



Luton St Francis' Parish - Annual Report for 2023

Aim and Purposes

The St. Francis Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, Revd Josias De Souza, 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's, 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 "The Lord Jesus left us with a great commandment and a great commission and on this we base our purposes" To this end we have identified five values, which we define under the headings of Worship, Outreach, Fellowship, Community and Discipleship.

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 strive to maintain the fabric of the Churches of St. Francis Luton and St. Hugh's at Cockernhoe, the Church Centre Complex and 15 Lancing Road, Luton, Beds

Achievements and Performance

Worship and Prayer

Our regular Church services, whom all are welcome to attend, are held at 9:15 am (Parish Communion) and 11am (Morning Worship). At present, there are 92 parishioners on the Electoral Roll, an increase of 3 from the previous year and from that number 23 are not resident within the Parish. The average weekly attendances over the two services on a Sunday was 88. Prayer Ministry is held after both services and on a Wednesday morning from 10:30am which is a time for Private Prayer, after which there is a Said Eucharist. Regular prayer meetings are also held on a Wednesday at 7:30am and 6:00pm.

The church additionally held services on Ash Wednesday, Maundy Thursday and Mothering Sunday with services on Good Friday and Easter Sunday and for Ascension Day. Harvest Festival, Remembrance Sunday, the Memorial Service for Funeral Contacts, Toy Service, Christingle/Crib Service, Midnight Holy Communion and the Christmas Day Services. Cockernhoe School also held two end of term services at the church.

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 and from October 2022 to April 2023 the Warm Space.



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St. Hugh's Church in Cockernhoe held three monthly services between January and June until the building was deemed unsafe due to electrical issues.

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 commend the person into God's keeping. This year there have been no church weddings, no church funerals and one baptism. There was one confirmation service. Eight 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 church.

The Church Centre Complex

During the week, the hall and adjacent rooms were used by the Ladies Club, the HOPE Group and In addition to these, - Jolly Beans, a singing group for preschool children and their carers, a Line Dancing group, a Self-weigh Baby Clinic and Early Start for new mothers and babies, both run by Flying Start. The Warm Spaces Initiative instigated by Luton Council was held on a Tuesday from November 2022 and continued until April 2023, for which the church received a grant and then ran as the Conversation Club from November 2023.

Several other groups use our facilities during the evening and at the weekend. These include Brownies, Kumon an educational tutoring program, two Taekwondo Clubs, a Vauxhall Pensioners Group, The Next Generation Theatre Group who meet twice a week and an African Apostolic Church and the Community Café, who both meet on a Saturday. The hall and adjacent rooms are also hired when required for elections and on a casual basis for church members, for events such as birthday parties.

Pastoral Care

When members of our parish are unable to attend church due to sickness or age they are visited by the vicar and other members of the church family, 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 and on a Wednesday morning from 10:30 -11:30.

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 and also included a new mission partner, YWAM (Harpenden). Additionally, we made one-off donations to The British Legion and Nansambo School. We also support Azalea, a local charity with donations of food and toiletries.

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, Maundy Thursday supper, May Day craft and games day, Jumble and Craft sale, jacket potato lunch, Bonfire night, Christmas Crafts Market, Christmas lunch and Carol Service refreshments.



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A Summer Club for children of up to 11 years of age was held for one week in the school summer holidays and also a Christmas party as a follow-up.

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 one as a chaplain at Asda. In addition, we collaborate with other local churches most obviously in the Good Friday Walk of Witness which took place this year.

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 recognize 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 2022 resulted in a total pledge for 2023 of £42,000 and £35,309 was given. Loose collections were £8,368, compared to £5,241 in 2022. This was substantially higher than last year due in part to the purchase of a contactless device which generated additional income. 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 £10,005 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 £56,480 for the Parish Share, which was reduced to £49,221 on account of our Curate occupying 15 Lancing Rd mid-year. Due to large unforeseen expenses we were unable to pay the Parish Share in full although we did pay around 50% for which the diocese thanked us.

By agreeing with the Diocese to only pay 50% of our Parish Share for 2023 and not having the expense of a Parish Administrator for the last two months of the year, we ended up with a small surplus that was transferred to the Fabric Fund.

We made donations totalling £1,550.

We had predicted a deficit for the general fund, but because we reduced our Parish Share contribution and also were without a Parish Administrator for the latter part of the year, and hence had a reduced wage bill, this resulted in a small overall surplus.

The hall income for 2023 totalled £14,587 and payments of £12,373 resulted in a surplus of £2,214. Although we lost one of our previous regular hirers we were able to welcome two new ones.

15 Lancing Road was rented out privately through Penrose Estate Agents until the end of June 2023 at which point our new Curate, David Holland and his wife took up residence. After paying for repairs and management fees, resulted in a surplus of £11,584.

There were no payments made from the capital account during 2023 other than a transfer of funds to the St. Hughs account.

There was no income from St. Hugh's Cockernhoe in 2023. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence the cost of a fire risk assessment, a 5 year electrical test and some minor repairs that were



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carried out in addition to regular payments for electricity and insurance meant a deficit for the year of £1,014 which was covered by a transfer from the Capital Account.

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

The Flower Fund, Hope and Ladies Club 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 2023 our total income was £111,042. This does not include the Endowment fund for Offley Gatty Bequest which has a value of £8,499 but has specific instructions how the money can be spent and cannot be used for general purposes.

Our total funds increased by £6,716 from £68,835 in 2022 to £75,551 in 2023, however if the Offley Gatty Bequest is not included they increased by £5,980 from £61,072 in 2022 to £67,052 in 2023. We sold £10,000 in shares from the funds we invested with the Central Board of Finance, however the market share value increased over the year by £4,736 giving an overall decrease in fund value of £5,264. The sale of shares was to cover repairs and maintenance of the buildings.

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 £57,651, reduced to £43,251 as a result of the housing allowance for 15 Lancing Rd, as the Parish Share for 2024.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. Our intention in 2024 is to try to abide by that decision, however financial constraints may dictate that a smaller amount will be ultimately donated.

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 Mrs Jacky Wilson 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.



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Safeguarding

Mrs Sarah Savill, Parish Safeguarding Office and the Safeguarding Team meet regularly and produce and submit a written report twice a year to the PCC and the PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.

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 seven times during the year with an average level of attendance of 86%. The Finance, Mission, Buildings Working Group and Maintenance Action Committees are responsible to the PCC, and they continued to meet regularly. 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 continued to perform a sterling job running the office and dealing with day to day and parish enquiries until her resignation in October 2023. 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 weekly email newsletters and weekly notice sheets
- Producing flyers, posters and invitations when and where necessary



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- 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

The church currently has a vacancy for an Administrator, as this post became vacant in October 2023.
This position is not being readvertised due to lack of finances.

PCC Decision Making

Over the course of the year, the PCC take decisions on a variety of matters, many of which involve spending 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 2024 budget
- Updated and approved the Safeguarding, Social Committee, MAC and Financial Policies Terms of Reference
- 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 renewal
- St. Francis' Church hedge was trimmed and the grass cut regularly by outside contractors.
- St Hugh's churchyard was tidied monthly 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, Projects, Safeguarding, 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.



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PCC Membership

PCC members who have served from 1st January 2023 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza
- Curate: Revd David Holland from July 2023
- Reader: Mr Alan Kinninmonth
- Churchwarden: Mr Graham Hosker Vice-Chairman
- Churchwarden Mrs Jacky Wilson
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer PCC Secretary elected
APCM 23.4.23
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver elected APCM 23.4.2023
- Mr Ray Cooper
- Mr Philip Heathcote Treasurer
- Mr Phil Line
- Mrs Anna Spencer
- Mr Jamie Brown elected APCM 23.4.2023
- Mr Daniel Sudeep elected APCM 23.4.2023

Mrs Hilary Deacon was not re-elected APCM 2023

Mrs Jane Borritt resigned shortly after the APCM.

2023 Report approved by the PCC on 31st March 2024 and signed on their behalf by Revd Josias De Souza (PCC Chairman)



Financial Statements for the year ended 31st December 2023

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
	<u>2022</u>	<u>2023</u>	<u>2023</u>
	£	£	£
<u>Receipts</u>			
Planned giving	39808	42000	35309
Tax refunds	10038	10074	10005
Loose collections	5241	4000	8368
Fees	1312	1200	816
Offley Gatty Fund	231	230	232
Donations	1737	1250	1030
Refreshments	347	350	443
Church Fees	2281	-	2045
Miscellaneous	1119	-	-
Youth Drop-in	250	-	-
Holiday Club	689	-	1603
Stay and Play	146	-	-
Crisis Fund	197	-	-
Miscellaneous sundries	24	-	-
Social/Miscellaneous	1648	1500	7035
Ministry/Outreach	1648	1500	3280
From Capital Fund	<u>20233</u>	<u>-</u>	<u>-</u>
	<u>85301</u>	<u>60604</u>	<u>70166</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	54734	56476	34301
Staff expenses	1258	2500	2745
Church expenses	6327	6194	5771
Utilities	3201	3125	7427
Donations	3062	3520	1550
Education	1271	750	606
Photocopying and Stationery	1189	1080	1081
Administrator	8219	10940	7217
Church Fees	1716		2485
Social/Miscellaneous	554		2586
Ministry/Outreach	3770	1330	2624
- Holiday Club	-	-	1563
- Crisis Fund	-	-	101
To Fabric Fund	<u>-</u>	<u>-</u>	<u>109</u>
	<u>85301</u>	<u>85915</u>	<u>70166</u>
Deficit for the year		-25311	



Financial Statements for the year ended 31st December 2023

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	2632	Administrator	1663
Next Generation Youth Theatre	1216	Cleaner	3121
African Apostolic Church	1970	Cleaning supplies	712
Luton Town Taekwondo	1440	Keys	6
Kumon	1848	Kitchen Supplies	302
Brownies	292	Repairs etc.	396
Line Dancing	1408	Water	1496
Tuesday Conversation Club	278	Gas	2904
UK ITF Taekwondo	768	Window Cleaning	108
Jolly Beans	250	Sundries	621
Vauxhall Pensioners	280	Tuesday Conversation Club	288
Water refund	714	Boiler Service	706
Community Cafe	99	Hall Hire Refund	50
Flying Start	<u>1392</u>		
		Surplus for the year	<u>2214</u>
	<u>14587</u>		<u>14587</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund		Church maintenance & repairs	12223
From General Fund	109	Major Work to Fabric of Church	986
Deficit for the year	<u>13100</u>		
	<u>13209</u>		<u>13209</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	1560	To General Fund	
Revaluation of shares	4736	To Fabric Fund	
		To St. Hugh's Account	1014
		Surplus for the year	<u>5282</u>
	<u>6296</u>		<u>6296</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	5352	House Insurance	150
SADBF -housing allowance	7259	Repairs	580
		Miscellaneous	297
Deficit for the year		Surplus for the year	<u>11584</u>
	<u>12611</u>		<u>12611</u>



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

<u>Receipts</u>	£	<u>Payments</u>	£
From Capital Account	1014	Electricity	467
		Insurance	163
		Fire Servicing	36
		5yr Electrical Test	325
		Repairs	23
	<u>1014</u>		<u>1014</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Revaluation of shares	<u>737</u>	Surplus for the year	<u>737</u>
	<u>737</u>		<u>737</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2023

<u>FUNDS</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
	£	£	£
Hall – Designated Fund	28504	10305	12519
Fabric – Designated Fund	21826	15000	1900
Capital – Designated Fund	65626	25924	31206
Staff Housing – Designated Fund	13302	9843	21427
St. Hugh's Church and Churchyard – Restricted Fund	585	0	0
Offley Gatty Bequest – Endowment Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>138636</u>	<u>68835</u>	<u>75552</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	6999	1884	12605
CBF Deposit Fund	6088	952	1475
CBF Investment Fund	117434	58236	52972
Offley Gatty Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>139314</u>	<u>68835</u>	<u>75552</u>
 plus DEBTORS	-	-	-
 less CREDITORS	<u>3380</u>	-	-
	<u>138636</u>	<u>68835</u>	<u>75552</u>



Financial Statements for the year ended 31st December 2023

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	2	Flowers	200
Donations	<u>210</u>	Balance C/F	<u>12</u>
	<u>212</u>		<u>212</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	100	Refreshments	19
Refreshment donations	154	Cash Box	13
Easter Refreshments	38	Saints Alive Course Materials	10
		Easter refreshments	10
		Party Food etc.	76
		Books and stationery	44
	<u>—</u>	Balance C/F	<u>120</u>
	<u>292</u>		<u>292</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1146	Speakers	80
Outings & meals	1398	Outings & meals	2015
Flower fund	3	Flowers	-
Raffle fund	251	Gifts & Cards	60
Donations	197	Donations	25
Bring and Buy	151	Stationery	17
Charity collections	9	Coach Fares Refund	5
		Bank Charges	68
Subscriptions	<u>576</u>	Balance C/F	<u>1461</u>
	<u>3731</u>		<u>3731</u>

Donations

	£
CPAS	300
Hands of Mercy	300
Wycliffe Bible Translators	300
YWAM	300
Youthscape	300
Nansambo School	<u>50</u>
	<u>1550</u>

Parish Share

	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Stipend contribution	35054	36111	37092
Ministry support contribution	<u>19680</u>	<u>20369</u>	<u>20559</u>
	<u>54734</u>	<u>**56480</u>	<u>*57651</u>

* Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing

Notes:

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.



Financial Statements for the year ended 31st December 2023

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 2023 total 2343.35
6. Endowment shares on 31st December 2023 total 376

Approved by the PCC of St. Francis' Church on 26th March 2024 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 2022, 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, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

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



Financial Statements for the year ended 31st December 2023

General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
	<u>2022</u>	<u>2023</u>	<u>2023</u>
	£	£	£
<u>Receipts</u>			
Planned giving	39808	42000	35309
Tax refunds	10038	10074	10005
Loose collections	5241	4000	8368
Fees	1312	1200	816
Offley Gatty Fund	231	230	232
Donations	1737	1250	1030
Refreshments	347	350	443
Church Fees	2281	-	2045
Miscellaneous	1119	-	-
Youth Drop-in	250	-	-
Holiday Club	689	-	1603
Stay and Play	146	-	-
Crisis Fund	197	-	-
Miscellaneous sundries	24	-	-
Social/Miscellaneous	1648	1500	7035
Ministry/Outreach	1648	1500	3280
From Capital Fund	<u>20233</u>	<u>-</u>	<u>-</u>
	<u>85301</u>	<u>60604</u>	<u>70166</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	54734	56476	34301
Staff expenses	1258	2500	2745
Church expenses	6327	6194	5771
Utilities	3201	3125	7427
Donations	3062	3520	1550
Education	1271	750	606
Photocopying and Stationery	1189	1080	1081
Administrator	8219	10940	7217
Church Fees	1716		2485
Social/Miscellaneous	554		2586
Ministry/Outreach	3770	1330	2624
- Holiday Club	-	-	1563
- Crisis Fund	-	-	101
To Fabric Fund	<u>-</u>	<u>-</u>	<u>109</u>
	<u>85301</u>	<u>85915</u>	<u>70166</u>
Deficit for the year		-25311	



Financial Statements for the year ended 31st December 2023

Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	2632	Administrator	1663
Next Generation Youth Theatre	1216	Cleaner	3121
African Apostolic Church	1970	Cleaning supplies	712
Luton Town Taekwondo	1440	Keys	6
Kumon	1848	Kitchen Supplies	302
Brownies	292	Repairs etc.	396
Line Dancing	1408	Water	1496
Tuesday Conversation Club	278	Gas	2904
UK ITF Taekwondo	768	Window Cleaning	108
Jolly Beans	250	Sundries	621
Vauxhall Pensioners	280	Tuesday Conversation Club	288
Water refund	714	Boiler Service	706
Community Cafe	99	Hall Hire Refund	50
Flying Start	<u>1392</u>		
		Surplus for the year	<u>2214</u>
	<u>14587</u>		<u>14587</u>

Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund		Church maintenance & repairs	12223
From General Fund	109	Major Work to Fabric of Church	986
Deficit for the year	<u>13100</u>		
	<u>13209</u>		<u>13209</u>

Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	1560	To General Fund	
Revaluation of shares	4736	To Fabric Fund	
		To St. Hugh's Account	1014
		Surplus for the year	<u>5282</u>
	<u>6296</u>		<u>6296</u>

Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	5352	House Insurance	150
SADBF -housing allowance	7259	Repairs	580
		Miscellaneous	297
Deficit for the year		Surplus for the year	<u>11584</u>
	<u>12611</u>		<u>12611</u>



Financial Statements for the year ended 31st December 2023

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

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
From Capital Account	1014	Electricity	467
		Insurance	163
		Fire Servicing	36
		5yr Electrical Test	325
		Repairs	<u>23</u>
	<u>1014</u>		<u>1014</u>

Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>737</u>	Surplus for the year	<u>737</u>
	<u>737</u>		<u>737</u>

FUNDS AND CURRENT ASSETS AS AT 31st DECEMBER 2023

<u>FUNDS</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
	£	£	£
Hall – Designated Fund	28504	10305	12519
Fabric – Designated Fund	21826	15000	1900
Capital – Designated Fund	65626	25924	31206
Staff Housing – Designated Fund	13302	9843	21427
St. Hugh's Church and Churchyard – Restricted Fund	585	0	0
Offley Gatty Bequest – Endowment Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>138636</u>	<u>68835</u>	<u>75552</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	6999	1884	12605
CBF Deposit Fund	6088	952	1475
CBF Investment Fund	117434	58236	52972
Offley Gatty Fund	<u>8793</u>	<u>7763</u>	<u>8500</u>
	<u>139314</u>	<u>68835</u>	<u>75552</u>
 plus DEBTORS	-	-	-
 less CREDITORS	<u>3380</u>	-	-
	<u>138636</u>	<u>68835</u>	<u>75552</u>



Financial Statements for the year ended 31st December 2023

Financial Statements for the year ended 31st December 2023. Receipts and Payments Accounts

Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	2	Flowers	200
Donations	<u>210</u>	Balance C/F	<u>12</u>
	<u>212</u>		<u>212</u>

Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	100	Refreshments	19
Refreshment donations	154	Cash Box	13
Easter Refreshments	38	Saints Alive Course Materials	10
		Easter refreshments	10
		Party Food etc.	76
		Books and stationery	44
	<u>—</u>	Balance C/F	<u>120</u>
	<u>292</u>		<u>292</u>

Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1146	Speakers	80
Outings & meals	1398	Outings & meals	2015
Flower fund	3	Flowers	-
Raffle fund	251	Gifts & Cards	60
Donations	197	Donations	25
Bring and Buy	151	Stationery	17
Charity collections	9	Coach Fares Refund	5
		Bank Charges	68
Subscriptions	<u>576</u>	Balance C/F	<u>1461</u>
	<u>3731</u>		<u>3731</u>

Donations

	£
CPAS	300
Hands of Mercy	300
Wycliffe Bible Translators	300
YWAM	300
Youthscape	300
Nansambo School	<u>50</u>
	<u>1550</u>

Parish Share

	<u>2022</u>	<u>2023</u>	<u>2024</u>
	£	£	£
Stipend contribution	35054	36111	37092
Ministry support contribution	<u>19680</u>	<u>20369</u>	<u>20559</u>
	<u>54734</u>	<u>**56480</u>	<u>*57651</u>

* Actual Parish Share for 2024 is reduced to £43,251 on account of £14,400 reimbursement for Curate Housing

** Actual Parish Share paid for 2023 was only £34301 less £7259 reimbursement for Curate Housing

Notes:

- The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2006 using the Receipts and Payments basis.



Financial Statements for the year ended 31st December 2023

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 2023 total 2343.35
6. Endowment shares on 31st December 2023 total 376

Approved by the PCC of St. Francis' Church on 26th March 2024 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 2022, 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, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Andrew Rodell

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