

**ANNUAL REPORT OF THE TRUSTEES OF
KNEBWORTH PAROCHIAL CHURCH COUNCIL
CHARITY REGISTRATION NUMBER 1133728
FOR THE YEAR ENDED 31ST DECEMBER 2022**

Annual Report and Accounts

The trustees present their annual report below in the form of the papers prepared for the 2023 Annual Parochial Church Meeting. The PCC's Independently Examined Accounts in Accruals Format including the Statement of Financial Activities and Balance Sheet are included in these papers.

Aim and purposes

Knebworth Parochial Church Council (PCC) has the responsibility of cooperating with the Priest in Charge, the Reverend Charles King, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

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, SG3 6ER.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our two 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.

Public Benefit Statement

The Ecclesiastical Parish of Knebworth (UK Registered Charity 1133728) exists to offer Christian worship, teaching and pastoral care. Our provisions are open to those of all faiths and none, and are free at the point of delivery. (Some occasional offices do incur statutory fees, although we would strive to ensure that none are excluded on the grounds of economic or other disadvantage).

During the past year, public benefit has been advanced in many ways, including:

1. the provision of regular and seasonal worship in word and prayer, sacrament and music;
2. the provision of occasional offices – baptisms, weddings, funerals – to mark important stages in the journey of life;
3. the provision of opportunities to engage with the Christian faith in preaching, teaching, small groups and children's activities (including Messy Church), both inside and outside church, including in and for our local school;
4. the provision of services to a range of groups with particular needs, including the Smarties pre-school group, and the hosting of the monthly Knebworth Family of Churches (KFC) coffee morning;
5. the provision of numerous formal and informal acts of pastoral care;

6. the maintenance of St Mary's and St Martin's as buildings of listed heritage in stone, wood, glass and metal, hand in hand with working towards being open more and more as a venue for prayer, reflection, pilgrimage and tourism;
7. the maintenance and supply of the Parish Centre and our church buildings as spaces for community gathering and hire;
8. the raising of funds for partner charities, and donations in kind for Feed Up Warm Up, our local foodbank at Stevenage.

Subsequent entries in this Annual Report expand on the above.

KNEBWORTH PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1133728

FINANCIAL STATEMENTS 2022

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2022**


Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £
INCOMING RESOURCES					
4a Incoming resources from donors	47,743	7,999		55,742	31,878
4b Other voluntary incoming resources	0	4,000		4,000	4,500
4c Income from investments	413		174	588	442
4d Church Activities	24,778			24,778	15,520
4e Other income resources	0			0	0
TOTAL INCOMING RESOURCES	72,934	11,999	174	85,108	52,341
RESOURCES EXPENDED					
5a Grants	520	191		711	344
5b Activities directly relating to the work of the Church	67,796	3,280	5,157	76,234	53,842
5c Church management and administration	4,320		179	4,499	4,909
TOTAL RESOURCES USED	72,636	3,471	5,336	81,444	59,095
NET MOVEMENT IN FUNDS BEFORE TRANSFERS	298	8,528	(5,162)	3,664	(6,755)
Net Transfers				0	0
NET MOVEMENT IN FUNDS	298	8,528	(5,162)	3,664	(6,755)
BALANCE B/FWD 1.1.2022	25,442	15,203	17,164	57,808	64,563
BALANCE C/FWD 31.12.22	25,739	23,731	12,002	61,472	57,808

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AT 31ST DECEMBER 2022**

Note	2022 £	2022 £	2021 £
7 Fixed Assets		1,989	0
Current Assets			
8 Cash at Bank and in hand	26,029		6,125
Paterson Account	0		707
Cambridge & Counties Bank	43,567		49,980
9 Debtors	<u>8,157</u>		<u>3,098</u>
		77,754	59,910
Current liabilities			
10 Amounts due within one year		(18,270)	(2,102)
		<u>£61,472</u>	<u>£57,808</u>
Financed by:			
Funds:			
Unrestricted		25,739	25,442
Restricted			
Mission & Outreach fund	15,009		
Elsie Martin bequest	205		
Paterson bequest	707		
Churchyard maintenance fund	1,290		
Other Restricted Funds	<u>6,520</u>		
		23,731	15,203
Endowment			
Bishopp bequest	5,636		
Cobbold fund	5,094		
Green bequest	759		
Neale bequest	513		
		12,001	17,163
		<u>£61,472</u>	<u>£57,808</u>

Approved by the Knebworth Parochial Church Council on: 20.3.23

Signed on its behalf by:



(PCC Chairman)



(Trustee)

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 2022**

1. ACCOUNTING POLICIES

General

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.

Incoming resources

Planned giving is recognised when received.

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.

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 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.

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 2022.

2. RELATED PARTY TRANSACTIONS

There were no transactions in the year under review with related parties.

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2022**

3. RESERVES POLICY

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 invest separately for each fund.

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

The PCC has a policy aim of maintaining unrestricted funds at a level which represents six months' worth of budgeted expenditure excluding Parish Share. As of 31st December 2022, unrestricted reserves amounted to approximately ten months' worth of such expenditure.

KNEBORTH PAROCHIAL CHURCH COUNCIL
INCOMING RESOURCES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022

Note	Unrestricted	Restricted & funds endowment	Total	Total
	2022 £	2022 £	2022 £	2021 £
4a Incoming resources from donors				
Regular giving				
- Gift-aided	33,030		33,030	23,058
- Not gift-aided	1,747		1,747	1,116
Open Plate collections	3,714	166	3,880	2,522
Gift-aided donations			0	300
Special collections		191	191	304
Gift aid recoverable	2,639	42	2,681	3,098
Other donations	1,050	7,600	8,650	1,310
Other income	5,562		5,562	169
	<u>47,743</u>	<u>7,999</u>	<u>55,742</u>	<u>31,878</u>
4b Other voluntary incoming resources				
Grants:				
Follett Trust - for Messy Church		4,000	4,000	4,000
Herts County Council - Sound System			0	500
	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>4,500</u>
4c Income from investments				
Bank Interest	413	174	588	442
	<u>413</u>	<u>174</u>	<u>588</u>	<u>442</u>
4d Income from charitable and ancillary trading				
Parish Centre lettings	10,465		10,465	4,791
Parish News advertising	5,349		5,349	4,442
Parish News sales	4,581		4,581	4,528
Fees for weddings, funerals	3,550		3,550	1,466
Fundraising activities	833		833	294
	<u>24,778</u>	<u>0</u>	<u>24,778</u>	<u>15,520</u>
4e OTHER INCOMING RESOURCES			<u>0</u>	<u>0</u>
TOTAL INCOMING RESOURCES	<u>72,934</u>	<u>12,174</u>	<u>85,108</u>	<u>52,341</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL
RESOURCES USED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2022

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2022 £	Total 2021 £
5a Grants (see also Note 4)					
Missionary and charitable giving	520			520	40
Special Collections and events		191		191	304
	<u>520</u>	<u>191</u>		<u>711</u>	<u>344</u>
5b Activities relating directly to the work of the Church					
Ministry:					
- Parish Share	36,000			36,000	29,300
- Clergy Expenses	342			342	185
- Visiting Ministers	0			0	100
Upkeep of services	348			348	55
Pastoral care social activities	0			0	316
Youth and children	373			373	71
Parish News printing and expenses	6,929			6,929	7,060
Church buildings:					
- insurance	3,812			3,812	3,684
- maintenance	5,437	540	5,157	11,135	2,236
- churchyard	0	2,200		2,200	1,655
- servicing of organs	628			628	610
- power & other running costs	3,883			3,883	2,030
Parish Centre:					
- insurance	840			840	800
- maintenance	1,447	540		1,987	1,020
- cleaning	1,960			1,960	1,572
- power & other running costs	5,798			5,798	3,148
	<u>67,796</u>	<u>3,280</u>	<u>5,157</u>	<u>76,234</u>	<u>53,842</u>
5c Church management and administration					
Church Office	3,083			3,083	3,632
Subscriptions and Music Licences	643			643	692
Depreciation of office equipment	0		179	179	0
Sundry Expenses	594			594	586
	<u>4,320</u>	<u>0</u>	<u>179</u>	<u>4,499</u>	<u>4,909</u>
TOTAL RESOURCES USED	<u>72,636</u>	<u>3,471</u>	<u>5,336</u>	<u>81,444</u>	<u>59,095</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

Note		Unrestricted funds £	Restricted funds £	Total £
6	GRANTS MADE			
	<i>From PCC funds:</i>			
	Beds & Herts Historic Churches	40		40
	Worldshare	480		
		<u>520</u>		<u>40</u>
	<i>Special Collections:</i>			
	Open Doors		191	
			<u>191</u>	<u>0</u>

Further Christian Aid collections are not recorded here.

7	FIXED ASSETS	St Mary's Organ £	Office equipt £	Sound system £	Total £
	Cost at 1.1.2022	4,233	3,334	6,117	13,684
	Additions in year		2,167		2,167
	Cost at 31.12.2022	<u>4,233</u>	<u>5,501</u>	<u>6,117</u>	<u>15,851</u>
	Depreciation at 1.1.2022	4,233	3,334	6,117	13,684
	Charge for year		179		179
	at 31.12.2022	<u>4,233</u>	<u>3,513</u>	<u>6,117</u>	<u>13,863</u>
	Net Book Value at 1.1.2022	<u>0</u>	<u>1,989</u>	<u>0</u>	<u>1,989</u>
	at 31.12.2022	<u>0</u>	<u>1,989</u>	<u>0</u>	<u>1,989</u>

The addition in the year is the new photocopier
Other assets are fully depreciated

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2022

Note

	2022	2021
	£	£
8 CASH IN HAND		
Barclays - main current account	17,290	5,982
Barclays - Parish Centre Lets account	8,655	15
Cash in hand	84	128
	<u>26,029</u>	<u>6,125</u>
9 DEBTORS	2022	2021
	£	£
Income tax recoverable - Gift Aid	5,779	3,098
Parish Centre Lets	1,089	
St Mary's & St Martin's Preservation Trust	749	
Prepayments - Triographics	540	
	<u>8,157</u>	<u>3,098</u>
10 CREDITORS AND ACCRUALS	2022	2021
	£	£
Parish Share	5,000	
Roof repair	9,500	
Other Accrued costs	2,584	1,269
DBF - Fees for Weddings and Funerals	341	75
St Mary's & St Martin's Preservation Trust		138
Herts County Council grant received but not yet spent	289	500
Wedding deposits	100	100
Other creditors	456	20
	<u>18,270</u>	<u>2,102</u>

Independent Examiner's Report to the Trustees of Knebworth Parochial Church Council, charity number 1133728

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2022 set out on pages 1 to 8 of the 2022 Financial Statements.

As the charity's trustees, 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 2011 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.

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed: *P. L. Boëlle*

Date: 4th. April 2023

Name: P. L. Boëlle MAAT

Independent Examiner's Report to the Trustees of Knebworth Parochial Church Council, charity number 1133728

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P. L. Boïelle

Date: 4th April 2023

Name: P. L. Boïelle MAAT