

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST JOHN'S BOXMOOR**

ANNUAL REPORT AND ACCOUNTS

**FOR THE YEAR ENDED
31st DECEMBER 2021**

CHARITY REGISTERED NUMBER 1134844

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2021**

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2021**

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

Name of Charity:	THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR
Working Name:	PCC ST JOHN'S BOXMOOR
Charity Registered Number:	1134844
Date Registered:	11th March 2010
Governing Document:	Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules
Objects:	Promoting in the ecclesiastical parish the whole mission of The Church of England
Principal Office:	St John's Church Hall St John's Road HEMEL HEMPSTEAD Herts. HP1 1JY
Trustee:	The Parochial Church Council (PCC) The individual members of the PCC are Trustees and are listed on the next page
Independent Examiner:	Mr Roger Taylor
Bankers:	NATWEST BANK PLC 9 Bank Court HEMEL HEMPSTEAD Herts. HP1 1BS

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2021

The Parochial Church Council (Trustees) 2021

Reverend Michael Macey	Vicar	Chairman
Rosie Akeroyd	Elected Member	
Christopher Angell	Elected Member	Hon. Treasurer
Phil Barton	Elected Member	
Glenn Clayton	Elected Member	
Marion Cowe	Elected Member	
Marian Davies	Elected Member	Churchwarden
Dee Fisher	Elected Member	
Joanne Fisher	Deanery Representative	Deputy Churchwarden
Jean Garner	Elected Member	
Graham Gibbs	Deanery Representative	
Mark Harbour	Elected Member	
Lorraine Ioannou	Deanery Representative	
Carole Lewis	Co-opted Member - Reader	
Anne Lyne	Elected Member	From 25 April 2021
David Martin	Elected Member	Until 25 April 2021
James Proehl	Elected Member	
Job Rombout	Diocesan Representative	Churchwarden
Cathy Shaw	Elected Member	
Rosie Shaw	Elected Member	Deputy Churchwarden
Trevor Standen	Elected Member	
Di Tovey	Elected Member	

Daughter Churches

The Parish of St John's, Boxmoor, contains the daughter churches of St Stephen's, Chaulden, and St Francis of Assisi, Hammerfield.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The Parochial Church Council of the Ecclesiastical Parish of St John's Boxmoor is a body corporate whose Governing Document is the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules (2011).

APPOINTMENT OF TRUSTEES

Members of the Parochial Church Council (PCC) are also its Trustees unless otherwise stated. Under the Church Representation Rules, clergy, churchwardens and readers together with Deanery and Diocesan Representatives are members of the PCC.

A further fifteen lay members are elected by the members registered on the Electoral Roll at the Annual Parochial Church Meeting (APCM) . Elected Trustees shall hold office for three years with one third of their number standing for election each year.

In addition, there may be a maximum of two co-opted members as determined by the Trustees. Co-opted members may only serve until the next APCM

APPOINTMENT OF OFFICERS

In accordance with the Church Representation Rules, the minister of the parish shall be the Chairman.

Vice Chairmen and honorary officers are appointed at the first meeting of the PCC following the APCM.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31st DECEMBER 2021**

OBJECTIVES AND ACTIVITIES

OBJECTS

The objects of the Charity are to promote in the ecclesiastical parish the whole mission of The Church of England.

The provision of grants, buildings, facilities and services with the object of enabling the mission of The Church of England to be fulfilled.

ACTIVITIES

The PCC resumed full meetings following the APCM in April 2021, having used an expanded Standing Committee to take operational decisions during the Covid-19 pandemic. During the year activities gradually built up to their pre-pandemic velocity. Regular services of worship recommenced with enhanced pastoral activities to encourage the congregation back into church. The popular 'OMO' (on my own) lunches and 'Friendship Teas' started afresh as well as some childrens' events.

Following the pandemic, major fund raising activity has been required to balance the books. This has included a Summer Fete, Christmas Tree Festival, Countdown to Christmas Fair, New Year concert, quizzes, raffles and educational activities involving local schools. We also receive regular educational visits from local schools and host school carol services.

Our Director of Music has enhanced the musical side of our worship and guides an active church choir.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2021

ACHIEVEMENTS AND PERFORMANCE

The Parochial Church Council (PCC) meets in principle on the second Tuesday of every other month, with the Standing Committee meeting, if required, in the alternate months. Detailed minutes are kept of all PCC meetings which are distributed to all PCC members and to any member on the church electoral roll on request. A shortened version of highlights from the PCC minutes is published when practicable, in the parish magazine. Following the pandemic restrictions, normal meetings of the PCC recommenced following the 2021 APCM.

During 2021 the primary task of the PCC was to manage the parish's operation during the pandemic and to supervise its journey from pandemic conditions back to "new normal". The PCC also drew up from scratch a new Mission Action Plan ("MAP") to focus on our priorities and it put in place the means to ensure that all the MAP goals would be met over the period of the Plan. It also supervised the introduction of new streaming equipment into St John's church and some structural changes to the choir stalls in St John's. In addition, it monitored the hands-on activities of several PCC committees, including the critical activities of the Finance and Fundraising Committees. The PCC also undertook the more routine but important activities of overseeing our financial position, complying with safeguarding legislation, and the normalisation of the Parish's rich prayer and common lives post-pandemic.

The Standing Committee reverted to its traditional role as soon as the PCC resumed normal meetings. Detailed minutes are kept of Standing Committee meetings, which are then considered for endorsement at the subsequent PCC meeting.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2021

FINANCIAL REVIEW

The Parochial Church Council requires funds only for the achievement of its Objects. This includes

The PCC's policy is to maintain a General Fund for St John's and St Stephens together and separately for St Francis both with sufficient working capital to meet the next three month's budgeted expenditure. Restricted Funds have been established for specific purposes as detailed in Note 9 to the Accounts.

Other reserves comprise four Endowment Funds:

The Centenary Fund (established to provide for the maintenance, repair and extension of the Church, its fixtures and fittings) generates interest which is reinvested until required for the St John's Fabric Fund.

The Rolph Bequest provides an income stream for the support of assistant clergy in the Parish.

The Freeman-Rolph Fund provides income for use at the Incumbent's discretion to assist parishioners in need.

The Gulliver Bequest provides an income to St Francis' Church.

Apart from the income from endowments, the General Fund relies on Parishioner giving, donations, fees from weddings and funerals, Hall lettings and fundraising events.

Our finances were again adversely affected by the Covid 19 pandemic, and the consequent restrictions imposed on our activities. Happily, the financial results for 2021 showed considerable improvement over those for 2020 for both St John's and St Stephen's and at St Francis', and all areas of income recovered to some degree. Halls reopened, services restarted, Fee income rose and Fundraising resumed in earnest, whilst Planned Giving improved following a Stewardship campaign. Expenditure remained constrained and, as a result, the surplus built up over 2020 by withholding Parish Share payments for St John's and St Stephen's proved sufficient to avoid cashflow difficulties and enable a full Share to be paid in 2021. St Francis were again able to meet their Share in full.

Despite this both sets of accounts revealed a deficit on day to day activities (unrestricted funds) £3,006 at St Francis and £10,147 at St John's and St Stephen's, which is not a sustainable position in the long-term. However, budgets for 2022 envisage a return to break-even and a legacy and major donation early in 2022 should ensure cashflow is not an issue while activities return to pre-pandemic levels.

The St John's Fabric Fund benefitted from two legacies and significant donations which enabled the boiler replacement project to be completed, with all loans repaid, and sufficient funds were in hand to proceed with the installation of a Broadcast System which should be complete during 2022.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2021

TRUSTEES' RESPONSIBILITIES

The Trustees are required to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of its profit or loss for that period. In preparing those accounts the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether the policies adopted are in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (FRSSE 2015) and with applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 1993 (as amended by the Charities Act 2006) and Regulations made thereunder. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Parochial Church Council on 15th March 2022 and signed on its behalf:

M.Macey

Rev'd Michael Macey
Chairman

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**INDEPENDENT EXAMINERS REPORT
TO THE PCC OF THE ECCLESIASTICAL PARISH OF ST JOHN'S, BOXMOOR
FOR THE YEAR ENDED 31st DECEMBER 2021**

This report on the Financial Statements of the PCC for the year ended 31 December 2021 which are set out on pages 8 to 14 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

Respective responsibilities of trustees and examiner

As the members of the PCC you are responsible for the preparation of the Financial Statements; you consider that the audit requirement of the Regulations and Section 144(2) of the Act do not apply. It is my responsibility to examine the Financial Statements under section 145 of the Act; follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the Act and state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the Financial Statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiners 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 Act; and
 - to prepare accounting records which accord with the accounting records and to comply with the requirements of the Act and the Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

R.Taylor

**Roger Martin Taylor
8, Varney Road
Hemel Hempstead
HP1 2LB**

Dated: 8th April 2022

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2021**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	TOTAL 2020 £
Incoming Resources						
Incoming resources from donors	2a	98,309	-	-	98,309	91,417
Other voluntary incoming resources	2b	18,728	26,483	-	45,211	9,730
Income from charitable and ancillary trading	2c	21,268	-	-	21,268	21,582
Other ordinary incoming resources	2d	-	-	-	-	260
Income from investments	2e	4,026	1,250	-	5,276	5,138
Total Incoming Resources		142,331	27,733	-	170,064	128,127
Resources Expended						
Grants	3a	3,033	-	-	3,033	2,526
Activities directly relating to the work of the church	3b	138,317	5,399	-	143,716	82,787
Fund-raising and publicity	3c	4,676	-	-	4,676	1,582
Church management and administration	3d	9,458	-	-	9,458	10,098
Total Resources Expended		155,484	5,399	-	160,883	96,993
Net Incoming / (Outgoing) Resources		(13,153)	22,334	-	9,181	31,134
Gains and Losses on Investments						
realised		-	-	-	-	-
unrealised		-	-	48,397	48,397	23,419
Net Movement in Funds		(13,153)	22,334	48,397	57,578	54,553
Balances brought forward at 1st January 2021 (2020)		59,809	492,570	308,859	861,238	806,685
Transfers between Funds		-	-	-	-	-
Balances carried forward		46,656	514,904	357,256	918,816	861,238

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**BALANCE SHEET
AS AT 31st DECEMBER 2021**

	Note	2021 £	2020 £
Fixed Assets			
Tangible fixed assets	5a	493,474	493,474
Investment Assets	5b	<u>357,204</u>	<u>308,807</u>
		<u>850,678</u>	<u>802,281</u>
Current Assets			
Stock		-	-
Debtors	7	6,092	6,390
Short Term Deposits		8,596	8,592
Cash at bank and in hand		<u>54,450</u>	<u>55,975</u>
		<u>69,138</u>	<u>70,957</u>
Liabilities: Amounts falling due within 1 year	8	(1,000)	(12,000)
Net Current Assets		<u>68,138</u>	<u>58,957</u>
Long Term Loans		-	-
Net Assets		<u>918,816</u>	<u>861,238</u>
Funds	6 & 9		
Unrestricted		46,656	59,809
Restricted		514,904	492,570
Endowment		<u>357,256</u>	<u>308,859</u>
		<u>918,816</u>	<u>861,238</u>

The notes on the following pages form part of these accounts

Approved by the Standing Committee on behalf of the Parochial Church Council on 24 April 2022
and signed on its behalf:

M.Macey

Chairman

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2021

1. Accounting Policies

The accounts are prepared on an accruals basis, in accordance with the Church Accounting Regulations 1997

The accounts also comply with the Accounting and Reporting by Charities: Statement of Recommended Practice (FRSSE 2015); Charities Act 1993 (as amended by the Charities Act 2006) and Regulations made thereunder; and with applicable accounting standards.

The accounts are prepared under the historical cost convention

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	FUNDS 2020 £
2. Incoming Resources					
<i>2a. Incoming resources from donors</i>					
Planned giving	77,034	-	-	77,034	72,318
Collections(open plate) at all services	14,912	-	-	14,912	11,036
Sundry donations	6,363	-	-	6,363	8,063
	<u>98,309</u>	<u>-</u>	<u>-</u>	<u>98,309</u>	<u>91,417</u>
<i>2b. Other voluntary incoming resources</i>					
Appeals	-	16,439	-	16,439	5,012
Legacies	5,000	10,000	-	15,000	-
Fêtes & other fund raising events	13,728	44	-	13,772	4,718
	<u>18,728</u>	<u>26,483</u>	<u>-</u>	<u>45,211</u>	<u>9,730</u>
<i>2c. Income from charitable and ancillary trading</i>					
Magazines	1,755	-	-	1,755	1,998
Coffee	335	-	-	335	450
Church halls lettings etc	8,605	-	-	8,605	7,051
Fees	9,264	-	-	9,264	9,987
Merchandising & Printing	1,309	-	-	1,309	2,096
	<u>21,268</u>	<u>-</u>	<u>-</u>	<u>21,268</u>	<u>21,582</u>
<i>2d. Other ordinary incoming resources</i>					
Insurance claims & settlements	-	-	-	-	260
<i>2e. Income from investments</i>					
Dividends and interest including any reclaimed tax	4,026	1,250	-	5,276	5,138
Total Incoming Resources	<u>142,331</u>	<u>27,733</u>	<u>-</u>	<u>170,064</u>	<u>128,127</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2021

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2021 £	FUNDS 2020 £
3. Resources Expended					
<i>3a. Grants</i>					
Missionary & charitable giving:					
Church overseas					
missionary societies	-	-	-	-	-
relief & development agencies	220	-	-	220	190
Home missions & other Church Societies	2,813	-	-	2,813	2,336
	<u>3,033</u>	<u>-</u>	<u>-</u>	<u>3,033</u>	<u>2,526</u>
<i>3b. Activities directly relating to work of the Church</i>					
Ministry: diocesan parish share	88,343	-	-	88,343	39,986
clergy expenses	4,675	-	-	4,675	2,411
Church - running expenses	26,991	-	-	26,991	23,310
Church maintenance & Repairs	4,048	5,399	-	9,447	5,033
Expenditure on parish magazine	1,047	-	-	1,047	1,000
Church hall running costs	1,127	-	-	1,127	1,972
Music	12,086	-	-	12,086	9,006
	<u>138,317</u>	<u>5,399</u>	<u>-</u>	<u>143,716</u>	<u>82,718</u>
<i>3c. Fund-raising and publicity</i>					
Costs of fêtes and other fund-raising events	4,676	-	-	4,676	1,582
<i>3d. Church management and administration</i>					
Administration:					
Printing & stationery	3,972	-	-	3,972	4,656
Telephones	346	-	-	346	333
Administrator	5,140	-	-	5,140	5,109
Loan interest & costs	-	-	-	-	-
	<u>9,458</u>	<u>-</u>	<u>-</u>	<u>9,458</u>	<u>10,098</u>
Total Resources Expended	<u>155,484</u>	<u>5,399</u>	<u>-</u>	<u>160,883</u>	<u>96,924</u>

4. Staff Costs

Music expenses include payments made to St John's Director of Music and Administration costs include payments made to the Parish Administrator. Church hall running costs include payments made to the St John's Hall caretaker and Hall cleaner.

No National Insurance or pension contributions were payable in respect of any of them in 2021 or 2020

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2021

5. Fixed Assets for use by the PCC

5a. *Tangible fixed assets*

Buildings - St John`s Hall & West End £493,474 (2020 £493,474)

5b. *Investments*

15,274 shares in the CBF Investment
Fund (historical cost at
31st December 2021 : £23,538)

Market Value	
2021	2020
£	£
357,204	308,807

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
6. Analysis of Net Asset Fund				
Fixed Assets	-	493,474	357,204	850,678
Current Assets	47,656	21,430	52	69,138
Current Liabilities	(1,000)	-	-	(1,000)
Long Term Loans	-	-	-	-
Fund Balance	46,656	514,904	357,256	918,816

7. Debtors

	2021 £	2020 £
Prepayments of insurance	2,348	2,315
Gift Aid Claim	3,744	4,075
Other	-	-
	6,092	6,390

8. Liabilities: Amounts Falling Due Within One Year

Parishioner Loans	-	11,000
Creditors for goods and services	1,000	1,000
	1,000	12,000

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2021**

9. Fund Details	Balance at 31/12/21 £
Restricted Funds	
St John's Building Reserve	493,474
St John's Fabric Fund	9,729
St Francis Fabric Fund	-
Music Fund	260
Vicar and Churchwardens' Discretionary Fund	6,909
St John's Social Committee	557
Wedding Advances	1,400
Holiday at Home	1,275
Joyce Ralphs Bequest (St Francis)	1,000
Michael Abbiss Bequest (St Francis)	300
St Francis Vestments Fund	-
	<u>514,904</u>
Endowment Funds	
Centenary Fund	150,096
Rolph Bequest	49,206
Gulliver Bequest	29,561
Freeman-Rolph Fund	128,393
	<u>357,256</u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST JOHN'S BOXMOOR

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2021**

10. Missions and Charitable Giving 2021

Beneficiary	Gross Donation £	Collection £	Allocation from PCC £
Bibles for Children	500	96	404
Bishop's Harvest for the Hungry Appeal	220	220	-
Childrens' Society	556	556	-
Churches Together in Hemel Hempstead	80	-	80
Hospice of St Francis	416	416	-
DENS	740	740	-
St Mungos	521	521	-
	<u>3,033</u>	<u>2,549</u>	<u>484</u>