – to a parish Vision Day in September at which a good proportion of our congregation were able to explore how we might revitalise our future work and ministry with a 'passion for Christ and a compassion for all'. That has already led on to a small group attending a 'Leading Your Church Into Growth' conference, and the formation of the Re-Imagining 2025 Project Group. Reporting to the PCC, the Group is exploring the resources we currently have at our disposal, what we as a church community will need in the coming decades, and how we might better engage with and support the local community. The Group will make recommendations to the PCC and to the church congregation. Then some tough but necessary decisions will have to be made so as to ensure we are passing onto the next generation a church which is fit for our Lord Jesus Christ's ministry and mission in the 21st Century, ensuring accessibility and inclusion, and providing a strong Christian presence at the heart of the local community.

In January 2022 we warmly welcomed our new parish administrator, Angela Kenny. Angela will no doubt be at the centre of things over the next few months as we begin to increase the number and scope of our activities. Challenges will of course come. We will need to appoint a new director of music when our current talented organist, David Wood retires at the end of June after over a decade of wonderful music-making. His talents and sunny disposition will be sorely missed. We also need to address our stewardship situation. Over the past couple of years we've lost a certain level of income, and some fundraising activity was cancelled. However, our weekly outgoing would still have been greater than our weekly income. That situation of living in the red cannot continue.



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However, there's also much to look forward to in the coming year. Highlights, I've no doubt, will include the launch of a new monthly service with activities and food for younger members of our community, a number of church events which are already planned for the extended bank holiday weekend in June celebrating the Platinum Jubilee of Her Majesty The Queen, and the first weekend in July which is going to be one of great joy and creativity as we simultaneously host a flower festival and concert in church, a bridal gown display in Church House, and a sculpture event in the churchyard – truly something for everybody!

Of course, any annual report about a church community is still only ever going to be a snapshot of that community's activities, and, even whilst chronicling the most memorable events and group activities of the past year, it's easy to forget the number of hours of thought, imagination, preparation and energy which have gone into making them – and so many other things – happen. Furthermore, such a report rarely captures the spirit of a community.

That spirit is one of care and concern. Care and concern about our worship, and care and concern about each other and the town to which we minister. I'm therefore confident that, as restrictions are eased further in the year to come, the community of Great St Mary's will only flourish as we continue to make God's name known in our town.

And so it's my pleasure, along with that of our wonderful Churchwarden Anthony, to commend this report to you.

Yours in Christ,

*Fr Simon*

### **Aim and purposes**

The Parochial Church Council of the Ecclesiastical Parish of Sawbridgeworth ("the PCC") is registered as a separate charity, number 1132562. The members of the PCC have had regard to the Charity Commission's guidance on public benefit.

The primary object of the PCC is to promote the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England. The PCC has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the church – pastoral, evangelistic, social and ecumenical. It fulfils this responsibility through periodic meetings and a range of other activities.

### **Vision, priorities and goals**

The Mission Action Plan 2018-2023 described our visions as "Walking in humility with God, loving one another and sharing God's love with the wider community". Our five-year priorities and goals set in 2018 were severely impacted by the vacancy and pandemic lockdown measures. As indicated in the Vicar's introduction though, during parts of 2021 we were able to begin to reinvigorate our vision and priorities.

### **Our church community**

As at the end of 2021, there were 107 people entered on the church Electoral Roll, 17 of whom were not resident within the parish. We were pleased to welcome new regular worshippers and visitors.



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We hold in our prayers those who no longer worship with us regularly or who moved away during 2020.

We continue to give special thanks for all health workers and carers – particularly those who work locally – who tirelessly nurse and care for others. And we hold in our prayers the families and friends of those in our community who have passed away due to the coronavirus or for other reasons. May they rest in peace and rise in glory.

## **Activities**

### ***Worship and thanksgiving***

With COVID-19 cases rising towards the end of 2020, the guidance from government was to stay home, and churches across the country were notified not to hold communal acts of worship. Instead, a Sunday morning Said Eucharist was live-streamed, with Father Simon or Revd Debbie presiding.

Public worship in church resumed during March, in time for Easter. Services were subject to strict requirements on social distancing, sanitising and the wearing of face masks. After Easter, we kept communal worship solely to the Sunday morning Parish Eucharist, which continued to be recorded and live-streamed to enable those who were shielding to worship with us. By September, most services had returned to their regular pattern, including a Said Eucharist on Sunday at 8am and Wednesday at 10am, and a monthly service of Evensong. Exceptionally, funerals and even a wedding were livestreamed when close relatives were unable to travel from other countries due to restrictions.



The church remained open daily for private prayer throughout 2021. With the bellringers finally allowed to return to the bell tower in late autumn, the bells of Great St Mary's once again rang out across the town. We were able to hold our usual service on Remembrance Sunday, with wreaths laid at the War Memorial by the Mayor, representatives of the Town Council and organisations, and the British Legion, and standards carried by the uniformed organisations.

During Advent and Christmas, a full array of traditional services resumed, including Advent carol, Christingle, Christmas carol, and crib services, along with Midnight Mass and our Christmas Day Family Eucharist. The church building continued to stay open for private prayer, where visitors could see the Nativity Crib and decorate and put messages on our Community Christmas Tree.

***Special thanks to our Churchwarden and Health & Safety Officer, who unstintingly ensured that all appropriate measures were taken to enable the church to open whenever guidelines permitted.***

### ***Pastoral***

Much of the pastoral work usually comes through the 'occasional offices' – namely baptisms, weddings and funerals – together with home and care home visits to the sick and housebound. The ongoing pandemic meant that we had to continue to do things differently in 2021. We were able to undertake some of our pre-

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pandemic pastoral work, but between January and March we were not able to provide visits to those unable to attend church, except in extreme circumstances. Hospital and care home visiting was still not allowed throughout most of 2021.

Although government guidelines were relaxed by the summer, we remained cautious over home visits, and most of our pastoral encounters were made over the telephone or through doorstep visits, keeping those who are most vulnerable in touch with news from the church and identifying those who might need the support of a minister. This was a great help to the Ministry team throughout 2021 and continues to have a caring impact on our worshipping community. We continue to miss all those who are still self-isolating at home. Our thoughts and prayers are with them and their families.

During 2021 we baptised nine children and married three couples. We wish them joy and love on life's journey. We conducted 18 funerals (eight in the church when permitted) and nine interments. Our dear friends are remembered with love and we continue to keep their families in our prayers.

***A big thank you to our Ministry team for their pastoral work, to our Pastoral volunteers and others who support people in times of need.***

### ***Mission and giving***



*Shiksha Rath runs a Christian Outreach project in New Delhi to help children from deprived areas access education as a route out of poverty.*

It is PCC policy to give 10% of regular committed stewardship (plus tax recoverable) to other charitable causes, of which 60% is allocated to overseas causes and 40% to U.K. causes. Details of the amounts given in 2021 from 2020 stewardship income are detailed in note 10 to the financial statements. Charities supported in this way were Shiksha Rath, the Friends of the Holy Land, the Holy Trinity Night Shelter Bishop's Stortford, and the Afghanistan & Central Asian Association UK.

In addition, whenever possible throughout the year, the PCC made collections and undertook fundraising for specific causes. Details of payments made are also detailed in note 10.

### ***Outreach***

Our wider links with children and young people are very important. Sadly, our usual schools Harvest and Christmas services, and our regular engagement with the uniformed organisations were again restricted, but the Ministry team maintained contact through assemblies, services and church visits. However, the visit by Father Christmas and also the Crib service were very popular.





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Volunteers continued to do a splendid job organising collections of food to support the Harlow Foodbank, whose existing and new customers needed their services more than ever.

The Great St Mary's Facebook group, set up in 2020, continues to thrive. It includes both members of our worshipping community and others who live in Sawbridgeworth and beyond. Also, a regular Friday email offers thoughts, prayers, information on our week's services, and notices.



### ***Spellbrook CoE Primary School***

Spellbrook School is our voluntary controlled Church of England primary school. It is legally owned by the trustees of its Church of England foundation but is controlled by Hertfordshire Local Education Authority which has full financial responsibility for its maintenance. The school's mission is to provide the best education for each child within the context of a caring Christian community. Great St Mary's Church is represented on its governing body and fosters links between the school, the church and the local community. The Incumbent is, *ex officio*, a foundation governor and the Diocese, in liaison with the PCC, appoints a second foundation governor.

### ***Fundraising***

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. We confirm that all solicitations are managed internally, without involvement of commercial participators, professional fundraisers or third parties. The day-to-day management of all income generation is delegated to the Vicar, Churchwardens and appointed officials (see page 12). Although the Charity is not required to be bound by any regulatory scheme, the Charity complies with the relevant codes of practice. We have received no complaints in relation to fundraising activities (2020: none).

***Additional financial support was received, with thanks, from the Sawbridgeworth Ecclesiastical Charity, the Town Council and others.***

### ***Plans for future periods***

As indicated in the Vicar's Introduction, we shall continue to reinvigorate our worship, faith, pastoral, outreach and social activities, seeking to provide for all generations and needs. We shall seek to increase stewardship levels, and consider and begin to take forward the recommendations of the Re-imagining 2025 Project Group. In all our activities, we will seek to reduce our carbon emissions and consider other environmental impacts.

### ***Financial Review***

In 2021, the PCC's finances were again heavily impacted by loss of hall hire and other income. Despite considerable efforts to continue to cut costs and the postponement of planned project work on the estate, there was ***a loss of £61,598 on day-to-day income and expenditure*** and ***a net outflow of £1,510*** from the restricted fund for relevant expenditure on the estate. The position would have been worse had it not been for the commitment of our church community and generosity of other donors.

However, at the end of the year, our investments with CCLA had risen by £96,472, of which £50,000 was redeemed in December to meet the deficit and some planned works (which were subsequently postponed again due to lockdown). Investment income also held up well at £27,190. Overall, therefore, there was ***a net increase in our total funds of £60,554.***



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The investment policy is considered at regular intervals by the Stewardship & Finance Committee and the PCC. Both investment funds are actively managed, allowing CCLA to anticipate or respond to market developments. The PCC did not consider necessary any change in investment policy or investments during 2021.

### **Going Concern**

Looking forward to 2022, the relationship between income and expenditure continues to be a major concern, with **a predicted deficit of up to £100,000** excluding any capital gain or loss. Moreover, when we redeem investments to help fund expenditure, we reduce not only our capital but our income from those investments.

The PCC believes it is financially viable for the next 12 months, even with the ongoing pressures of the pandemic. The general unrestricted reserves balance remains above the appropriate level of reserves and is sufficient for activities to be maintained for 12 months.

### **Risk Management**

The PCC recognises that in areas relating to health and safety, the safeguarding of children and vulnerable adults, and the security of physical and financial assets, IT systems and data protection, there is always a potential threat. We reviewed all our risk management and related policies during 2021.

### **Reserves policy**

The accounting rules under which the financial statements are prepared require funds to be analysed between those that, on the one hand, are restricted to specific purposes and those that, on the other hand, are unrestricted. Restricted funds comprise special collections and other fundraising activity for specific causes, together with fundraising and grants for certain fabric and insurance costs, and for the repair and maintenance of certain graves.

Unrestricted funds comprise all other funds, which may be designated for various purposes. The PCC has designated three unrestricted funds:

- a property capital fund, which at all times equals the balance sheet value of the properties
- a legacy capital fund, being the accumulation of legacies received
- a general fund containing the balance

The PCC considers that the amount of reserves necessary to ensure the work of the church continues at present levels is around £175,000 – this amounts to approximately 12 months of recurring expenditure, excluding mission giving and payments to specific causes, when lockdown measures do not apply. As the unrestricted general fund stood at £504,461 at 31 December 2021 (see page 15; £442,397 at the end of 2020), there was an excess of just over £329,000, which is held to finance working capital and capital projects. Restricted funds at 31 December 2021 were £7,783 (2020: £9,293).

### **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 met seven times in 2021 (five of which took place via Zoom due to restrictions) and average attendance was 80%. In addition to routine business (which included regular Health & Safety, Safeguarding and Financial reports), major items of business included:

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- Establishing the Re-imagining 2025 Project Group
- Agreeing recipients of mission giving from 2020 stewardship
- Receiving the Financial Report and Accounts for 2020
- Appointing a First Aid Officer

***Safeguarding***

The PCC complied with its duty under section 5 of the *Safeguarding and Clergy Discipline Measure 2016* to have due regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults. In June 2021, we reviewed our Safeguarding Policy and safeguarding information on the church website.

***Data protection***

The PCC complied with the requirements of the *General Data Protection Regulation*. In June 2021, we reviewed our Data Protection and Records Management Policy, and the Data Privacy Notice on the church website.

***The PCC's responsibilities***

The PCC is responsible for preparing the Annual Report and Financial Statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice. The PCC is required to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the PCC and of the financial activities of the PCC for that period. In preparing those financial statements, the PCC members are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP 2019 (FRS 102)
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the PCC will continue in operation

The PCC is responsible for keeping proper books and accounting records that disclose with reasonable accuracy at any time the financial position of the PCC, and that enable it to ensure the financial statements comply with the Charities Act 2011. It is also responsible for safeguarding the assets of the PCC and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC members confirm that, so far as they are aware, there is no relevant information of which the PCC's independent examiners are unaware. They have taken all the steps that they ought to have taken as PCC members to make themselves aware of any relevant information and to establish that the PCC's independent examiners are aware of that information.

***PCC Committees***

The Standing Committee comprises the Vicar, Associate Priest, main Committee Chairs and the Treasurer. It has the power to act on behalf of the PCC for issues that need urgent attention between PCC meetings and to act as a sounding board for the Vicar. It did not meet in 2021.

Much of the PCC's business is achieved by delegating certain responsibilities to the following committees, whose terms of reference were reviewed by the PCC in June 2021:

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***Fabric & Churchyard Committee***

*Chair: Peter Clark*

This Committee, in collaboration with the Vicar and Churchwardens, has oversight of the maintenance, repair and improvement of the church building, St Mary's Lodge, the Parish Hall, Church House, and the other church-owned land and buildings. It oversees the activities of the monthly Churchyard Working Party, which maintains the churchyard and associated grounds.



Delays to remedial work following on from the 2017 Quinquennial Report continued to frustrate in 2021. Contractors had backlogs of work after furloughing staff, with others working from home or self-isolating, compounded by serious illness and injury among key specialists.

Nevertheless, good progress was made on filling the cracks for monitoring purposes in the spiral staircase up the tower, re-glazing of the ringing chamber door, external re-pointing, and clearing and maintenance of the roofing, gutters and drains. Work on the chancel walls inside and out has been agreed with the Church Commissioners and will be undertaken in 2022.

The main gates of the church were discovered to have a gatepost that was rotten below ground and have been refurbished. The tree surgeons completed their scheduled work, including the removal of one pine tree near the eastern wall, which had been struck by lightning and was dying. Tests show that the large beech tree in the wall of the Old Vicarage is hollow and may need to be felled.

A major alert was raised when asbestos was identified lining the blower box of the organ, which is situated in the tower. A military-style operation was performed for its licenced safe removal, with thorough cleansing and air and surface particle monitoring leading to an "all clear" certificate, followed by restoring the blower with fire-rated sound insulation. A passing schoolboy, when he saw the operatives' decontamination trailer, commented that it was the coolest trailer he had ever seen.



The other major alert was when a rainstorm caused flooding in Sawbridgeworth and water poured in under the West door, soaked the carpet and other materials in the choir vestry, and seeped under the choir platform into the back of the nave. Fortunately the water was uncontaminated, so a couple of weeks were spent with the doors open to dry it out gently, following English Heritage best practice.

Work on refurbishment of the bathroom and toilets at St Mary's Lodge was completed. The church and halls were gradually opened up whilst preserving some level of protection through social distancing, ventilation and one-way systems, and a defibrillator was installed in Church House. Exploratory work revealed rotten timbers in the Church House roof, alongside the dormer windows at the front of the building. Further work will be undertaken in 2022 to scope what is needed to be done to this Grade II Listed Building.



In 2021, the churchyard again saw verdant growth. The Churchyard Working Party went above and beyond the call of duty to maintain it for all to enjoy. An exciting new development was preparing the ground for the new Rainbow Garden near the Alms Houses, which is envisaged will provide an opportunity to engage children in its planting. The PCC has also agreed that three more wooden benches be provided.



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***With special thanks to the dedicated team of volunteers in the Churchyard Working Party and our hard-working hall caretaker.***

**Outreach Committee**

*Chair: Val Bright*

This Committee promotes the engagement of the church with the community at local, diocesan and national levels. It develops and has oversight of a policy of nurture for all ages of the church family. It has general oversight of the Ministry of welcome within Great St Mary's.

Due to ongoing restrictions, only a few meetings were able to take place in 2021, but the Committee, together with its very welcome and necessary supporters, was able to put on a number of well-attended events later in the year, including the Festival of Light, the visit of Father Christmas, and welcoming at the Crib service.

**Stewardship & Finance Committee**

*Chair: Paul Bard*

This Committee has oversight of the PCC's finances and stewardship activities. To fulfil this responsibility, it monitors both incoming and outgoing resources, as well as monitoring the deployment of the net assets, including investment policy and performance. It provides advice and support to the Treasurer and reports regularly to the PCC on the financial position, financial controls and all matters impacting the PCC's finances.

The Committee met five times in 2021. At each meeting, the Committee received a report from the Treasurer on the PCC's financial position. It also monitored actual income and expenditure against the 2021 forecast approved by the PCC in January 2021, and considered whether and when a significant drawdown from investments was needed. At the end of the year, it considered the provisional outcome for 2021 and a draft forecast for 2022, which were presented to the PCC for approval in December 2021.

The Committee reviewed and made recommendations to the PCC on the hire rates, discretionary fees and other rates to be applied in 2022, and on revisions to bank signatories. It also discussed other giving channels, the re-instating of the money counting rota and the need for new property valuations.

***With considerable thanks to the Treasurer and Stewardship Recorder.***

**Administrative information**

**Address:** The PCC oversees the activities of Great St Mary's church, which is situated in Church Street, Sawbridgeworth. It is part of the Diocese of St Albans within the Church of England. The correspondence address is The Parish Office, Church House, 1, Vantorts Road, Sawbridgeworth, Hertfordshire CM21 9AH.

**Website:** [www.sawbridgeworthchurch.org.uk](http://www.sawbridgeworthchurch.org.uk)

**Data privacy:** Contact the Parish Office. You can also contact the Information Commissioner's Office on 0303 123 1113 or via <https://ico.org.uk/global/contact-us/email/>.

**Incumbent:** The Reverend Simon Vivian, The Vicarage, Sheering Mill Lane, Sawbridgeworth, Hertfordshire CM21 9ND.

**Ministry team:** The Reverend Debbie Hore, Associate Minister and Mrs Diana Kitson, Reader.

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**Office staff:** Angela Kenny, Parish Administrator from 18 January 2022.

The **members of the PCC** who served from 1 January 2021 until the date this report was approved are:

Father Simon Vivian	<i>Incumbent (Chair)</i>
Anthony Heard	<i>Churchwarden</i>
Angela Alder	<i>PCC Secretary</i>
Paul Bard	<i>Chair of Stewardship &amp; Finance Committee</i>
Valerie Bright	<i>Chair of Outreach Committee</i>
Becky Burton	<i>Appointed 23 May 2021</i>
Peter Clark	<i>Health &amp; Safety Officer, Chair of Fabric &amp; Churchyard Committee</i>
Deborah Cubitt	<i>First Aid Officer</i>
Mark Hemsley	
Revd Debbie Hore	<i>Associate Minister</i>
Diana Kitson	<i>Reader, Deanery Synod Representative</i>
Marian Newby	<i>Until 23 May 2021</i>
Kofi Otu	<i>Appointed 23 May 2021</i>
Sarah Vickers	<i>Chair of Re-imagining 2025 Project Group</i>

Among others that contribute considerable time and resources to the work of Great St Mary's, there are officers who are not members of the PCC:

Fay Clark	<i>Electoral Roll Officer and Spellbrook CoE School Foundation Governor</i>
Huw Lewis	<i>Stewardship Recorder</i>
Hazel Mead	<i>Safeguarding Officer</i>
Julie Patterson	<i>Treasurer</i>

**Architect/surveyor:** Tony Redman of Whitworth Co Partnership.

**Bankers:** TSB Bank plc, 3 The Corn Exchange, Market Square, Bishop's Stortford, Hertfordshire M23 3UU and Barclays Bank plc, 10 North Street, Bishop's Stortford, Hertfordshire CM23 2LU.

**Independent Examiners:** Price Bailey LLP, Causeway House, 1 Dane Street, Bishop's Stortford, Hertfordshire CM23 3BT.



Signed **Fr. Simon Vivian**  
Vicar of Great St Mary's, Sawbridgeworth

Dated 29. III. 22

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**Independent Examiner's Report to the members of The Parochial  
Church Council of the Ecclesiastical Parish of Sawbridgeworth**

I report to the members of the PCC on my examination of the accounts of the PCC for the year ended 31 December 2021 which are set out on pages 14 to 23.

**Responsibilities and basis of report**

As the members of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

**Independent examiner's statement**

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Michael Cooper-Davis FCCA ACA**  
For and on behalf of Price Bailey LLP  
Causeway House  
1 Dane Street  
Bishop's Stortford  
Hertfordshire CM23 3BT

**Date:** 3 May 2022



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**STATEMENT OF FINANCIAL ACTIVITIES  
for the year ended 31 December 2021**

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total	2020 Total
<b>INCOME</b>					
<i>Voluntary income</i>					
Planned giving		25,984		25,984	28,803
Other donations	2	8,498	250	8,748	10,169
Collections for other charities	3		2,407	2,407	2,098
Tax received/claimed	4	8,500	432	8,932	11,005
Grants	5		8,768	8,768	36,214
Legacies	6				2,000
		42,982	11,857	54,839	90,289
<i>Church activities</i>					
Fees - weddings & funerals	7	9,138		9,138	9,474
Property lettings	8	20,250		20,250	16,506
Advertising income			347	347	4,539
Fundraising & sponsorship					108
Other		70		70	121
		29,458	347	29,805	30,748
<i>Investment income</i>	9	27,190		27,190	28,355
<b>Total income</b>		<b>99,630</b>	<b>12,204</b>	<b>111,834</b>	<b>149,392</b>
<b>EXPENDITURE</b>					
<i>Church activities</i>					
Mission & charitable giving	10	4,044	2,817	6,861	6,793
Ministry	11	77,109		77,109	71,900
Regular church services	12	8,033		8,033	5,841
Fees paid – weddings & funerals	13	6,293		6,293	5,710
Properties	14	31,434	10,897	42,331	60,530
Magazine					2,301
Administration	15	4,897		4,897	12,589
Other	16	518		518	1,290
		132,328	13,714	146,042	166,954
<i>Governance</i>					
Independent examination fee		1,710		1,710	1,620
<b>Total expenditure</b>		<b>134,038</b>	<b>13,714</b>	<b>147,752</b>	<b>168,574</b>
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		<b>(34,408)</b>	<b>(1,510)</b>	<b>(35,918)</b>	<b>(19,182)</b>
Divestment proceeds		50,000		50,000	30,000
Net gain/(loss) on revaluation of investments	18	46,472		46,472	26,517
<b>Net movement in funds</b>		<b>62,064</b>	<b>(1,510)</b>	<b>60,554</b>	<b>37,335</b>
Funds brought forward		1,475,014	9,293	1,484,307	1,446,972
<b>Funds carried forward</b>		<b>1,537,078</b>	<b>7,783</b>	<b>1,544,861</b>	<b>1,484,307</b>

The notes on pages 16 to 23 form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF SAWBRIDGEWORTH  
Registered Charity 1132562**

**BALANCE SHEET  
at 31 December 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible	17	490,000	490,000
Investments	18	1,001,767	955,295
		1,491,767	1,445,295
<b>Current assets</b>			
Debtors	19	10,773	9,911
Short term deposits	20	6,992	14,801
Cash at bank and in hand		45,752	19,144
		63,517	43,856
<b>Liabilities</b>			
Creditors payable within one year	21	(10,423)	(4,844)
<b>Net current assets</b>		53,094	39,012
<b>TOTAL NET ASSETS</b>		<b>1,544,861</b>	<b>1,484,307</b>
<b>Funds</b>	22		
<i>Unrestricted</i>			
Property capital		490,000	490,000
Legacy capital		542,617	542,617
General		504,461	442,397
		1,537,078	1,475,014
<i>Restricted</i>		7,783	9,293
		<b>1,544,861</b>	<b>1,484,307</b>

Approved by the Parochial Church Council on 29 March 2022 and signed on its behalf by:

  
29. III - 22

**Fr. Simon Vivian – Vicar**



**Angela Alder – PCC Secretary**

The notes on pages 16 to 23 form part of these financial statements

**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF SAWBRIDGEWORTH  
Registered Charity 1132562**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021**

**1. Accounting policies**

***Basis of preparation***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Church Accounting Regulations 2006.

The PCC constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019.

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

***Going concern***

The financial statements have been prepared on a going concern basis as the PCC members believe that no material uncertainties exist. The PCC members have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure deficit is covered with the support of withdrawing funds from the investments, as held within unrestricted general funds, and therefore enables the PCC to continue as a going concern. A detailed commentary on its impact is detailed in the Annual Report on page 8.

***Funds***

- *Unrestricted designated funds*  
Designated funds are unrestricted funds set aside at the discretion of the PCC for specific purposes. The property capital fund is represented by the value of property held. The legacy capital fund is the aggregate of legacies received and is represented by assets held for future major capital projects.
- *Unrestricted general funds*  
Unrestricted funds are those funds which can be used for the ordinary purposes of the PCC.
- *Restricted funds*  
Restricted funds arise where collections are made or fundraising undertaken for specific causes, or where income is subject to specific conditions imposed by donors or grant-making organisations.

***Incoming resources***

- *Stewardship, service collections and donations*  
Amounts are recognised when received; at which point income tax recoverable is accounted for.
- *Other voluntary income*  
Grants and legacies are recognised once the PCC has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.
- *Church fees*  
Wedding and funeral fees are recognised when the event occurs.



**THE PAROCHIAL CHURCH COUNCIL OF THE  
ECCLESIASTICAL PARISH OF SAWBRIDGEWORTH  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

- *Advertising income*  
Income is recognised following the publication of a magazine.
- *Property lettings*  
Rental income from the letting of premises is recognised when due.
- *Investment income, fundraising and sponsorship*  
Income is recognised when received.

***Gifts in kind***

Assets donated to the PCC are included in the financial records at valuation at the date of gift.

***Resources expended***

Amounts are recognised when payable and include irrecoverable VAT. All costs have been directly allocated to the relevant activity and fund.

***Tangible fixed assets***

- *Consecrated land and buildings and moveable church furnishings*  
Consecrated and benefice property is excluded from the financial statements under the Charities Act 2011. No value is placed on moveable church furnishings that require a faculty for their disposal as they are considered by the PCC as inalienable property.
- *Other real estate*  
Given the unusual nature and features of the freehold properties (note 17), the properties are held at residual value based on valuations by Wright & Co, a local estate agent, in November 2010. Thus, no depreciation has been charged.
- *Fixtures and fittings*  
Items costing up to £10,000 are written off in the period in which the assets are acquired.

***Investments***

Investments are stated at market value at the balance sheet date. Unrealised gains and losses arising from movements in market values during the year are credited or charged to the Statement of Financial Activities based on the market value at the year end.

***Stock***

Stock is valued at the lower of cost and net realisable value.

***Debtors***

Trade and other debtors are recognised at the settlement value before any trade discounts due.

***Cash at bank***

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar accounts.

***Creditors***

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

**THE PAROCHIAL CHURCH COUNCIL OF THE  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

***Financial instruments***

The Charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value as at the balance sheet date. All financial instruments of the charity are measured at cost.

Financial assets include the bank balances, trade debtors and other debtors, but exclude prepayments and taxation.

Financial liabilities include trade creditors, other creditors, accruals and deferred income, but exclude social security and other taxes due.

***Key Source of Judgement and Estimate Uncertainty***

No significant judgements, accounting policies or assumptions have been made by the PCC in applying the Charity's accounting policies.

***Transactions involving members of the PCC and connected persons***

Members of the PCC are obliged to declare any interest in any proposed transaction that involves them or connected persons, and to withdraw from any discussions and not participate in any vote taken. Any transactions undertaken by or on behalf of the PCC and involving members of the PCC and/or connected persons are detailed in notes 11 and 23.

**2. Donations, other than planned giving**

	<b>2021</b>	<b>2020</b>
	£	£
Donations under Gift Aid	5,350	6,430
Other donations	1,046	2,457
Collections in church services	1,602	1,232
Donations towards specified unrestricted expenditure	500	50
Donations towards restricted expenditure	250	-
	<u>8,748</u>	<u>10,169</u>

Donations under Gift Aid included two donations of £1,250 each including tax recoverable (2020: one donation of £1,250 including tax recoverable) and no other large donations (2020: £1,000). Unrestricted donations totalled £8,499 (2020: £10,169) and restricted £250 (2020: nil).

**3. Collections for other specific causes (restricted)**

The figure of £2,407 (2020: £2,098) comprised £720 (2020: £1,174) of giving under Gift Aid and £1,687 (2020: £924) of other giving. (See also Note 10).

**4. Tax received/claimed**

Tax recoverable on giving under Gift Aid in 2021 is estimated at £8,114 (2020: £9,020 estimated; £9,023 received). £517 was received under the small donations scheme for the tax year 2020/21 (2019/20: £1,437), of which £431 was recognised as claimable in 2020, and a further £816 has been recognised as claimable in 2021. Of total tax received or claimed, £8,500 was in relation to unrestricted funds (2020: £10,574) and £432 restricted (2020: £431).

**THE PAROCHIAL CHURCH COUNCIL OF THE  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

<b>5. Grants</b>	<b>2021</b>	<b>2020</b>
	£	£
Coronavirus Job Retention Scheme (unrestricted)	-	3,155
The Sawbridgeworth Ecclesiastical Charity:		
- Church insurance	3,456	3,052
- Church costs	4,305	7,077
Friends of Great St Mary's	-	10,890
Archbishop's Council (Church Care & The Radcliff Trust)	-	5,000
Hertfordshire County Council (sanitiser etc)	-	750
Sawbridgeworth Town Council	440	-
DCMS Scheme (VAT claim)	539	4,232
Ecclesiastical Insurance (claim for weathervane)	-	2,030
The Commonwealth War Graves Commission	28	28
	<u>8,768</u>	<u>36,214</u>

£8,768 was in relation to restricted funds (2020: £33,059) and nil unrestricted (2020: £3,155).

**6. Legacies**

No legacies were received in 2021 (2020: £2,000).

**7. Fees - weddings and funerals (unrestricted)**

Fees receivable exclude amounts due to the clergy which, in accordance with normal church accounting practice, are not included. The fees shown comprise amounts earned by the PCC and amounts payable to the Diocese and to assistants for their participation at weddings and funerals (see also note 13).

<b>8. Property lettings (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Church House	6,916	3,579
Parish Hall	2,566	3,452
Car park	10,768	9,475
	<u>20,250</u>	<u>16,506</u>

<b>9. Investment income (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Interest on CCLA Deposit Fund	8	27
Dividends on CCLA Fixed Interest Fund investment	5,000	6,387
Dividends on CCLA Investment Fund investment	22,182	21,941
	<u>27,190</u>	<u>28,355</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020 (continued)**

<b>10. Mission &amp; charitable giving</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Mission grants to organisations – unrestricted</b>		
India Touch Trust (Shiksha Rath) – <i>overseas mission giving</i>	1,078	1,179
Friends of the Holy Land – <i>overseas mission giving</i>	1,078	-
CMS – South Sudan Diocese – <i>overseas mission giving</i>	-	1,179
Bishop's Stortford Night Shelter – <i>UK mission giving</i>	1,000	1,572
Afghanistan & Central Asian Association UK – <i>UK mission giving</i>	438	-
World Vision	300	300
Street Pastors	150	-
Annual subscriptions (previously described as charitable giving)	-	50
	<u>4,044</u>	<u>4,280</u>
<b>Distribution of collections for specific causes – restricted</b>		
Women's World Day of Prayer	-	239
Train-a-Priest Fund (Lent lunches and Induction Service in 2020)	-	345
Christian Aid (collection tins)	315	-
The Sawbridgeworth Mayor's charities:		
- HRH Duke of Edinburgh Memorial Service	156	-
- Civic Service	259	-
The Bishop of St Alban's Harvest Appeal	549	534
The Royal British Legion (Poppy Appeal)	286	-
The Children's Society (Christingle, and Crib service in 2021)	582	291
Crisis UK (Christmas collections, excluding Crib service in 2021)	534	1,104
Cancer Research (two funerals)	136	-
	<u>2,817</u>	<u>2,513</u>
<b>11. Ministry (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Diocesan parish share	72,975	70,333
Clergy expenses	3,718	1,360
Outreach	416	207
	<u>77,109</u>	<u>71,900</u>
The Vicar and non-stipendiary priest are reimbursed for expenses incurred on PCC business.		
<b>12. Regular church services (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Organists	6,108	4,546
Other costs	1,925	1,295
	<u>8,033</u>	<u>5,841</u>
<b>13. Fees paid – weddings and funerals (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Diocesan fees	4,024	4,097
Fees paid to service assistants	2,269	1,613
	<u>6,293</u>	<u>5,710</u>

The PCC retains the difference between the total of fees received and the total of fees paid.



**THE PAROCHIAL CHURCH COUNCIL OF THE  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

<b>14. Properties – maintenance, repair and utilities</b>	<b>2021</b>	<b>2020</b>
	£	£
Church	6,818	32,596
Churchyard	6,358	3,830
Church House	3,498	3,186
Parish Hall	1,010	1,036
The Lodge	8,914	276
Car park	552	-
Utilities	11,280	12,270
Insurances	3,901	7,336
	<u>42,331</u>	<u>60,530</u>

£10,897 was in relation to restricted funds (2020: £37,465) and £31,434 unrestricted (2020: £23,065). The restricted costs comprised £5,628 (2020: £30,822) for the church, £278 (2020: £2,518) for the churchyard, £1,316 (2020: £974) for Church House, nil (2020: £99) for the Parish Hall, nil (2020: nil) for the car park and £3,675 (2020: £3,052) for church insurances. Our insurance policies were combined in 2021, resulting in a one-off reimbursement from the insurance provider towards the cost of insuring the two halls.

<b>15. Administration (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Staff costs	88	8,196
Bookkeeping	1,035	1,675
Committee expenses	38	-
Telephone	932	678
Equipment	2,002	1,224
Printing	410	351
Office Supplies	392	465
	<u>4,897</u>	<u>12,589</u>

The figure for staff costs in 2021 comprises nil for salaries and wages (2020: £7,849), nil for payroll administration (2020: £315) and £88 of training costs (2020: £32). The figure for salaries and wages in 2021 included pension costs of nil (2020: £318). Nil was received towards salaries and wages from the Coronavirus Job Retention Scheme (2020: £3,155) – see note 5.

The average number of employees during the year was nil in 2021 (2020: one). The PCC considers its key management personnel to comprise the Vicar, Churchwardens and appointed officials (see page 12). No employees received over £60,000 remuneration during the year (2020: nil). No PCC members or other officers were remunerated for their role (2020: nil).

**16. Other expenditure (unrestricted)**

The figure for other expenditure in 2021 of £518 included gifts totalling £59 (2020: £537) and net bank charges of £88 (2020: £121).

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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

<b>17. Tangible fixed assets (unrestricted)</b>	Freehold land & buildings	Fixtures & fittings	Total
	£	£	£
Valuation / Cost – <i>beginning and end of year</i>	490,000	7,899	497,899
Depreciation – <i>beginning and end of year</i>	-	(7,899)	(7,899)
Net book value – <i>beginning and end of year</i>	<u>490,000</u>	<u>-</u>	<u>490,000</u>

The amount of freehold land and buildings comprises valuations of St Mary's Lodge £335,000, the Parish Hall £45,000 and Church House £110,000, provided by local estate agent Wright & Co in November 2010 and reflecting current usage. Fixtures and fittings comprise the sound system

<b>18. Investments (unrestricted)</b>	<b>2021</b>	<b>2020</b>
	£	£
Market value at beginning of year	955,295	928,778
Additions/(withdrawals) at cost	(50,000)	(30,000)
Gain/(loss) on revaluation	96,472	56,517
Market value at end of year	<u>1,001,767</u>	<u>955,295</u>
<i>The portfolio consists of investments in:</i>		
CCLA Fixed Interest Fund	177,937	190,601
CCLA Investment Fund	823,830	764,694
	<u>1,001,767</u>	<u>955,295</u>

<b>19. Debtors (receivable within one year)</b>	<b>2021</b>	<b>2020</b>
	£	£
Tax recoverable (of which £432 restricted (2020: £431) – see note 4)	9,016	9,624
Hire fees due (unrestricted)	203	174
Undertakers (unrestricted)	1,327	-
Diocese (Vicarage maintenance costs) (unrestricted)	-	113
Advent lunch monies not banked in 2021 but included in charitable giving	227	-
	<u>10,773</u>	<u>9,911</u>

**20. Short term deposits (unrestricted)**

These cash deposits are held with The Central Board of Finance Church of England Deposit Fund, which is managed by CCLA.

<b>21. Creditors (payable within one year)</b>	<b>2021</b>	<b>2020</b>
	£	£
Wedding deposits (unrestricted)	100	100
Distributions of collections to specific causes (restricted)	1,235	1,395
Diocesan fees (unrestricted)	664	1,200
Clergy expenses (unrestricted)	-	529
P R Newson Ltd (unrestricted)	4,920	-
Deposits for churchyard benches (unrestricted)	1,794	-
Independent examination fee (unrestricted)	1,710	1,620
	<u>10,423</u>	<u>4,844</u>

**THE PAROCHIAL CHURCH COUNCIL OF THE  
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**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2021 (continued)**

**22. Funds**

	Balances end-2020 £	Income in 2021 £	Expenditure in 2021 £	Fund transfers £	Balances end-2021 £
<i>Unrestricted</i>					
Property capital	490,000	-	-	-	490,000
Legacy capital	542,617	-	-	-	542,617
General	442,397	196,102	(134,038)	-	504,461
	<u>1,475,014</u>	<u>196,102</u>	<u>(134,038)</u>	<u>-</u>	<u>1,537,078</u>
<i>Restricted</i>					
Monies for specific causes	486	2,839	(2,817)	-	508
Specific grants & fundraising	8,807	9,365	(10,897)	-	7,275
	<u>9,293</u>	<u>12,204</u>	<u>(13,714)</u>	<u>-</u>	<u>7,783</u>
<b>Total</b>	<u>1,484,307</u>	<u>208,306</u>	<u>(147,752)</u>	<u>-</u>	<u>1,544,861</u>

For an explanation of restricted funds, see page 16. For restricted funds comprising monies for specific causes, see notes 3 and 10, which included some creditors (see note 20) and £432 in reclaimable tax (2020: £431). The end-year balance comprises £468 of fundraising for the 2022 "Big Breakfast" event for Christian Aid (2020: £468 and a general donation of £2) and £40 for other charities (2020: £16). See notes 5 and 14 for restricted grants and restricted expenditure. In addition, there was restricted fundraising of £401 (2020: £108).

**Prior year funds**

	Balances end-2019 £	Income in 2020	Expenditure in 2019 £	Fund transfers £	Balances end-2019 £
<i>Unrestricted</i>					
Property capital	490,000	-	-	-	490,000
Legacy capital	540,617	2,000	-	-	542,617
General	402,780	165,058	(125,441)	-	442,397
	<u>1,433,397</u>	<u>167,058</u>	<u>(125,441)</u>	<u>-</u>	<u>1,475,014</u>
<i>Restricted</i>					
Monies for specific causes	470	2,529	(2,513)	-	486
Specific grants & fundraising	13,105	33,167	(37,465)	-	8,807
	<u>13,575</u>	<u>35,696</u>	<u>(39,978)</u>	<u>-</u>	<u>9,293</u>
<b>Total</b>	<u>1,446,972</u>	<u>202,754</u>	<u>(165,419)</u>	<u>-</u>	<u>1,484,307</u>

**23. Payments to PCC members and connected persons**

PCC members were reimbursed £2,225 (2020: £2,463) for purchases on behalf of the PCC, including restricted costs of £345 (2020: £765), and paid £360 (2020: £300) for vergers services (unrestricted in both years). No other payments to PCC members and connected persons were made (2020: nil).

