

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

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED
31st DECEMBER 2023

CHARITY REGISTERED NUMBER 1134844

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

**REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2023**

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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 2023

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

TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31st DECEMBER 2023

The Parochial Church Council (Trustees) 2023

Reverend Michael Macey	Vicar	Chairman
Rosie Akeroyd	Elected Member	
Christopher Angell	Elected Member	Hon. Treasurer
Philip Barton	Elected Member	
Sandy Cutts	Elected Member	Until 23rd April 2023
Marian Davies	Elected Member	Churchwarden
Dee Fisher	Elected Member	
Joanne Fisher	Deanery Representative	Deputy Churchwarden
Jean Garner	Elected Member	
Graham Gibbs	Deanery Representative	
Bob Hammond	Elected Member	From 23rd April 2023
Mark Harbour	Elected Member	
Lorraine Ioannou	Deanery Representative	
Carole Lewis	Elected Member	Reader
Anne Lyne	Elected Member	
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 2023

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 2023**

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

During the year PCC, Standing Committee and other committee meetings were held on a regular basis either in person or on-line. Regular services of worship were maintained with enhanced pastoral activities to continue to encourage the congregation back into church following the Covid pandemic. The popular 'OMO' (on my own) lunches, 'Friendship Teas', Tiny Tots, Messy Church and other Groups continued apace.

We continue to rely on major fund raising activities to balance the books. These have continued and 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 who perform at monthly Choral Evensong services and on other special occasions and continues to develop a Junior Choir who

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

TRUSTEES' ANNUAL REPORT (CONTINUED) FOR THE YEAR ENDED 31st DECEMBER 2023

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 and appropriate, in the parish magazine.

As a matter of routine, the PCC approved minutes of previous meetings and monitored progress on action points. It also ratified decisions taken by the Standing Committee through approval of its minutes. Reports from the Vicar, Churchwardens and Treasurer have been received at each meeting. Progress on our Mission Action Plan has also been monitored, each goal considered individually meeting by meeting. Reports have also been regularly received from our daughter churches and from the various PCC committees: Communications, Finance and Giving, Fundraising, St John's Hall, Music at St John's, Pastoral, Social, Worship and Youth. Reports were also received on the activities of the Deanery, Pray Hemel and Churches Together in Hemel Hempstead.

Substantive ad hoc matters considered by the PCC during the year included monitoring the return to post-pandemic conditions, where gradual growth took place month by month, especially at and following major festivals. The demography of our congregations however remains a matter of some concern, despite attempts to improve our profile amongst younger members of the parish. Upgrading of the installation of new streaming equipment into St John's church and the related need for a high-speed fibre internet connection was a regular topic, not yet fully realised.

Safeguarding procedures were reviewed and updated following the introduction of new rules by the Diocese.

The PCC also considered plans to mark the 150th anniversary of the St John's building in 2024 and progress with moves towards becoming an eco-church..

FINANCIAL REVIEW

The Parochial Church Council requires funds only for the achievement of its Objects. This includes the making of grants to suitable organisations, the provision of buildings and facilities plus the provision of services.

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.

**TRUSTEES' ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31st DECEMBER 2023**

FINANCIAL REVIEW (Continued)

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 aftereffects of the Covid 19 pandemic. However, the financial results for 2022 showed continuing improvement over those for 2020 and 2021 for both St John's and St Stephen's and at St Francis', and most areas of income recovered further. As a result Parish Shares were met in full.

At St Francis the deficit on day to day activities (unrestricted funds) was reduced to roundly £400 whilst St John's and St Stephen's returned a surplus of over £17,700. This latter figure was, however, only achieved as a result of the receipt of a significant legacy and major one-off donations, without which we would have remained in deficit.

At St John's the Fabric Fund was used to pay for the installation of a new broadcast system, although the full benefits await optical fibre links reaching the church. A defibrillator was also acquired and installed at St John's, benefitting both Church and Hall users.

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 Standing Committee on behalf of the Parochial Church Council on 13th June 2023 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 2023**

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: 27/2/24

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

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st DECEMBER 2023**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2023 £	TOTAL 2022 £
Incoming Resources						
Incoming resources from donors	2a	107,044	482	-	107,526	118,865
Other voluntary incoming resources	2b	30,313	1,796	-	32,109	21,501
Income from charitable and ancillary trading	2c	55,631	-	-	55,631	60,472
Other ordinary incoming resources	2d	50	-	-	50	-
Income from investments	2e	5,272	1,840	-	7,112	5,695
Total Incoming Resources		198,310	4,118	-	202,428	206,533
Resources Expended						
Grants	3a	4,381	3,956	-	8,337	4,441
Activities directly relating to the work of the church	3b	169,385	9,722	-	179,107	171,346
Fund-raising and publicity	3c	3,002	-	-	3,002	3,624
Church management and administration	3d	13,741	-	-	13,741	12,160
Total Resources Expended		190,509	13,678	-	204,187	191,571
Net Incoming / (Outgoing) Resources		7,801	(9,560)	-	(1,759)	14,962
Gains and Losses on Investments						
realised		-	-	1	1	-
unrealised		-	-	34,599	34,599	(38,045)
Net Movement in Funds		7,801	(9,560)	34,600	32,841	(23,083)
Balances brought forward at 1st January 2023 (2022)		64,063	512,459	319,211	895,733	918,816
Transfers between Funds		(10,000)	10,000	-	-	-
Balances carried forward		61,864	512,899	353,811	928,574	895,733

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

**BALANCE SHEET
AS AT 31st DECEMBER 2023**

	Note	2023 £	2022 £
Fixed Assets			
Tangible fixed assets	5a	493,474	493,474
Investment Assets	5b	<u>353,758</u>	<u>319,159</u>
		<u>847,232</u>	<u>812,633</u>
Current Assets			
Stock		-	-
Debtors	7	14,541	6,138
Short Term Deposits		8,987	8,709
Cash at bank and in hand		<u>58,814</u>	<u>69,283</u>
		<u>82,342</u>	<u>84,130</u>
Liabilities: Amounts falling due within 1 year	8	(1,000)	(1,030)
Net Current Assets		<u>81,342</u>	<u>83,100</u>
Long Term Loans		-	-
Net Assets		<u>928,574</u>	<u>895,733</u>
Funds	6 & 9		
Unrestricted		61,864	64,063
Restricted		512,899	512,459
Endowment		<u>353,811</u>	<u>319,211</u>
		<u>928,574</u>	<u>895,733</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

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 2023

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 2023 £	FUNDS 2022 £
2. Incoming Resources					
<i>2a. Incoming resources from donors</i>					
Planned giving	76,083	-	-	76,083	74,941
Collections(open plate) at all services	20,302	-	-	20,302	19,587
Sundry donations	10,659	482	-	11,141	24,337
	<u>107,044</u>	<u>482</u>	<u>-</u>	<u>107,526</u>	<u>118,865</u>
<i>2b. Other voluntary incoming resources</i>					
Appeals	3,531	1,796	-	5,327	4,839
Legacies	15,000	-	-	15,000	5,000
Fêtes & other fund raising events	11,782	-	-	11,782	11,662
	<u>30,313</u>	<u>1,796</u>	<u>-</u>	<u>32,109</u>	<u>21,501</u>
<i>2c. Income from charitable and ancillary trading</i>					
Magazines	1,747	-	-	1,747	1,907
Coffee	1,465	-	-	1,465	1,078
Church halls lettings etc	26,208	-	-	26,208	23,937
Fees	24,914	-	-	24,914	31,500
Merchandising & Printing	1,297	-	-	1,297	2,050
	<u>55,631</u>	<u>-</u>	<u>-</u>	<u>55,631</u>	<u>60,472</u>
<i>2d. Other ordinary incoming resources</i>					
Insurance claims & settlements	50	-	-	50	-
<i>2e. Income from investments</i>					
Dividends and interest including any reclaimed tax	5,272	1,840	-	7,112	5,695
Total Incoming Resources	<u>198,310</u>	<u>4,118</u>	<u>-</u>	<u>202,428</u>	<u>206,533</u>

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2023

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL 2023 £	FUNDS 2022 £
3. Resources Expended					
<i>3a. Grants</i>					
Missionary & charitable giving:					
Church overseas					
missionary societies	-	-	-	-	-
relief & development agencies	1,001	-	-	1,001	690
Home missions & other Church Societies	3,380	3,956	-	7,336	3,751
	<u>4,381</u>	<u>3,956</u>	<u>-</u>	<u>8,337</u>	<u>4,441</u>
<i>3b. Activities directly relating to work of the Church</i>					
Ministry: diocesan parish share	89,531	-	-	89,531	88,151
clergy expenses	6,179	-	-	6,179	5,212
Church - running expenses	48,625	1,169	-	49,794	49,986
Church maintenance & Repairs	5,999	8,553	-	14,552	11,701
Expenditure on parish magazine	1,050	-	-	1,050	1,048
Church hall running costs	3,220	-	-	3,220	3,020
Music	14,781	-	-	14,781	12,228
	<u>169,385</u>	<u>9,722</u>	<u>-</u>	<u>179,107</u>	<u>171,346</u>
<i>3c. Fund-raising and publicity</i>					
Costs of fêtes and other fund-raising events	3,002	-	-	3,002	3,624
<i>3d. Church management and administration</i>					
Administration:					
Printing & stationery	5,952	-	-	5,952	4,916
Telephones	772	-	-	772	651
Administrator	7,017	-	-	7,017	6,593
Loan interest & costs	-	-	-	-	-
	<u>13,741</u>	<u>-</u>	<u>-</u>	<u>13,741</u>	<u>12,160</u>
Total Resources Expended	<u>190,509</u>	<u>13,678</u>	<u>-</u>	<u>204,187</u>	<u>191,571</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 2023 or 2022

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

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2023

5. Fixed Assets for use by the PCC

5a. *Tangible fixed assets*

Buildings - St John`s Hall & West End £493,474 (2021 £493,474)

5b. *Investments*

15,649 shares in the CBF Investment

Fund (historical cost at

31st December 2023 : £ 31,645)

Market Value	
2023	2022
£	£
353,758	319,159

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
6. Analysis of Net Asset Fund				
Fixed Assets	-	493,474	353,758	847,232
Current Assets	62,864	19,425	53	82,342
Current Liabilities	(1,000)	-	-	(1,000)
Long Term Loans	-	-	-	-
Fund Balance	61,864	512,899	353,811	928,574

7. Debtors

	2023 £	2022 £
Prepayments of insurance	2,724	2,575
Gift Aid Claim	9,017	3,563
Other	2,800	-
	14,541	6,138

8. Liabilities: Amounts Falling Due Within One Year

Parishioner Loans	-	-
Creditors for goods and services	1,000	1,030
	1,000	1,030

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2023

9. Fund Details	Balance at 31/12/23 £
Restricted Funds	
St John's Building Reserve	493,474
St John's Fabric Fund	9,079
St Francis Fabric Fund	1,300
Music Fund	443
Vicar and Churchwardens' Discretionary Fund	6,086
St John's Social Committee	661
Wedding Advances	231
Memorial Window	350
Holiday at Home	1,275
Joyce Ralphs Bequest (St Francis)	-
Michael Abbiss Bequest (St Francis)	-
St Francis Vestments Fund	-
	<u>512,899</u>
Endowment Funds	
Centenary Fund	153,573
Rolph Bequest	47,562
Gulliver Bequest	28,573
Freeman-Rolph Fund	124,103
	<u>353,811</u>

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

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2023**

10. Missions and Charitable Giving 2023

Beneficiary	Gross Donation £	Collection £	Allocation from PCC £
Bibles for Children	750		750
Bishop's Harvest for the Hungry Appeal	80	80	-
Childrens' Society	807	807	-
Churches Together in Hemel Hempstead	100	-	100
Disasters Emergency Committee	801	801	-
Churchyard Twinning	120	120	-
DENS	1,110	1,110	-
St Mungos	613	613	-
	<u>4,381</u>	<u>3,531</u>	<u>850</u>