

**ANNUAL REPORT OF THE TRUSTEES OF
KNEBWORTH PAROCHIAL CHURCH COUNCIL
CHARITY REGISTRATION NUMBER 1133728
FOR THE YEAR ENDED 31ST DECEMBER 2020**

Aim and purposes

Knebworth Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend James Pye, in promoting the ecclesiastical parish and the whole mission of the Church for the public benefit.

Worship and prayer

The PCC is committed to enabling as many people as possible to worship at our churches and become part of our parish community. We try to enable 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.

Administrative information

The PCC is responsible for the Parish Church of St Mary and St Thomas of Canterbury, Knebworth Park; St Martin's Church, St Martin's Road, Knebworth and the Parish Centre, St Martin's Road, Knebworth. The correspondence address is: 15 St Martin's Road, Knebworth, Herts, SG3 6ER.

The PCC is a charity registered with the Charity Commission.

PCC members who have served at any time from 1st January 2020 to the date this report was approved are:

<i>Incumbent</i>	The Revd. James Pye Chairman
<i>Wardens</i>	<i>Vacant</i>

Deanery Synod representatives

Mrs Jane Lucas
Mrs Melanie Pye - elected October 2020

Elected members

Mrs Penelope Paton – PCC Secretary
Mr Philip Skinner - resigned October 2020
Mr Timothy Coulson
Mr David Graham
Mrs Sharon Smith

Mr Alan Williamson
Mrs Sally Groves
Mr William Anderson
Mr Mark Clifford
Mrs Elizabeth Graham - elected October 2020

Co-opted members Mrs Anne Purvis – elected November 2020
Revd Karen Turner –elected November 2020

KNEBWORTH PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1133728

FINANCIAL STATEMENTS 2020

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2020**

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2020 £	Total 2019 £
INCOMING RESOURCES					
2a Incoming resources from donors	28,327	3,475		31,802	48,694
2b Other voluntary incoming resources	0	4,000		4,000	8,450
2c Income from investments	411		148	559	688
2d Church Activities	21,229			21,229	39,602
2e Other income resources	0			0	0
TOTAL INCOMING RESOURCES	49,967	7,475	148	57,590	97,434
RESOURCES EXPENDED					
3a Grants	305	466		771	1,282
3b Activities directly relating to the work of the Church	50,329	2,080		52,409	86,111
3c Church management and administration	3,684			3,684	4,420
TOTAL RESOURCES USED	54,317	2,546	0	56,863	91,812
NET MOVEMENT IN FUNDS BEFORE TRANSFERS	(4,351)	4,930	148	727	5,621
Net Transfers				0	0
NET MOVEMENT IN FUNDS	(4,351)	4,930	148	727	5,621
BALANCE B/FWD 1.1.2020	40,319	6,617	16,900	63,836	58,214
BALANCE C/FWD 31.12.20	35,968	11,546	17,048	64,563	63,836

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AT 31ST DECEMBER 2020**

Note	2020 £	2020 £	2019 £
5 Fixed Assets		0	0
Current Assets			
6 Cash at Bank and in hand	13,374		13,708
Paterson Account	707		706
Cambridge & Counties Bank	49,537		48,986
7 Debtors	<u>2,292</u>		<u>4,760</u>
		65,910	68,161
Current liabilities			
8 Amounts due within one year		(1,347)	(4,326)
		<u>£64,563</u>	<u>£63,836</u>
Financed by:			
Funds:			
Unrestricted		18,398	22,749
Designated fund - Building reserve		17,570	17,570
Restricted			
Mission & Outreach fund	6,801		
Elsie Martin bequest	205		
Paterson bequest	707		
Churchyard maintenance fund	<u>3,835</u>		
		11,548	6,618
Endowment			
Bishopp bequest	5,541		
Cobbold fund	10,255		
Green bequest	746		
Neale bequest	<u>504</u>		
		17,046	16,898
		<u>£64,563</u>	<u>£63,836</u>

Approved by the Knebworth Parochial Church Council on:

Signed on its behalf by:

(PCC Chairman)

(Hon Treasurer)

The notes on pages 3 to 8 form part of these financial statements.

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020**

1. ACCOUNTING POLICIES

General

The accounts have been prepared in accordance with the Church Accounting Regulations 2006.

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

Funds

Endowment funds are funds, the capital of which must be maintained; only income arising from the investment may be used as either restricted or unrestricted funds depending on the purpose for which the endowment was established.

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 the year must be carried forward as a balance on that fund.

The PCC does not usually invest separately for each fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

Incoming resources

Planned giving is recognised when received, with the exception of payroll giving which for control purposes is accrued in the month of payroll deduction.

Grants and donations receivable are accounted for when awarded.

Resources expended

Grants and donations payable 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 paid.

All other expenditure is generally recognised when it is incurred and is accounted for gross

Fixed Assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.96 (2) (a) of the Charities Act 1993.

No value is placed on moveable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal, since the PCC

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2020**

considers this to be inalienable property. All expenditure incurred during the year on consecrated buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

No value is placed on the Knebworth Parish Centre, which was built at a cost of £267,191 in 1994.

Other assets used within the church premises are depreciated on a straight line basis over their estimated useful lives, as follows:

St. Mary's Organ 10 years

Office equipment 4 years

Sound system 5 years

The assets were all fully depreciated at 31st December 2020.

KNEBWORTH PAROCHIAL CHURCH COUNCIL
INCOMING RESOURCES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

Note	Unrestricted funds	Restricted & endowment	Total	Total
	2020 £	2020 £	2020 £	2019 £
2a Incoming resources from donors				
Regular giving				
- Gift-aided	19,926	33	19,959	35,304
- Not gift-aided	2,019		2,019	1,808
Open Plate collections	2,482	35	2,517	3,645
Gift-aided donations			0	470
Special collections		466	466	1,002
Gift aid recoverable	2,510	17	2,527	3,907
Other donations	360	2,925	3,285	2,376
Other income	1,030		1,030	183
	<u>28,327</u>	<u>3,475</u>	<u>31,802</u>	<u>48,694</u>
2b Other voluntary incoming resources				
Grants:				
Follett Trust - for Messy Church		4,000	4,000	4,000
Bedfordshire & Luton Community Foundation - for Parish Centre boiler			0	4,450
	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>8,450</u>
2c Income from investments				
Bank Interest	411	148	559	688
	<u>411</u>	<u>148</u>	<u>559</u>	<u>688</u>
2d Income from charitable and ancillary trading				
Parish Centre lettings	4,638		4,638	13,235
Library Rental	4,000		4,000	11,580
Parish News advertising	5,646		5,646	6,614
Parish News sales	4,241		4,241	4,229
Fees for weddings, funerals	1,915		1,915	3,412
Fundraising activities	789		789	532
	<u>21,229</u>	<u>0</u>	<u>21,229</u>	<u>39,602</u>
2e OTHER INCOMING RESOURCES				
Insurance claims			0	0
TOTAL INCOMING RESOURCES	<u>49,967</u>	<u>7,624</u>	<u>57,590</u>	<u>97,434</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL
RESOURCES USED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2020 £	Total 2019 £
3a Grants (see also Note 4)					
Missionary and charitable giving	305			305	280
Special Collections and events		466		466	1,002
	305	466		771	1,282
3b Activities relating directly to the work of the Church					
Ministry:					
- Parish Share	29,291			29,291	49,500
- Clergy Allowance	450			450	3,465
- Visiting Ministers	0			0	159
Upkeep of services	198			198	365
Pastoral care social activities	45			45	313
Youth and children	435			435	3,491
Parish News printing and expenses	5,422			5,422	7,154
Church buildings:					
- insurance	3,929			3,929	4,107
- maintenance	2,745			2,745	709
- churchyard	0	2,080		2,080	2,350
- servicing of organs	0			0	305
- power & other running costs	1,493			1,493	3,070
Parish Centre:					
- insurance	760			760	760
- maintenance	1,412			1,412	5,029
- cleaning	1,683			1,683	2,338
- power & other running costs	2,465			2,465	2,996
	50,329	2,080	0	52,409	86,111
3c Church management and administration					
Church Office	2,845			2,845	2,422
Subscriptions and Music Licences	341			341	689
Office equipment	-53			-53	390
Sundry Expenses	551			551	919
	3,684	0	0	3,684	4,420
TOTAL RESOURCES USED	54,317	2,546	0	56,863	91,812

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

Note	Unrestricted funds £	Restricted funds £	Total £
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4 GRANTS

From PCC funds:

WorldShare	240		240
Beds & Herts Historic Churches	40		40
The Bible Society	25		25
	<u>305</u>		<u>305</u>

Special Collections:

Bike & Hike - Beds & Herts Historic Churches		315	315
Bridgebuilders		111	111
Bishop's Harvest Appeal		40	40
		<u>466</u>	<u>466</u>

Further Christian Aid collections are not recorded here.

5 FIXED ASSETS	St Mary's Organ £	Office equipt £	Sound system £	Total £
Cost at 1.1.2020	4,233	3,334	6,117	13,684
Cost at 31.12.2020	<u>4,233</u>	<u>3,334</u>	<u>6,117</u>	<u>13,684</u>
Depreciation at 1.1.2020	4,233	3,334	6,117	13,684
at 31.12.2020	<u>4,233</u>	<u>3,334</u>	<u>6,117</u>	<u>13,684</u>
Net Book Value at 1.1.2020	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
at 31.12.2020	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Assets are fully depreciated

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2020

Note

	2020	2019
	£	£
6 CASH IN HAND		
Barclays - main current account	12,514	10,284
Barclays - Parish Centre Lets account	637	3,147
Cash in hand	223	277
	<u>13,374</u>	<u>13,708</u>
7 DEBTORS	2020	2019
	£	£
Income tax recoverable - Gift Aid	2,292	3,760
Follett Trust 2019 cheque not yet banked		1,000
	<u>2,292</u>	<u>4,760</u>
8 CREDITORS	2020	2019
	£	£
DBF - Fees for Weddings and Funerals	223	155
St Mary's & St Martin's Preservation Trust	138	93
Parish News Sales received in advance		549
Library rental received in advance		1,000
Other creditors	986	2,528
	<u>1,347</u>	<u>4,326</u>

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF KNEBWORTH PAROCHIAL CHURCH COUNCIL
CHARITY NUMBER 1133728**

This report on the financial statements of the PCC for the year ended 31st December 2020, which are set out on pages 1 to 8, is in respect of an examination carried out in accordance with Church Accounting Regulations 2006 (the Regulations) and Section 145 of the Charities Act 2011.

Respective responsibilities of the trustees and the examiner

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145 (5) (b) of the 2011 Act) and
- State whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

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 respect, the requirements to keep accounting records in accordance with Section 130 of the 2011 Act, and to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act have not been met; or

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


Mr R T Meredith, BSc (Hons), FCIB

20th April 2021
Date:

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SG3 6NL