

**ANNUAL REPORT OF THE TRUSTEES OF
KNEBWORTH PAROCHIAL CHURCH COUNCIL
CHARITY REGISTRATION NUMBER 1133728
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Annual Report and Accounts

The trustees present their annual report below in the form of the papers prepared for the 2024 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.

KNEBWORTH PAROCHIAL CHURCH COUNCIL

Registered Charity Number 1133728

FINANCIAL STATEMENTS 2023

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST DECEMBER 2023**

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2023 £	Total 2022 £
INCOMING RESOURCES					
4a Incoming resources from donors	54,983	11,567		66,550	55,742
4b Other voluntary incoming resources		4,000		4,000	4,000
4c Income from investments	1,491		389	1,879	588
4d Church Activities	30,132			30,132	24,778
4e Other income resources					
TOTAL INCOMING RESOURCES	86,606	15,567	389	102,562	85,108
RESOURCES EXPENDED					
5a Grants	315	1,153		1,468	711
5b Activities directly relating to the work of the Church	82,188	12,342		94,530	76,234
5c Church management and administration	4,922			4,922	4,499
TOTAL RESOURCES USED	87,425	13,495	0	100,920	81,444
NET MOVEMENT IN FUNDS BEFORE TRANSFERS	(819)	2,072	389	1,642	3,664
Net Transfers	557	(557)		0	0
NET MOVEMENT IN FUNDS	(262)	1,515	389	1,642	3,664
BALANCE B/FWD 1.1.2023	25,739	23,731	12,002	61,472	57,808
BALANCE C/FWD 31.12.23	25,477	25,246	12,390	63,114	61,472


**KNEBWORTH PAROCHIAL CHURCH COUNCIL
BALANCE SHEET
AT 31ST DECEMBER 2023**

Note	2023 £	2023 £	2022 £
7 Fixed Assets		3,234	1,989
Current Assets			
8 Cash at Bank and in hand	24,257		26,029
Cambridge & Counties Bank 30-day deposit	48,351		43,567
9 Debtors	<u>4,115</u>		<u>8,157</u>
		76,723	77,754
Current liabilities			
10 Amounts due within one year		(16,843)	(18,270)
		<u>£63,114</u>	<u>£61,472</u>
Financed by:			
Funds:			
Unrestricted		25,477	25,739
Restricted			
Mission & Outreach fund	18,230		
Elsie Martin bequest	205		
Paterson bequest	729		
Other Restricted Funds	<u>6,104</u>		
		25,268	23,731
Endowment			
Bishopp bequest	5,808		
Cobbold fund	5,249		
Green bequest	782		
Neale bequest	<u>529</u>		
		12,368	12,001
		<u>£63,114</u>	<u>£61,472</u>


Approved by the Knebworth Parochial Church Council on:

Signed on its behalf by:

(PCC Chairman)


24.3.24

(Trustee)


24.3.24

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 2023**

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

Parish Share is accounted for when paid or when payable within the constraints of the annual budget as determined by the PCC. Further Parish Share requested by the Diocese but not paid is not accrued in the accounts. Arrears of parish share are:

2021 £25,023

2022 £22,310

2023 £13,251

The Diocese agreed during 2023 to the write-off of £30,297 of pre-2021 Parish Share

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 generally 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.

**KNEBWORTH PAROCHIAL CHURCH COUNCIL
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST DECEMBER 2023**

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

Audio-visual equipment	10 years
Card-giving machines	5 years
Photocopier	4 years

The St Mary's organ was fully depreciated many years ago.

2. RELATED PARTY TRANSACTIONS

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

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 a minimum of six months' worth of budgeted expenditure excluding Parish Share. As of 31st December 2023, unrestricted reserves amounted to approximately nine months' worth of such expenditure.

KNEBWORTH PAROCHIAL CHURCH COUNCIL
INCOMING RESOURCES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023

Note	Unrestricted funds	Restricted & endowment	Total	Total
	2023 £	2023 £	2023 £	2022 £
4a Incoming resources from donors				
Regular giving				
- Gift-aided	38,935		38,935	33,030
- Not gift-aided	3,323		3,323	1,747
Open Plate collections	3,356	212	3,567	3,880
Gift-aided donations			0	0
Special collections		1,153	1,153	191
Gift aid recoverable	2,626	53	2,679	2,681
Other donations	3,445	10,150	13,595	8,650
Legacies	2,000		2,000	
Other income	1,299		1,299	5,562
	<u>54,983</u>	<u>11,567</u>	<u>66,550</u>	<u>55,742</u>
4b Other voluntary incoming resources				
Grants:				
Follett Trust - for Outreach		4,000	4,000	4,000
	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
4c Income from investments				
Bank Interest	1,491	389	1,879	588
	<u>1,491</u>	<u>389</u>	<u>1,879</u>	<u>588</u>
4d Income from charitable and ancillary trading				
Parish Centre lettings	12,144		12,144	10,465
Parish News advertising	5,878		5,878	5,349
Parish News sales	4,818		4,818	4,581
Fees for weddings & funerals	3,775		3,775	3,550
Filming at St Mary's	2,350		2,350	
Fundraising activities	1,168		1,168	833
	<u>30,132</u>	<u>0</u>	<u>30,132</u>	<u>24,778</u>
4e OTHER INCOMING RESOURCES			<u>0</u>	<u>0</u>
TOTAL INCOMING RESOURCES	<u>86,606</u>	<u>15,956</u>	<u>102,562</u>	<u>85,108</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL
RESOURCES USED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2023

Note	Unrestricted funds	Restricted funds	Endowment funds	Total 2023	Total 2022
	£	£	£	£	£
5a Grants (see also Note 4)					
Missionary and charitable giving	315			315	520
Special Collections and events		1,153		1,153	191
	<u>315</u>	<u>1,153</u>		<u>1,468</u>	<u>711</u>
5b Activities relating directly to the work of the Church					
Ministry:					
- Parish Share	46,000			46,000	36,000
- Clergy Expenses	346			346	342
- Visiting Ministers	0			0	0
Upkeep of services	468			468	348
Pastoral care social activities	59			59	0
Youth and children	0	1,043		1,043	373
Parish News printing and expenses	8,220			8,220	6,929
Church buildings:					
- insurance	3,967			3,967	3,812
- maintenance	7,663	10,000		17,663	11,135
- churchyard	628	1,290		1,918	2,200
- servicing of organs	628			628	628
- depreciation of AV system		9		9	
- power & other running costs	3,789			3,789	3,883
Parish Centre:					
- insurance	1,000			1,000	840
- maintenance	2,222			2,222	1,987
- cleaning	2,314			2,314	1,960
- power & other running costs	4,884			4,884	5,798
	<u>82,188</u>	<u>12,342</u>	<u>0</u>	<u>94,530</u>	<u>76,234</u>
5c Church management and administration					
Church Office	3,161			3,161	3,083
Subscriptions and Music Licences	442			442	643
Depreciation of equipment	639			639	179
Sundry Expenses	679			679	594
	<u>4,922</u>	<u>0</u>	<u>0</u>	<u>4,922</u>	<u>4,499</u>
TOTAL RESOURCES USED	<u>87,425</u>	<u>13,495</u>	<u>0</u>	<u>100,920</u>	<u>81,444</u>

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

Note		Unrestricted funds £	Restricted funds £	Total £
6	GRANTS MADE			
	<i>From PCC funds:</i>			
	Beds & Herts Historic Churches	40		40
	Worldshare	275		275
		<u>315</u>		<u>315</u>
	<i>Special Collections:</i>			
	Bridgebuilders		423	423
	Beds & Herts Historic Churches		290	290
	SSAFA (Remembrance Day collection)		220	220
	Bishop's Harvest Appeal		141	141
	Diocesan Ordination Fund (Confirmation collection)		78	78
			<u>1,153</u>	<u>1,153</u>

Further Christian Aid collections are not recorded here.

7	FIXED ASSETS	St Mary's Organ £	Office equipt £	Sound system £	Total £
	Cost at 1.1.2023	4,233	5,501	6,117	15,851
	Additions in year		836	1,057	1,893
	Cost at 31.12.2023	<u>4,233</u>	<u>6,338</u>	<u>7,174</u>	<u>17,745</u>
	Depreciation				
	at 1.1.2023	4,233	3,513	6,117	13,863
	Charge for year		639	9	648
	at 31.12.2023	<u>4,233</u>	<u>4,152</u>	<u>6,126</u>	<u>14,511</u>
	Net Book Value				
	at 1.1.2023	<u>0</u>	<u>1,989</u>	<u>0</u>	<u>1,989</u>
	at 31.12.2023	<u>0</u>	<u>2,186</u>	<u>1,048</u>	<u>3,234</u>
	Individual Net Book Values:				
	Photocopier				1,447
	Payaz machines				739
	AV Equipment (Destiny Entertainment)				1,048
					<u>3,234</u>
	All other assets are fully depreciated				

KNEBWORTH PAROCHIAL CHURCH COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2023

Note

	2023 £	2022 £
8 CASH IN HAND		
Barclays - main current account	3,917	17,290
Barclays - Parish Centre Lets account	135	8,655
Barclays - immediate notice deposit account	20,106	
Cash in hand	99	84
	<u>24,257</u>	<u>26,029</u>
9 DEBTORS		
	2023 £	2022 £
Income tax recoverable - Gift Aid	2,927	5,779
Parish Centre Lets		1,089
St Mary's & St Martin's Preservation Trust	664	749
2023 cash banked in 2024	525	
Prepayments - Triographics		540
	<u>4,115</u>	<u>8,157</u>
10 CREDITORS AND ACCRUALS		
	2023 £	2022 £
Parish Share		5,000
St Martin's Roof repair	11,000	9,500
Other Accrued costs	4,955	2,584
DBF - Fees for Weddings and Funerals	149	341
Herts County Council grant received but not yet spent	289	289
Wedding deposits	100	100
Other creditors	350	456
	<u>16,843</u>	<u>18,270</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 2023 which are contained within pages 1 to 24 of the 2023 Trustees Annual Report and Accounts presented to the 2024 APCM.

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: 24th. March 2024

Name: P. L. Boëlle MAAT

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