



# Luton St Francis' Parish - Annual Report for 2024

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## 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 86 parishioners on the Electoral Roll, a decrease of 6 from the previous year and of that number 20 are not resident within the Parish. The average weekly attendances over the two services on a Sunday was 90. 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 Service, Midnight Holy Communion and the Christmas Day Services.

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 November 2024 to March 2025, the Warm Space, also known as The Conversation Club.

St. Hugh's Church in Cockernhoe is currently deemed unsafe due to electrical issues.



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As well as regular and special services, the community is enabled to celebrate and thank God at the milestones of the journey through life. Through Baptisms and Thanksgivings, God is thanked 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. In 2024, there were no church weddings, no confirmation service, one burial of ashes at Cockernhoe cemetery, 4 funerals at the Vale, and 7 baptisms.

## 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, - a Line Dancing group and Flying Start for new mothers and babies. The Warm Spaces Initiative originally instigated by Luton Council and also referred to as The Conversation Club, was held on a Tuesday through to March 2024 and then from November 2024 to March 2025.

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 Youth Theatre Group who meet twice a week, 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 donations to our four Mission Partners, namely Wycliffe Bible Translators (Sarah Casson), Hands of Mercy, Youthscape and 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.

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.



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## 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 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 predicted amount of Planned Giving for 2024 was £37,400 and £38,279 was given. Loose Collections were £9,921, compared to £8,368 in 2023. 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 £11,019 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 £57,651 for the Parish Share, which was reduced to £43,251 on account of our Curate occupying 15 Lancing Rd. We were able to pay our Parish Share in full last year.

Church expenses exceeded the budget.

We made donations totalling £1,850.

We had predicted a heavy deficit for the general fund, but because of more than anticipated receipts and less than anticipated payments this resulted in a smaller overall deficit.

The hall income for 2024 totalled £16,440 and payments of £11,613 resulted in a surplus of £4,827.

15 Lancing Road was used exclusively by our Curate, David Holland and his wife during 2024. After paying for insurance, water and repairs it resulted in a surplus of £11,439.

There were no payments made from the capital account during 2024

The income for St. Hugh's Cockernhoe in 2024 totalled £236 which was the interest from the Offley Gatty Fund. The PCC is responsible for the upkeep and maintenance of St. Hugh's hence the cost of servicing fire related equipment in addition to regular payments for electricity and insurance meant a deficit for the year of £805 which was covered by a transfer from the Staff Housing 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 2024 our total income was £102,441.

Our total funds decreased by £1,447 from £75,552 in 2023 to £74,105 in 2024.



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The Endowment fund for Offley Gatty Bequest, increased in value by £195 from £8,499 in 2023 to £8,694 in 2024 but has specific instructions how the money can be spent and cannot be used for general purposes. We didn't sell any shares from the funds we invest with the Central Board of Finance, however the market share value increased over the year by £1,212 and together with interest payments of £1,471 to the Deposit Account (which together with the Investment Account comprise our Capital Fund) the total Capital fund grew by £2,683.

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 £57,739, reduced to £43,339 as a result of the housing allowance for 15 Lancing Rd, as the Parish Share for 2025.

Many years ago, the PCC decided to donate to charities 10% of our income from stewardship, tax refunds and loose collections. If possible, 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 Churchwarden Mrs Jacky Wilson and our Assistant Churchwardens Mr Graham Hosker, Mr Blyth Latimer, Ms Paula Cardy, Mr Mark Deacon and Mr Julian Franklin 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.

## 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.



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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 five times during the year. 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

Following the resignation of Rebecca Potter in October 2023 we have run without a Parish Administrator. The responsibilities of the Parish Administrator include but are not restricted to the following, have been shared amongst the staff members:-

- 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
- 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)



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- 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

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 2025 budget
- Updated and approved the Safeguarding, Social Committee, MAC and Financial Policies Terms of Reference
- St. Francis' Church hedge was trimmed and the grass cut regularly by church volunteers.
- St Hugh's churchyard was tidied monthly during the growing season.
- Agreed to purchase a new lawnmower in preparation for the start of the gardening season in 2025

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.

## PCC Membership

PCC members who have served from 1st January 2024 until the date this report was approved are:

Ex Officio members:

- Incumbent: The Revd Josias De Souza
- Curate: Revd David Holland
- Reader: Mr Alan Kinninmonth
- Churchwarden: Mr Graham Hosker Vice-Chairman until APCM 21<sup>st</sup> April 2024
- Churchwarden Mrs Jacky Wilson
- Deanery Synod Rep: Mrs Winnie Kinninmonth
- Deanery Synod Rep: Mrs Jacky Wilson

Elected Members:

- Mrs Denise Archer from APCM 21<sup>st</sup> April 2024
- Mrs Joanne Beaumont
- Mrs Elaine Cleaver
- Mr Ray Cooper
- Mr Philip Heathcote Treasurer
- Mr Graham Hosker from APCM 21<sup>st</sup> April 2024
- Mr Phil Line from APCM 21<sup>st</sup> April 2024
- Mrs Anna Spencer until APCM 21<sup>st</sup> April 2024
- Mr Jamie Brown
- Mr Daniel Sudeep



## Luton St Francis' Parish - Annual Report for 2024

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2024 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 31<sup>st</sup> December 2024

### General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
	£	£	£
Planned giving	35309	37400	38279
Tax refunds	10005	12000	11019
Loose collections	8368	9000	9921
Fees	816	1000	626
Offley Gatty Fund	232	230	-
Donations	1030	0	37
Refreshments	443	450	531
Church Fees	2045	-	1307
Youth Work	-	-	745
Holiday Club	1603	-	966
Crisis Fund	-	-	48
Miscellaneous sundries	-	-	53
Social/Miscellaneous	7035	3000	575
Ministry/Outreach	3280	-	2866
From Capital Fund	-	-	3240
From Hall Fund	-	-	3298
From Staff Housing Fund	-	-	6953
	<u>70166</u>	<u>63080</u>	<u>80464</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	34301	57651	57651
Staff expenses	2745	3000	2364
Church expenses	5771	4904	4982
Utilities	7427	5550	5788
Donations	1550	50	1850
Education	606	600	25
Photocopying and Stationery	1081	1060	977
Payroll Fee	7217	8050	489
Church Fees	2485	-	1190
Social/Miscellaneous	2586	-	314
Youth Work	-	-	1716
Ministry/Outreach	2624	875	2416
- Holiday Club	1563	-	702
- Crisis Fund	101	-	0
To Fabric Fund	<u>109</u>		
	<u>70166</u>	<u>81740</u>	<u>80464</u>
Deficit for the year		-18660	





## Financial Statements for the year ended 31<sup>st</sup> December 2024

### Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	1956	Cleaner	3424
Next Generation Youth Theatre	1936	Cleaning supplies	809
African Apostolic Church	1917	Keys	0
Luton Town Taekwondo	1668	Kitchen Supplies	317
Kumon	2512	Repairs etc.	282
Brownies	351	Water	1382
Line Dancing	1408	Gas	4711
Tuesday Conversation Club	477	Window Cleaning	88
UK ITF Taekwondo	864	Tuesday Conversation Club	228
Herts Community BGC	238	Boiler Service	0
UPMASS	220	Hall Hire Refund	372
Water refund	649	To Fabric Fund	1270
Community Cafe	84	To General Fund	3298
Flying Start	2160		
		Surplus for the year	<u>259</u>
	<u>16440</u>		<u>16440</u>

### Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund	3681	Church maintenance & repairs	6851
From Hall Fund	1270	Major Work to Fabric of Church	0
Deficit for the year	<u>1900</u>		
	<u>6851</u>		<u>6851</u>

### Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	2028		
Revaluation of shares	1212	To General Fund	3240
		Surplus for the year	
	<u>3240</u>		<u>3240</u>

### Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	0	House Insurance	170
SADBF -housing allowance	14400	Repairs	2328
		Water	463
		To Fabric Fund	3681
		To St Hughs Church & Churchyard	805
		To General Fund	6953
Deficit for the year		Surplus for the year	
	<u>14400</u>		<u>14400</u>



## Financial Statements for the year ended 31<sup>st</sup> December 2024

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

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Offley Gatty Fund Interest	236	Electricity	635
		Insurance	184
From Staff Housing Account	<u>805</u>	Fire Servicing	<u>222</u>
	<u>1041</u>		<u>1041</u>

### Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>195</u>	Surplus for the year	<u>195</u>
	<u>195</u>		<u>195</u>

### FUNDS AND CURRENT ASSETS AS AT 31<sup>st</sup> DECEMBER 2024

<u>FUNDS</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Hall – Designated Fund	10305	12519	12778
Fabric – Designated Fund	15000	1900	0
Capital – Designated Fund	25924	31206	31206
Staff Housing – Designated Fund	9843	21427	21427
St. Hugh's Church and Churchyard – Restricted Fund	0	0	0
Offley Gatty Bequest – Endowment Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	1884	12605	8280
CBF Deposit Fund	952	1475	2946
CBF Investment Fund	58236	52972	54185
Offley Gatty Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 plus DEBTORS	-	-	-
 less CREDITORS	-	-	-
	<u>68835</u>	<u>75552</u>	<u>74105</u>



## Financial Statements for the year ended 31<sup>st</sup> December 2024

### Financial Statements for the year ended 31<sup>st</sup> December 2023. Receipts and Payments Accounts

#### Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	12	Flowers	187
Donations	<u>230</u>	Balance C/F	<u>55</u>
	<u>242</u>		<u>242</u>

#### Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	121	Refreshments	21
Refreshment donations	217	DVD (The Shack)	4
		Windchimes	27
		Get Well Cards and Flowers	14
		Vases and Flowers	27
		Books, Craft and stationery	41
		Party food and equipment	50
		Easter Eggs	8
		Christmas Cards and Bookmarks	18
	<u>338</u>	Balance C/F	<u>128</u>
			<u>338</u>

#### Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1461	Speakers	170
Outings & meals	117	Outings & meals	1455
Flower fund	0	Flowers	28
Raffle fund	235	Gifts & Cards	0
Donations	0	Donations	50
Bring and Buy	156	Payments to Member	460
Charity collections	47	Bank Charges	66
Subscriptions	<u>386</u>	Balance C/F	<u>173</u>
	<u>2402</u>		<u>2402</u>

#### Donations

	£
Hands of Mercy	600
Wycliffe Bible Translators	600
YWAM	600
Nansambo School	<u>50</u>
	<u>1850</u>

#### Parish Share

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	£	£	£
Stipend contribution	36111	37092	38208
Ministry support contribution	<u>20369</u>	<u>20559</u>	<u>19531</u>
	<u>*56480</u>	<u>**57651</u>	<u>***57739</u>

\*\*\* Actual Parish Share for 2025 is reduced to £43,339 on account of £14,400 reimbursement for Curate Housing

\*\* 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



## Financial Statements for the year ended 31<sup>st</sup> December 2024

### 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 31<sup>st</sup> December 2024 total 2343.35
6. Endowment shares on 31<sup>st</sup> December 2024 total 376

**Approved by the PCC of St. Francis' Church on 25th March 2024 and signed on their behalf by:**

**Revd. Josias de Souza – Vicar**

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

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This report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2024, 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 31<sup>st</sup> December 2024

### General, Unrestricted, Fund Receipts and Payments Account

	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
<u>Receipts</u>	<u>2023</u>	<u>2024</u>	<u>2024</u>
	£	£	£
Planned giving	35309	37400	38279
Tax refunds	10005	12000	11019
Loose collections	8368	9000	9921
Fees	816	1000	626
Offley Gatty Fund	232	230	-
Donations	1030	0	37
Refreshments	443	450	531
Church Fees	2045	-	1307
Youth Work	-	-	745
Holiday Club	1603	-	966
Crisis Fund	-	-	48
Miscellaneous sundries	-	-	53
Social/Miscellaneous	7035	3000	575
Ministry/Outreach	3280	-	2866
From Capital Fund	-	-	3240
From Hall Fund	-	-	3298
From Staff Housing Fund	-	-	6953
	<u>70166</u>	<u>63080</u>	<u>80464</u>
Surplus for the year			
<u>Payments</u>			
Parish Share	34301	57651	57651
Staff expenses	2745	3000	2364
Church expenses	5771	4904	4982
Utilities	7427	5550	5788
Donations	1550	50	1850
Education	606	600	25
Photocopying and Stationery	1081	1060	977
Payroll Fee	7217	8050	489
Church Fees	2485	-	1190
Social/Miscellaneous	2586	-	314
Youth Work	-	-	1716
Ministry/Outreach	2624	875	2416
- Holiday Club	1563	-	702
- Crisis Fund	101	-	0
To Fabric Fund	<u>109</u>		
	<u>70166</u>	<u>81740</u>	<u>80464</u>
Deficit for the year		-18660	



## Financial Statements for the year ended 31<sup>st</sup> December 2024

### Hall Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Casual	1956	Cleaner	3424
Next Generation Youth Theatre	1936	Cleaning supplies	809
African Apostolic Church	1917	Keys	0
Luton Town Taekwondo	1668	Kitchen Supplies	317
Kumon	2512	Repairs etc.	282
Brownies	351	Water	1382
Line Dancing	1408	Gas	4711
Tuesday Conversation Club	477	Window Cleaning	88
UK ITF Taekwondo	864	Tuesday Conversation Club	228
Herts Community BGC	238	Boiler Service	0
UPMASS	220	Hall Hire Refund	372
Water refund	649	To Fabric Fund	1270
Community Cafe	84	To General Fund	3298
Flying Start	2160		
		Surplus for the year	<u>259</u>
	<u>16440</u>		<u>16440</u>

### Fabric Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
From Staff Housing Fund	3681	Church maintenance & repairs	6851
From Hall Fund	1270	Major Work to Fabric of Church	0
Deficit for the year	<u>1900</u>		
	<u>6851</u>		<u>6851</u>

### Capital Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Interest	2028		
Revaluation of shares	1212	To General Fund	3240
		Surplus for the year	
	<u>3240</u>		<u>3240</u>

### Staff Housing Fund Receipts and Payments Account – Designated Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Rental Income less mgmt fees/repairs	0	House Insurance	170
SADBF -housing allowance	14400	Repairs	2328
		Water	463
		To Fabric Fund	3681
		To St Hughs Church & Churchyard	805
		To General Fund	6953
Deficit for the year		Surplus for the year	
	<u>14400</u>		<u>14400</u>



## Financial Statements for the year ended 31<sup>st</sup> December 2024

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

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Offley Gatty Fund Interest	236	Electricity	635
		Insurance	184
From Staff Housing Account	<u>805</u>	Fire Servicing	<u>222</u>
	<u>1041</u>		<u>1041</u>

### Offley Gatty Bequest – Endowment Fund

<u>Receipts</u>	<u>£</u>	<u>Payments</u>	<u>£</u>
Revaluation of shares	<u>195</u>	Surplus for the year	<u>195</u>
	<u>195</u>		<u>195</u>

### FUNDS AND CURRENT ASSETS AS AT 31<sup>st</sup> DECEMBER 2024

<u>FUNDS</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Hall – Designated Fund	10305	12519	12778
Fabric – Designated Fund	15000	1900	0
Capital – Designated Fund	25924	31206	31206
Staff Housing – Designated Fund	9843	21427	21427
St. Hugh's Church and Churchyard – Restricted Fund	0	0	0
Offley Gatty Bequest – Endowment Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 <u>CURRENT ASSETS</u>			
Cash	-	-	-
Bank	1884	12605	8280
CBF Deposit Fund	952	1475	2946
CBF Investment Fund	58236	52972	54185
Offley Gatty Fund	<u>7763</u>	<u>8500</u>	<u>8694</u>
	<u>68835</u>	<u>75552</u>	<u>74105</u>
 plus DEBTORS	-	-	-
 less CREDITORS	-	-	-
	<u>68835</u>	<u>75552</u>	<u>74105</u>



## Financial Statements for the year ended 31<sup>st</sup> December 2024

### Financial Statements for the year ended 31<sup>st</sup> December 2023. Receipts and Payments Accounts

#### Flower Fund – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	12	Flowers	187
Donations	<u>230</u>	Balance C/F	<u>55</u>
	<u>242</u>		<u>242</u>

#### Hope Group – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	121	Refreshments	21
Refreshment donations	217	DVD (The Shack)	4
		Windchimes	27
		Get Well Cards and Flowers	14
		Vases and Flowers	27
		Books, Craft and stationery	41
		Party food and equipment	50
		Easter Eggs	8
		Christmas Cards and Bookmarks	18
	<u>338</u>	Balance C/F	<u>128</u>
			<u>338</u>

#### Ladies Club – Restricted Fund

<u>Receipts</u>	£	<u>Payments</u>	£
Balance B/F	1461	Speakers	170
Outings & meals	117	Outings & meals	1455
Flower fund	0	Flowers	28
Raffle fund	235	Gifts & Cards	0
Donations	0	Donations	50
Bring and Buy	156	Payments to Member	460
Charity collections	47	Bank Charges	66
Subscriptions	<u>386</u>	Balance C/F	<u>173</u>
	<u>2402</u>		<u>2402</u>

#### Donations

	£
Hands of Mercy	600
Wycliffe Bible Translators	600
YWAM	600
Nansambo School	<u>50</u>
	<u>1850</u>

#### Parish Share

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	£	£	£
Stipend contribution	36111	37092	38208
Ministry support contribution	<u>20369</u>	<u>20559</u>	<u>19531</u>
	<u>*56480</u>	<u>**57651</u>	<u>***57739</u>

\*\*\* Actual Parish Share for 2025 is reduced to £43,339 on account of £14,400 reimbursement for Curate Housing

\*\* 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





## Financial Statements for the year ended 31<sup>st</sup> December 2024

### 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 31<sup>st</sup> December 2024 total 2343.35
6. Endowment shares on 31<sup>st</sup> December 2024 total 376

**Approved by the PCC of St. Francis' Church on 25th March 2024 and signed on their behalf by:**

**Revd. Josias de Souza – Vicar**

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

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This report on the accounts of the PCC for the year ended 31<sup>st</sup> December 2024, 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**