

**ANNUAL REPORT OF THE TRUSTEES OF  
KNEBWORTH PAROCHIAL CHURCH COUNCIL  
CHARITY REGISTRATION NUMBER 1133728  
FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

**Annual Report and Accounts**

The trustees present their annual report below in the form of the papers prepared for the 2025 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 Rector, 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 no one is 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 the Annual Report expand on the above.

# **KNEBWORTH PAROCHIAL CHURCH COUNCIL**

**Registered Charity Number 1133728**

## **FINANCIAL STATEMENTS 2024 AND TREASURER'S REPORT**

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**KNEBWORTH PAROCHIAL CHURCH COUNCIL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2024**

Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total 2024 £	Total 2023 £
<b>INCOMING RESOURCES</b>					
4a Incoming resources from donors	70,110	7,474		77,584	66,550
4b Other voluntary incoming resources	22,000	4,000		26,000	4,000
4c Income from investments	1,561		409	1,969	1,879
4d Church Activities	32,114			32,114	30,132
4e Other income resources					
<b>TOTAL INCOMING RESOURCES</b>	<b>125,785</b>	<b>11,474</b>	<b>409</b>	<b>137,668</b>	<b>102,562</b>
<b>RESOURCES EXPENDED</b>					
5a Grants		1,793		1,793	1,468
5b Activities directly relating to the work of the Church	122,695	3,308		126,003	94,530
5c Church management and administration	5,198			5,198	4,922
<b>TOTAL RESOURCES USED</b>	<b>127,894</b>	<b>5,101</b>	<b>0</b>	<b>132,994</b>	<b>100,920</b>
<b>NET MOVEMENT IN FUNDS BEFORE TRANSFERS</b>	<b>(2,109)</b>	<b>6,374</b>	<b>409</b>	<b>4,673</b>	<b>1,642</b>
Net Transfers				0	0
<b>NET MOVEMENT IN FUNDS</b>	<b>(2,109)</b>	<b>6,374</b>	<b>409</b>	<b>4,673</b>	<b>1,642</b>
<b>BALANCE B/FWD 1.1.2024</b>	<b>25,477</b>	<b>25,246</b>	<b>12,390</b>	<b>63,114</b>	<b>61,472</b>
<b>BALANCE C/FWD 31.12.24</b>	<b>23,368</b>	<b>31,620</b>	<b>12,799</b>	<b>67,787</b>	<b>63,114</b>

**KNEBWORTH PAROCHIAL CHURCH COUNCIL  
BALANCE SHEET  
AT 31ST DECEMBER 2024**

Note	2024 £	2024 £	2023 £
<b>7 Fixed Assets</b>		2,419	3,234
<b>Current Assets</b>			
8 Cash at Bank and in hand	16,588		24,257
Cambridge & Counties Bank 30-day deposit	27,013		48,351
9 Debtors	<u>33,995</u>		<u>4,115</u>
		77,596	76,723
<b>Current liabilities</b>			
10 Amounts due within one year		(12,228)	(16,843)
		<u>£67,787</u>	<u>£63,114</u>
<b>Financed by:</b>			
<b>Funds:</b>			
Unrestricted		23,368	25,477
Restricted			
Mission & Outreach fund	19,960		
Donation for St Martin's audiovisual improvements	3,348		
Donation for St Martin's lighting	6,250		
Paterson bequest	751		
Priest's Benevolent Fund	650		
Donation for young people	500		
Elsie Martin bequest	<u>205</u>		
		31,665	25,268
Endowment			
Bishopp bequest	5,990		
Cobbold fund	5,413		
Green bequest	806		
Neale bequest	<u>545</u>		
		12,754	12,368
		<u>£67,787</u>	<u>£63,114</u>

Approved by the Knebworth Parochial Church Council on: March 17<sup>th</sup> 2025

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 2024**

**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:

2022 £22,310

2023 £13,251

The Diocese agreed during 2024 to the write-off of £25,023 of unpaid 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 2024**

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 three months' worth of budgeted expenditure excluding Parish Share. As of 31<sup>st</sup> December 2024, 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 2024**

Note	Unrestricted funds	Restricted & endowment	Total	Total
	2024 £	2024 £	2024 £	2023 £
<b>4a Incoming resources from donors</b>				
Regular giving				
- Gift-aided	49,786		49,786	38,935
- Not gift-aided	5,021		5,021	3,323
Open Plate collections	3,569	229	3,798	3,567
Gift-aided donations	1,250		1,250	0
Special collections		438	438	1,153
Gift aid recoverable	2,589	1,307	3,896	2,679
Other donations	6,294	5,500	11,794	13,595
Legacies			0	2,000
Other income	1,601		1,601	1,299
	<u>70,110</u>	<u>7,474</u>	<u>77,584</u>	<u>66,550</u>
<b>4b Other voluntary incoming resources</b>				
Grants:				
Follett Trust - for Outreach		4,000	4,000	4,000
St Mary's & St Martin's Preservation Trust	22,000		22,000	
	<u>22,000</u>	<u>4,000</u>	<u>26,000</u>	<u>4,000</u>
<b>4c Income from investments</b>				
Bank Interest	1,561	409	1,969	1,879
	<u>1,561</u>	<u>409</u>	<u>1,969</u>	<u>1,879</u>
<b>4d Income from charitable and ancillary trading</b>				
Parish Centre lettings	15,102		15,102	12,144
Parish News advertising	7,397		7,397	5,878
Parish News sales	4,785		4,785	4,818
Fees for weddings & funerals	3,384		3,384	3,775
Filming at St Mary's			0	2,350
Fundraising activities	1,446		1,446	1,168
	<u>32,114</u>	<u>0</u>	<u>32,114</u>	<u>30,132</u>
<b>4e OTHER INCOMING RESOURCES</b>			0	0
<b>TOTAL INCOMING RESOURCES</b>	<u>125,785</u>	<u>11,883</u>	<u>137,668</u>	<u>102,562</u>



**KNEBWORTH PAROCHIAL CHURCH COUNCIL**  
**RESOURCES USED**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2024**

Note	Unrestricted funds	Restricted funds	Endowment funds	Total 2024	Total 2023
	£	£	£	£	£
<b>5a Grants (see also Note 6)</b>					
Missionary and charitable giving	0	1,355		1,355	315
Special Collections and events		438		438	1,153
	0	1,793	0	1,793	1,468
<b>5b Activities relating directly to the work of the Church</b>					
Ministry:					
- Parish Share	59,787			59,787	46,000
- Clergy Expenses	0			0	0
- Visiting Ministers	0			0	0
Upkeep of services	225			225	468
Pastoral care social activities	0	329		329	59
Youth and children		873		873	1,043
Parish News printing and expenses	7,980			7,980	8,220
Church buildings:					
- insurance	4,217			4,217	3,967
- maintenance	34,421	2,000		36,421	17,663
- churchyard	0			0	1,918
- servicing of organs	647			647	628
- depreciation of AV system		106		106	9
- power & other running costs	4,085			4,085	3,789
Parish Centre:					
- insurance	1,000			1,000	1,000
- maintenance	2,906			2,906	2,222
- cleaning	2,786			2,786	2,314
- power & other running costs	4,641			4,641	4,884
	122,695	3,308	0	126,003	94,183
<b>5c Church management and administration</b>					
Church Office	3,980			3,980	3,508
Subscriptions and Music Licences	259			259	442
Depreciation of equipment	709			709	639
Sundry Expenses	250			250	679
	5,198	0	0	5,198	5,269
<b>TOTAL RESOURCES USED</b>	127,894	5,101	0	132,994	100,920

# KNEBWORTH PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

Note		Unrestricted funds £	Restricted funds £	Total £
<b>6</b>	<b>GRANTS MADE</b>			
	<i>From PCC funds:</i>			
	Knebworth Youth Project		1,000	1,000
	Worldshare		300	300
	Beds & Herts Historic Churches		40	40
	Christian Aid		15	15
			<u>1,355</u>	<u>1,355</u>
	<i>Special Collections:</i>			
	Bridgebuilders		288	288
	Children's Society		88	88
	Dementia UK		62	62
			<u>438</u>	<u>438</u>

Further Christian Aid collections are not recorded here.

<b>7</b>	<b>FIXED ASSETS</b>	St Mary's Organ £	Office equipt £	Sound system £	Total £
	Cost				
	at 1.1.2024	4,233	6,338	7,174	17,745
	Additions in year				0
	at 31.12.2024	<u>4,233</u>	<u>6,338</u>	<u>7,174</u>	<u>17,745</u>
	Depreciation				
	at 1.1.2024	4,233	4,152	6,126	14,511
	Charge for year		709	106	815
	at 31.12.2024	<u>4,233</u>	<u>4,861</u>	<u>6,232</u>	<u>15,326</u>
	Net Book Value				
	at 1.1.2024	<u>0</u>	<u>2,186</u>	<u>1,048</u>	<u>3,234</u>
	at 31.12.2024	<u>0</u>	<u>1,476</u>	<u>942</u>	<u>2,419</u>
	Individual Net Book Values:				
	Photocopier				905
	Payaz machines				572
	AV Equipment (Destiny Entertainment)				942
					<u>2,419</u>

All other assets are fully depreciated

# KNEBWORTH PAROCHIAL CHURCH COUNCIL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2024

### Note

<b>8</b>	<b>CASH IN HAND</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	Barclays - main current account	11,294	3,917
	Barclays - Parish Centre Lets account	4,928	135
	Barclays - immediate notice deposit account	269	20,106
	Cash in hand	98	99
		<u>16,588</u>	<u>24,257</u>
<b>9</b>	<b>DEBTORS</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	Income tax recoverable - Gift Aid	4,968	2,927
	St Mary's & St Martin's Preservation Trust	22,664	664
	Listed Place of Worship fund - VAT reclaim	6,076	
	Other debtors	287	
	2023 cash banked in 2024		525
		<u>33,995</u>	<u>4,115</u>
<b>10</b>	<b>CREDITORS AND ACCRUALS</b>	<b>2024</b>	<b>2023</b>
		<b>£</b>	<b>£</b>
	St Martin's Roof repair		11,000
	Other accrued costs - mainly various building repairs	10,248	4,955
	DBF - Fees for Weddings and Funerals	39	149
	Herts County Council grant received but not yet spent	289	289
	Wedding deposits		100
	Other creditors	1,652	350
		<u>12,228</u>	<u>16,843</u>

## **KNEBWORTH PAROCHIAL CHURCH COUNCIL**

### **TREASURER'S REPORT**

The financial situation as reflected in the 2024 accounts gives us cause for thankfulness and some joy. Regular giving is well up on the previous year. The PCC has been able to absorb some heavy essential buildings costs: the St Martin's roof has been repaired (albeit with the help of a grant from the Preservation Trust) and some important electrical updates have been done in all three of our buildings. Parish Centre lettings are at an all-time high. People responded generously to the appeal to fund new blocks to the St Martin's porch (work still pending though at time of writing!), and the wonderful volunteering that goes on, for example at Burns Night last year and on Pancake Day, not just provides great community occasions but also brings in some useful income.

The general fund closed with a deficit of just over £2,000 for the year after paying our Parish Share in full for the first time in several years. This is an important marker as we strive to play our full part in the life not just of the church here in Knebworth but also within the wider deanery and diocese.

As for other funds, some wonderful restricted donations were received; the PCC now has nearly £10,000 of restricted funds available to improve lighting and audio-visual equipment at St Martin's.

In my capacity as Treasurer may I express my thanks to all who give so generously and unconditionally in support of the Christian mission of our parish.

"All things come from you O Lord, and of your own do we give back to you."

**William Anderson, Hon. Treasurer**  
**March 17<sup>th</sup> 2025**

**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 and Treasurer's Report for the year ended 31<sup>st</sup> December 2024 set out on pages 1 to 9.

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: *19<sup>th</sup> April 2025*

Name: *P. L. BOÏELLE MAAT*