

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, who joined us on 22nd September 2021, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Church Complex of St Francis, Carteret Road, Luton, the Church of St Hugh, Cockernhoe, and 15 Lancing Road, Luton, Beds and to work in partnership with the incumbent to agree on how PCC money is spent, the form of Sunday worship and the priest's vesture in use in the Church.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Francis. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our Services and worship put faith into practice through prayer and scripture, music and sacrament.

The purpose of St Francis church states "We exist as an evangelical, all-age community centred upon the life-changing love of Jesus and being salt and light among our neighbours". To this end we have identified 6 values which we define under the headings of Attentive, Authentic, Accountable, Fruitful, Loving and Celebrating.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and particularly the supplementary guidance on charities for the advancement of religion. Specifically, we try to enable ordinary people to live out their faith in Jesus Christ as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

In support of our ministry, it is important that we maintain the fabric of the Churches of St. Francis Luton and St. Hugh at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance Worship and Prayer

Church services have again been disrupted because of Covid and lockdown during the first half of the year. As well as physical services in church, when permitted, there has been access to services online through Zoom and Youtube and live-streaming, with paper copies of services distributed to those without internet access. In a normal year, all are welcome to attend our regular services which are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 90 parishioners on the Electoral Roll of whom 21 are not resident within the Parish. The total number shows a reduction of one on the previous year. The disruption created by lockdowns and restrictions of numbers when the church was allowed to open, has resulted in the average weekly attendances of 58, based on four weeks in October, over the two services on a Sunday.



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Prayer Ministry is held after both services and on a Wednesday morning from 10:30am during the time for Private Prayer.

The Mothering Sunday was unable to be held because of the Covid restrictions which were in place at that time. The church reopened for services on Maundy Thursday with services on Good Friday and Easter Sunday. Harvest Festival, Memorial Service for Funeral Contacts, Toy Service, Christingle, Nativity and Crib services, Midnight Holy Communion and the Christmas Day Services were also able to take place following Covid secure regulations

The PCC are keen for our church to offer an appropriate range of opportunities whereby people can engage with The Lord and grow as disciples of Jesus. At the 11.00am Sunday services there are groups most weeks for young people and one week a month is given over to an all-age service. We welcome new individuals and families to the distinctive styles of Worship our Church offers, including All-Age Services. During midweek there are activities such as Wednesday Morning Prayer, home-groups, and HOPE group.

St. Hugh's Church in Cockernhoe was again unable to host their usual Services but one school service did take place and Bishop Richard led the Remembrance Day Service.

As well as our regular and special services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and families express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. This year there have been no church weddings, one church funeral and no baptisms. There were no Confirmations. Five funerals were officiated by Staff members at Luton Crematorium.

Deanery Synod

Along with staff members, two lay members of our PCC sit on the Deanery Synod. This provides the PCC with an important link between the parish and the wider structures of the church.

The Church Centre Complex

During the week, when the pandemic regulations permitted, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group, the British Gymnastics Foundation 'Love to Move' sessions, and In addition to these, - Jolly Beans, a singing group for preschool children and their carers.

Several other groups use, or have used, our facilities during the evening and at the weekend. These include Bounce, an exercise class using mini trampolines, Brownies, Next Generation Youth Theatre, a line dance group, two Taekwondo Clubs, Vauxhall Pensioners Group and an African Apostolic Church worship group. The hall and adjacent rooms are also hired when required for elections and on a casual basis for events such as birthday parties.

Pastoral Care

Several members of our parish are unable to attend church due to sickness or age. They were visited by other members of the church family, not directly by the vicar because of the vacancy and covid, to keep them in touch with Church life. Others are visited where need arises to give spiritual, moral and practical support. We now also offer Prayer Ministry at church on most Sundays.



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Mission and Evangelism

Helping those in need is a demonstration of our partnership in the Gospel. We have made regular donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and CPAS. Additionally, we made one-off donations to, YWAM (Harpenden), Children's Society (Christingle), Luton Deanery Synod, and Nansambo School.

We seek to organise activities that engage with people at various stages in a journey of faith. Some will be purely social to establish contact and confidence; some will introduce testimony and questions and some [e.g. Alpha Course] will invite people to look more deeply and decide to follow Jesus. Social events that were held over the year were a Family Funday, Bring and Share Picnic, Barbecue, Bonfire Chilli Night and Christmas Lunch. Zoom quizzes run by church members have taken place periodically throughout the lockdowns.

Ecumenical Relationships

Throughout the year, St. Francis Church has continued to be involved with the work of Luton Town Centre Chaplaincy with one member of the congregation working as a chaplain at the court, and Luton Foodbank. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness, pre Covid restrictions.

Financial Review

The Charity Commission has set the threshold for preparing accrual accounts at £250,000 so we can continue to do simple receipts and payments accounts instead.

Many of our members give very generously to support the work of the Church. Some are less able to contribute in this way, but we recognise that financial giving is not a measure of a person's commitment to the church. Only four people know how much money each person gives: God; the person themselves; the independent examiner (he does not know anyone, so they are just names to him) and the treasurer.


The Giving Review in 2020 resulted in a total pledge for 2021 of £43,582 and £40,546 was given. Loose collections were £1,618, compared to £1,524 in 2020. Again, this was lower than would normally have been expected due to the extraordinary circumstances we found ourselves in with the covid-19. From donations made through planned giving, i.e. the Parish Giving Scheme, standing order or envelopes, and from loose collections, we were able to claim a total of £9,968 in gift aid from HMRC for members of the congregation who are taxpayers and had authorised us to claim this.

We were asked to pay £48,800 for the Parish Share and the diocese thanked us for paying that in full, particularly considering the pandemic.

Church expenses exceeded the budget.

We made donations totalling £5470. The final quarterly donation of £900 to one of our Mission Partners was paid in January 2022.

Our Harvest Offerings raised £274, which was given to Nansambo School and our Christingle Offerings of £22 was given to The Children's Society in January 2022.



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We had predicted a deficit for the general fund, but this was covered by transfers from the Capital and Staff Housing Funds.

The hall income for 2021 totalled £8,042 but payments of £10,297 resulted in a deficit of £2,255. There was a reduction in income owing to reduced use of the hall towards the beginning of the year due to the pandemic.

15 Lancing Road was rented out privately through Penrose Estate Agents for almost the whole of 2021 which, after paying for repairs, insurance and management fees, resulted in a surplus of £8,227.

There were no payments made from the capital account during 2021.

There was no income from St. Hugh's Cockernhoe in 2021. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence some minor repairs were carried out in addition to regular payments for electricity and insurance.

The Social Committee receipts and payments are recorded in the General Fund.

The Flower Fund, Hope, Ladies Club and Stay and Play accounts are recorded separately by other members of the Church and were checked by the treasurer.

Andrew Rodell examined the PCC accounts and although he does not charge for his services, we gave him a gift of £200 to compensate him for his efforts.

In 2021 our total income was £96,682. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £8,793 but has specific instructions how the money can be spent and cannot be used for general purposes.

Our total funds increased by £165 from £138,473 in 2020 to £138,636 in 2020, however if the Offley Gatty Bequest is not included they decreased by £941 from £130,784 in 2020 to £129,843 in 2021. We sold £21,600 in shares from the funds we invested with the Central Board of Finance, however the market share value increased over the year by £16,476 giving an overall decrease in fund value of £5,124.

HM Revenue and Customs still did not wish to conduct an audit of our financial records which we must keep for seven years.

We have been asked to pay £54,734 as the Parish Share for 2022.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. We propose to donate 10% of this income again this year.

St. Francis' PCC is a registered charity number 1136430, and the PCC are the trustees.

Reserves Policy

It is PCC policy to try to maintain a balance of £50K on unrestricted funds, which equates to approximately three months unrestricted payments and fund any emergency situations which may arise from time to time. The balance satisfies this policy. It is also PCC policy to invest our funds with the Church of England Central Board of Finance Deposit Fund and Investment Fund.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant Community it is. Specifically, we want to mention our churchwardens Mr Blyth



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Latimer and Mr Graham Hosker who work so tirelessly on our behalf, our Treasurer Mr Philip Heathcote who helps us all to understand the church's accounts and its finances, the Maintenance Action Committee who oversee the maintenance of the Church buildings, the Projects Management Team who oversee major project work, the Social Committee who play a vital role in outreach to the community, the Mission Team who seek to energise the outreach of the church and all the other members of the PCC for their valuable contribution to our ministry and for keeping the church running.

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Francis' the membership of the PCC consists of the incumbent, other members of staff; churchwardens, readers, members of our congregation who are members of the deanery synod and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met nine times during the year with an average level of attendance of 77%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly through zoom when unable to physically. All Committees reported back to the full PCC and matters arising were discussed as necessary.

Administrative Information

St. Francis Church is situated in Carteret Rd. Luton. It is part of the Diocese of St. Albans within the Church of England. The correspondence address is St Francis' Church, Carteret Road, Luton, LU2 9JZ

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a registered charity, number 1136430. The PCC are the Trustees.

Parish Administrator

Our Parish Administrator Rebecca Potter has performed a sterling job adapting the services to an online format and creating a booking system for places when the church was allowed to open. The main responsibilities of the Parish Administrator include but are not restricted to:

- The co-ordination of all parish communications
- Being the first point of contact for all enquiries related to St. Francis Church
- Responding to all telephone calls and emails to the Church and management of Church voicemail
- General office administration including filing, photocopying and uploading

- Co-ordinating the teams of volunteers, ensuring rotas are completed and distributed as appropriate
- The administration pertaining to all baptisms, weddings and banns, funerals and hall bookings
- Management of the Electoral Roll
- Parish Hall administrator, managing all hall hires and producing invoices for the regular hires.
- Updating the Google Calendar with any bookings
- Organise cleaning and any cover if the regular cleaner is away
- Developing and maintaining any computerised records
- Producing bi weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary
- Ordering all stationery and church supplies, e.g communion wafers, candles, coffee, palm crosses etc. and any cleaning supplies needed by the cleaner.
- Completing alongside a churchwarden the annual statistics for mission from the diocese.
- Admin support for any Sunday Club activities as well as ordering any stationery
- Collect, collate and circulate the APCM report annually prior to the meeting in line with church regulations
- Maintaining first aid kits regularly
- **Management of Parish records**
- Acting as Data Lead for GDPR
- Ensuring the Church website and social media is maintained and up to date
- Liaise with Deanery and Diocesan officers where appropriate
- To be part of the Safeguarding team as Lead Recruiter:
 - Ensure accurate and detailed DBS application & Safeguarding Training records are kept
 - Take, produce & circulate minutes from safeguarding meetings & follow up actions (meeting is usually out of business hours – time to be reclaimed)
 - Manage, produce and circulate letters for volunteers regarding safeguarding training and keep records up to date of all relevant training requirements
 - Produce and manage regulated activity role descriptions and contracts in line with the changes from the Diocese
 - Manage DBS checks
 - Ensure Safeguarding Dashboard is kept up to date
 - Regularly submit Safeguarding Action Plan to PCC

PCC Decision Making



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Over the course of the year, the PCC take decisions on a variety of matters, many of which involve expending money. Below is a list showing just some, but by no means all, of those items:

- Continued to review and update our Mission Action Plan [MAP]
- Agreed a 2022 budget
- Updated and approved the Safeguarding and Financial Policies Terms of Reference
- Approved the replacement of four wooden roof beams.
- Replaced the engraved porch window.
- Agreed the completion of a variety of jobs from the Quinquennial Report
- Agreed decorating and repairs in the church, Vicarage and Lancing Road
- Agreed to purchase sanitising products for the church to help to keep it Covid secure.
- Approved the purchase of a new CCLI – copyright music and video licence renew
- Continued the necessary processes for the appointment of a new incumbent: appointing Parish representatives and Parish Profile Working Group and updating a Parish Profile.
- St. Francis' Church hedge was trimmed and the grass cut regularly.
- St Hugh's churchyard was tidied on a monthly basis during the growing season.

What this list doesn't show is the enormous amount of work undertaken by the Church Officers and staff, the various sub-committees (Finance, Maintenance, Buildings Working Group, Mission etc.) and various individuals throughout the year, to keep the Church estate in a fit state to allow our congregation to worship God and for us to offer our buildings to the community to allow them to pursue their many and varied activities.

PCC Membership

PCC members who have served from 1st January 2021 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza from September 2021
- Reader: Mr Rod Mason
- Reader: Mrs Barbara McIntosh
- Churchwarden: Mr Graham Hosker Chairman and Vice-Chairman from September 2021
- Churchwarden: Mr Blyth Latimer
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer PCC Secretary
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver
- Mr Ray Cooper
- Mrs Hilary Deacon



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- Mr Philip Heathcote Treasurer
- Mr Phil Line from APCM 25.04.2021
- Mrs Anna Spencer from APCM 25.04.2021
- Mrs Jane Borritt (nee-Williams) from APCM 25.04.2021

There were no vacancies on the PCC from the APCM, 24th April 2021.

Approved by the PCC on 29th March 2022 and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2021

General, Unrestricted, Fund Receipts and Payments Account

| | <u>Actual</u> <u>2020</u> | <u>Budget</u> <u>2021</u> | <u>Actual</u> <u>2021</u> |
|----------------------------------|------------------------------|------------------------------|------------------------------|
| <u>Receipts</u> | £ | £ | £ |
| Planned giving | 45953 | 43582 | 40546 |
| Tax refunds | 16068 | 10223 | 9968 |
| Loose collections | 1524 | 2000 | 1618 |
| Fees | 500 | 750 | 1181 |
| Photocopying | 2 | - | - |
| Offley Gatty Fund | 216 | 200 | 223 |
| Donations | 364 | 400 | 1622 |
| Box | - | - | - |
| Refreshments | 102 | 450 | 77 |
| Church hires | - | - | - |
| Social | 334 | 500 | 690 |
| From Social Committee Fund | - | - | - |
| From Staff Housing Fund | 10969 | - | 7740 |
| From Church of England Newspaper | - | - | - |
| From Capital Fund | - | - | 10069 |
| | <u>76032</u> | <u>58105</u> | <u>73734</u> |
| <u>Payments</u> | | | |
| Parish Share | 50348 | 46855 | 48800 |
| Staff expenses | 535 | 1075 | 1296 |
| Church expenses | 6421 | 9022 | 9778 |
| Donations | 6820 | 5785 | 5470 |
| Education | 435 | 850 | 178 |
| Photocopying and Stationery | 2230 | 1488 | 836 |
| Administrator | 9063 | 9212 | 7376 |
| Social | 180 | 500 | - |
| To Fabric Fund | - | - | - |
| | <u>76032</u> | <u>74787</u> | <u>73734</u> |
| Deficit for the year | | -16682 | |



Financial Statements for the year ended 31st December 2021

Hall Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-------------------------------|--------------|----------------------|--------------|
| Casual | 822 | Administrator | 1844 |
| Next Generation Youth Theatre | 1216 | Cleaner | 3039 |
| African Apostolic Church | 528 | Cleaning supplies | 431 |
| Luton Town Taekwondo | 1335 | Keys | 56 |
| BOUNCE | 1193 | Love to Move trainer | 731 |
| Brownies | 162 | Repairs & signs | 426 |
| Line Dancing | 870 | Water | 359 |
| Love to Move | 453 | Gas | 2818 |
| UK ITF Taekwondo | 450 | Kitchen Supplies | 593 |
| Youth Drop-In | - | | |
| PHAB | - | | |
| Early Years Alliance | 225 | | |
| Jolly Beans | 460 | | |
| Vauxhall Pensioners | 130 | | |
| Gas Refund | 18 | | |
| Babylosophy | 180 | | |
| | 8042 | | |
| Deficit for the year | <u>2255</u> | | |
| | <u>10297</u> | | <u>10297</u> |

Fabric Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|----------------------|-------------|-----------------|-------------|
| Deficit for the year | <u>8544</u> | Church repairs | <u>8544</u> |
| | <u>8544</u> | | <u>8544</u> |

Capital Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-----------------------|--------------|----------------------|--------------|
| Interest | 3350 | To General Fund | 10069 |
| Revaluation of shares | <u>16476</u> | Surplus for the year | <u>9757</u> |
| | <u>19826</u> | | <u>19826</u> |

Staff Housing Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-----------------|--------------|--------------------------|--------------|
| Rental Income | 11940 | House Insurance | 140 |
| | | Rental Insurance | 358 |
| | | Repairs | 1110 |
| | | Management Company Fees | 2105 |
| | | To St Hugh's Church Fund | 487 |
| | | To General Fund | <u>7740</u> |
| | <u>11940</u> | | <u>11940</u> |



Financial Statements for the year ended 31st December 2021

St. Hugh's Church and Churchyard Fund Receipts and Payments Account - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-------------------------|------------|------------------|------------|
| Donation | - | Electricity | 138 |
| From Staff Housing Fund | 487 | Insurance | 152 |
| | | Donations | - |
| | | Church at 4 | - |
| | | Misc. | - |
| | | Repairs | 95 |
| | | Surplus for year | <u>102</u> |
| | <u>487</u> | | <u>487</u> |

Offley Gatty Bequest - Endowment Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------------|-------------|----------------------|-------------|
| Revaluation of shares | <u>1105</u> | Surplus for the year | <u>1105</u> |
| | <u>1105</u> | | <u>1105</u> |

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2021

| <u>FUNDS</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> |
|--|---------------|---------------|---------------|
| | £ | £ | £ |
| Hall - Designated Fund | 29279 | 30761 | 28504 |
| Fabric - Designated Fund | 37483 | 30370 | 21826 |
| Capital - Designated Fund | 44250 | 55869 | 65626 |
| Staff Housing - Designated Fund | 16202 | 13302 | 13302 |
| St. Hugh's Church and Churchyard - Restricted Fund | | - | 483 |
| Offley Gatty Bequest - Endowment Fund | | <u>7191</u> | <u>7688</u> |
| | <u>134405</u> | <u>138473</u> | <u>138636</u> |
| CURRENT ASSETS | | | |
| Cash | - | 60 | - |
| Bank | 1158 | 1261 | 6999 |
| CBF Deposit Fund | 3935 | 7488 | 6088 |
| CBF Investment Fund | 123418 | 122558 | 117434 |
| Offley Gatty Fund | | <u>7191</u> | <u>7688</u> |
| <u>8793</u> | <u>135702</u> | <u>139055</u> | <u>139314</u> |
| plus DEBTORS | - | - | 2702 |
| less CREDITORS | | <u>1297</u> | <u>582</u> |
| | <u>3380</u> | | |
| | <u>134405</u> | <u>138473</u> | <u>138636</u> |



Financial Statements for the year ended 31st December 2021

Financial Statements for the year ended 31st December 2021. Receipts and Payments Accounts

Flower Fund - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------|------------|-------------------|------------|
| Balance B/F | 9 | Flowers and oasis | 216 |
| Donations | <u>231</u> | Balance C/F | <u>24</u> |
| | <u>240</u> | | <u>240</u> |

Hope Group - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> | |
|-----------------------|------------|---------------------------|------------|---------|
| Balance B/F | 65 | Refreshments | 39 | |
| Refreshment donations | 75 | Cards and stamps | 11 | |
| Payments for books | 6 | 2 | | Flowers |
| | | Study books | 34 | |
| | | Donation to Brian Parsons | 23 | |
| | | Balance C/F | <u>29</u> | |
| | <u>142</u> | | <u>142</u> | |

Ladies Club - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> | |
|---------------------|-------------|----------------------------------|-------------|--|
| Balance B/F | 1717 | Speakers | 20 | |
| Outings & meals | 527 | Outings & meals | 1001 | |
| Flower fund | 3 | Donation-HOM/Keech/Sight Concern | 30 | |
| Raffle fund | 93 | Flowers | 29 | |
| Charity collections | 18 | Miscellaneous | 5 | |
| Subscriptions | <u>0</u> | Balance C/F | <u>1273</u> | |
| | <u>2358</u> | | <u>2358</u> | |

Stay & Play - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------|------------|---------------------------|------------|
| Balance B/F | 253 | Refreshments & Food | - |
| Donations | - | Equipment, Toys & Games | - |
| | | Books, Craft & Stationery | - |
| | | Balance C/F | <u>253</u> |
| | <u>253</u> | | <u>253</u> |

Donations

| | <u>£</u> |
|----------------------------|-------------|
| CPAS | 1200 |
| Hands of Mercy | 1200 |
| Independent Examiner | 200 |
| Luton Deanery Synod | 470 |
| Wycliffe Bible Translators | 1200 |
| Youthscape | <u>1200</u> |
| | <u>5470</u> |

Parish Share

| | 2020 | 2021 | 2022 |
|-------------------------------|--------------|---------------|--------------|
| | <u>£</u> | <u>£</u> | <u>£</u> |
| Stipend contribution | 31605 | 30057 | 35054 |
| Ministry support contribution | <u>18743</u> | <u>18743</u> | <u>19680</u> |
| | <u>50348</u> | <u>*48800</u> | <u>54734</u> |

* Parish Share increased from £46855 following the appointment of Revd. Josias de Souza in August 2021

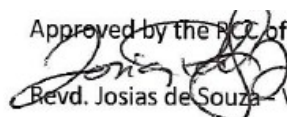


Financial Statements for the year ended 31st December 2021

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2021 total 5021
6. Endowment shares on 31st December 2021 total 376

Approved by the PCC of St. Francis' Church on 29th March 2022 and signed on their behalf by:


Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2021, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. 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 accounts 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 view given by the accounts.

Independent Examiner's 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which,



Financial Statements for the year ended 31st December 2021

in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in black ink, appearing to read "Andrew Rodell".

Mr Andrew Rodell

Independent Examiner - 7 Copthorne, Luton, Beds, LU2 9RL



Financial Statements for the year ended 31st December 2021

General, Unrestricted, Fund Receipts and Payments Account

| | <u>Actual</u> <u>2020</u> | <u>Budget</u> <u>2021</u> | <u>Actual</u> <u>2021</u> |
|----------------------------------|------------------------------|------------------------------|------------------------------|
| <u>Receipts</u> | £ | £ | £ |
| Planned giving | 45953 | 43582 | 40546 |
| Tax refunds | 16068 | 10223 | 9968 |
| Loose collections | 1524 | 2000 | 1618 |
| Fees | 500 | 750 | 1181 |
| Photocopying | 2 | - | - |
| Offley Gatty Fund | 216 | 200 | 223 |
| Donations | 364 | 400 | 1622 |
| Box | - | - | - |
| Refreshments | 102 | 450 | 77 |
| Church hires | - | - | - |
| Social | 334 | 500 | 690 |
| From Social Committee Fund | - | - | - |
| From Staff Housing Fund | 10969 | - | 7740 |
| From Church of England Newspaper | - | - | - |
| From Capital Fund | - | - | 10069 |
| | <u>76032</u> | <u>58105</u> | <u>73734</u> |
| <u>Payments</u> | | | |
| Parish Share | 50348 | 46855 | 48800 |
| Staff expenses | 535 | 1075 | 1296 |
| Church expenses | 6421 | 9022 | 9778 |
| Donations | 6820 | 5785 | 5470 |
| Education | 435 | 850 | 178 |
| Photocopying and Stationery | 2230 | 1488 | 836 |
| Administrator | 9063 | 9212 | 7376 |
| Social | 180 | 500 | - |
| To Fabric Fund | - | - | - |
| | <u>76032</u> | <u>74787</u> | <u>73734</u> |
| Deficit for the year | | -16682 | |



Financial Statements for the year ended 31st December 2021

Hall Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-------------------------------|--------------|----------------------|--------------|
| Casual | 822 | Administrator | 1844 |
| Next Generation Youth Theatre | 1216 | Cleaner | 3039 |
| African Apostolic Church | 528 | Cleaning supplies | 431 |
| Luton Town Taekwondo | 1335 | Keys | 56 |
| BOUNCE | 1193 | Love to Move trainer | 731 |
| Brownies | 162 | Repairs & signs | 426 |
| Line Dancing | 870 | Water | 359 |
| Love to Move | 453 | Gas | 2818 |
| UK ITF Taekwondo | 450 | Kitchen Supplies | 593 |
| Youth Drop-In | - | | |
| PHAB | - | | |
| Early Years Alliance | 225 | | |
| Jolly Beans | 460 | | |
| Vauxhall Pensioners | 130 | | |
| Gas Refund | 18 | | |
| Babylosophy | 180 | | |
| | 8042 | | |
| Deficit for the year | <u>2255</u> | | |
| | <u>10297</u> | | <u>10297</u> |

Fabric Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|----------------------|-------------|-----------------|-------------|
| Deficit for the year | <u>8544</u> | Church repairs | <u>8544</u> |
| | <u>8544</u> | | <u>8544</u> |

Capital Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-----------------------|--------------|----------------------|--------------|
| Interest | 3350 | To General Fund | 10069 |
| Revaluation of shares | <u>16476</u> | Surplus for the year | <u>9757</u> |
| | <u>19826</u> | | <u>19826</u> |

Staff Housing Fund Receipts and Payments Account - Designated Fund

| <u>Receipts</u> | £ | <u>Payments</u> | £ |
|-----------------|--------------|--------------------------|--------------|
| Rental Income | 11940 | House Insurance | 140 |
| | | Rental Insurance | 358 |
| | | Repairs | 1110 |
| | | Management Company Fees | 2105 |
| | | To St Hugh's Church Fund | 487 |
| | | To General Fund | <u>7740</u> |
| | <u>11940</u> | | <u>11940</u> |



Financial Statements for the year ended 31st December 2021

St. Hugh's Church and Churchyard Fund Receipts and Payments Account - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-------------------------|------------|------------------|------------|
| Donation | - | Electricity | 138 |
| From Staff Housing Fund | 487 | Insurance | 152 |
| | | Donations | - |
| | | Church at 4 | - |
| | | Misc. | - |
| | | Repairs | 95 |
| | | Surplus for year | <u>102</u> |
| | <u>487</u> | | <u>487</u> |

Offley Gatty Bequest - Endowment Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------------|-------------|----------------------|-------------|
| Revaluation of shares | <u>1105</u> | Surplus for the year | <u>1105</u> |
| | <u>1105</u> | | <u>1105</u> |

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2021

| <u>FUNDS</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> |
|--|---------------|---------------|---------------|
| | £ | £ | £ |
| Hall - Designated Fund | 29279 | 30761 | 28504 |
| Fabric - Designated Fund | 37483 | 30370 | 21826 |
| Capital - Designated Fund | 44250 | 55869 | 65626 |
| Staff Housing - Designated Fund | 16202 | 13302 | 13302 |
| St. Hugh's Church and Churchyard - Restricted Fund | | - | 483 |
| Offley Gatty Bequest - Endowment Fund | | <u>7191</u> | <u>7688</u> |
| | <u>134405</u> | <u>138473</u> | <u>138636</u> |
| CURRENT ASSETS | | | |
| Cash | - | 60 | - |
| Bank | 1158 | 1261 | 6999 |
| CBF Deposit Fund | 3935 | 7488 | 6088 |
| CBF Investment Fund | 123418 | 122558 | 117434 |
| Offley Gatty Fund | | <u>7191</u> | <u>7688</u> |
| <u>8793</u> | <u>135702</u> | <u>139055</u> | <u>139314</u> |
| plus DEBTORS | - | - | 2702 |
| less CREDITORS | | <u>1297</u> | <u>582</u> |
| | <u>3380</u> | | |
| | <u>134405</u> | <u>138473</u> | <u>138636</u> |



Financial Statements for the year ended 31st December 2021

Financial Statements for the year ended 31st December 2021. Receipts and Payments Accounts

Flower Fund - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------|------------|-------------------|------------|
| Balance B/F | 9 | Flowers and oasis | 216 |
| Donations | <u>231</u> | Balance C/F | <u>24</u> |
| | <u>240</u> | | <u>240</u> |

Hope Group - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> | |
|-----------------------|------------|---------------------------|------------|---------|
| Balance B/F | 65 | Refreshments | 39 | |
| Refreshment donations | 75 | Cards and stamps | 11 | |
| Payments for books | 6 | 2 | | Flowers |
| | | Study books | 34 | |
| | | Donation to Brian Parsons | 23 | |
| | | Balance C/F | <u>29</u> | |
| | <u>142</u> | | <u>142</u> | |

Ladies Club - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> | |
|---------------------|-------------|----------------------------------|-------------|--|
| Balance B/F | 1717 | Speakers | 20 | |
| Outings & meals | 527 | Outings & meals | 1001 | |
| Flower fund | 3 | Donation-HOM/Keech/Sight Concern | 30 | |
| Raffle fund | 93 | Flowers | 29 | |
| Charity collections | 18 | Miscellaneous | 5 | |
| Subscriptions | <u>0</u> | Balance C/F | <u>1273</u> | |
| | <u>2358</u> | | <u>2358</u> | |

Stay & Play - Restricted Fund

| <u>Receipts</u> | <u>£</u> | <u>Payments</u> | <u>£</u> |
|-----------------|------------|---------------------------|------------|
| Balance B/F | 253 | Refreshments & Food | - |
| Donations | - | Equipment, Toys & Games | - |
| | | Books, Craft & Stationery | - |
| | | Balance C/F | <u>253</u> |
| | <u>253</u> | | <u>253</u> |

Donations

| | <u>£</u> |
|----------------------------|-------------|
| CPAS | 1200 |
| Hands of Mercy | 1200 |
| Independent Examiner | 200 |
| Luton Deanery Synod | 470 |
| Wycliffe Bible Translators | 1200 |
| Youthscape | <u>1200</u> |
| | <u>5470</u> |

Parish Share

| | 2020 | 2021 | 2022 |
|-------------------------------|--------------|---------------|--------------|
| | <u>£</u> | <u>£</u> | <u>£</u> |
| Stipend contribution | 31605 | 30057 | 35054 |
| Ministry support contribution | <u>18743</u> | <u>18743</u> | <u>19680</u> |
| | <u>50348</u> | <u>*48800</u> | <u>54734</u> |

* Parish Share increased from £46855 following the appointment of Revd. Josias de Souza in August 2021

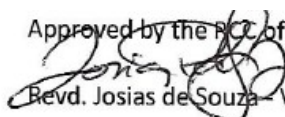


Financial Statements for the year ended 31st December 2021

Notes:

1. The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.
2. Unrestricted funds may be used by the PCC for any of its ordinary purposes. Designated funds are funds set aside for specific purposes, which can be transferred to another fund at any time. Restricted funds can only be spent on the specific purpose for which they were given.
3. Fixed assets retained for Church use is the freehold house at 15 Lancing Road, which is lived in by our curate when one is in post and rented privately when not. Assets recognised but not valued in the Statement of Assets and Liabilities include moveable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal.
4. No payments were paid to PCC members.
5. Investment shares on 31st December 2021 total 5021
6. Endowment shares on 31st December 2021 total 376

Approved by the PCC of St. Francis' Church on 29th March 2022 and signed on their behalf by:


Revd. Josias de Souza – Vicar

Independent Examiner's report to the Parochial Church Council of St. Francis' Luton

This report on the accounts of the PCC for the year ended 31st December 2021, which are set out on pages 1-4 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ("the Regulations") and s.145 of the Charities Act 2011 ("the Act").

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulations and s.144(2) of the Act does not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of this report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145(5)(b) of the Act and to be found in the Church Guidance, 2006 edition. 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 accounts 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 view given by the accounts.

Independent Examiner's 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the requirements of the 2011 Act and the Regulations have not been met; or to which,



Financial Statements for the year ended 31st December 2021

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