

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST STEPHEN, NORWICH

England & Wales · Charity number 1147706

Details

Other names ST STEPHEN'S PCC, NORWICH

Status Registered

Legal form Previously excepted

Registered 2012-06-15

Register [View on the Charity Commission register](#)

Contact

Address St. Stephens Church
Rampant Horse Street
Norwich
NR2 1QP

Phone 01603617697

Email admin@ststephensnorwich.org

Website www.ststephensnorwich.org

Activities

Objects: PROMOTING IN THE ECCLESIASTICAL PARISH THE WHOLE MISSION OF THE CHURCH.

Activities: Medieval church building with recently refurbished interior. Sunday services: 9.15am and 10.45am. Morning Prayer 9.30am Mon-Fri. Cafe serves food and drinks Mon-Sat 10am-3pm. The church can be hired on a not-for-profit basis for concerts, Christian & secular charity events & conferences.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Religious Activities
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£368,120	£352,751	-	-
2023-12-31	£323,592	£329,456	-	-
2022-12-31	£281,161	£276,438	-	-
2021-12-31	£261,174	£274,028	-	-
2020-12-31	£207,207	£258,024	-	-

Trustees

Name	Role	Appointed
Rev Heike Prentice	Chair	2025-06-30
Abigail Elizabeth Walter-Browne		2022-05-08
Adam John Curtis		2024-04-28
Aimee-Marie Taylor Gedge		2023-05-14
Alaine Amy Apphia Constance-Caidence Mukene-Drew		2024-09-10
Barbara McLellan		2025-05-11
Clare Rushmer		2025-05-11
DAVID DAYNES		2022-05-08
David Humphreys		2021-04-18
Janet Susan Terry		2023-05-14
Michael Terry		2022-05-08
Olufunnke Abidemi Olugboji		2023-05-14
Peter Martin Ferdinand Emmrich		2021-04-18
Sue Stapleford Pink		2018-04-22

Accounts



The Parochial Church Council of the
ecclesiastical parish of St Stephen, Norwich

Annual report and
financial statements for
the year ended
31st December 2024

The Parochial Church Council of the ecclesiastical parish of St Stephen, Norwich

Referred to in this report as “the PCC”

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen’s Church is part of the Norwich Diocese within the Church of England.

Address: Rampant Horse Street, Norwich NR2 1QP
Tel: 01603 617697
Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Canon Madeline Light (to 10 th November 2024)
Assistant Priest*	Revd Dr Ian Fifield (from 28 April 2024 previously Curate)
Curate*	Revd Sam Luscombe (to 31 March 2025)
Ordinands	Charlotte Eagles (to June 29 th 2024)
Licensed lay ministers*	Dave Humphreys Princess Olufunnke Olugboji
Churchwardens*	David Daynes Janet Terry
Treasurer*	Sue Stapleford Pink
PCC Minute Secretary	Gail Halley
Diocesan Synod Member*	Alaine Mukene-Drew (From 1 st August 2024)
Deanery Synod Representatives*	Dave Humphreys Sue Stapleford Pink (to 28 th April 2024) Lynne Daniels (from 28 th April 2024)

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2024 or at the date of this report:

(in addition to those marked * above)

Adam Curtis	Peter Emmrich
Aimee Gedge	Richard Gilbert
Gail Halley (to 28 th April 2024)	Sue Stapleford Pink (from 28 th April 2024)
Mike Terry	Abi Walter-Browne

Bank: Co-operative Bank

Independent examiner: Mr Philip Buttinger ACMA

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2024

Introduction to the annual report 2024

It was with great sadness that we said farewell, at the end of October, to Madeline and Paul Light. Madeline retired from active ministry in the Church of England on 10th November 2024, following some 15 years as Vicar of St Stephen's. Faced with major building repair works from the start of her ministry at St Stephen's, Madeline created and led a team which completed the repairs and, over time, reordered the interior of the building. This enabled the Church to exercise the ministries for which St Stephen's is known today.

Madeline formed, over the years, a strong team of paid staff and volunteers who maintain and manage our building and the activities that take place within it. She also established and grew a diverse congregation proving her strong feeling that the beliefs and views we hold in common create a much stronger bond between us than the divisions created by those matters on which we disagree.

Over the years Madeline's ministry was supported faithfully by Paul, who also served as PCC secretary. He was also a leader in our Christians Against Poverty work and a consistent provider of streaming, through Zoom, of our services to those who could not attend the Church in person.

We will miss them both and wish them well for their retirement. The legacy they have left behind gives us a very strong foundation upon which to build and grow the future ministry of our Church.

We also owe much to those who have stepped up to take on additional responsibilities for the leadership of our church during the interregnum. Ian Fifield who has taken responsibility for the spiritual and pastoral work in our Church, supported by Sam Luscombe, our Curate, and Dave Humphries our Licensed Lay Minister. We also thank all those who have assisted in the maintenance of our worship in the Church during this period, sometimes at very short notice, in particular Colin Reed. We also recognise the additional responsibility the interregnum has placed on Lisa Fifield, our Operations Manager and Beckie Ward, our Café Manager and thank them for all their extra efforts during this period.

We are sad to be losing one other stalwart of our Church staff in early 2025. Andy Rose, our Finance Manager, has decided to retire. He has been tireless in his work in maintaining our accounts, ensuring the complexities of our finances have been properly managed and providing information to the PCC to enable us to manage the church. We are very grateful for all he has done for St Stephens over the years he has worked here and we wish him and his wife, Debbie, a very happy retirement.

Some 15 years ago Clare Melia came to St Stephen's and worked as a volunteer helping with our administration. She eventually took on the paid job as administrator and then, about six years ago became our Community Worker. Clare combined that work with managing the REST house. To enable Clare to develop further her work at the REST, we have reviewed her working patterns and the focus of her work. Whilst continuing with some of the casework she currently undertakes, Clare will focus more on developing our Café Friends team and her involvement in the Wednesday Renew Wellbeing sessions.

The cafe continues to be a mainstay of our ministry to the community in the centre of Norwich. It attracts a wide range of customers and has become a focus for many groups, both formal and informal, who meet to provide support and companionship for each other. We continue to provide discounted meals for those who have particular financial challenges in their lives. We are grateful to the other customers who donate money to help us make this possible. The café also provides a vehicle for the church to make contact with those who otherwise would be isolated and without support. Together with our Community Worker this is a key part of our pastoral ministry.

There continues to be a dynamic relationship between the café, the church and two houses which provide accommodation. These are the Hope into Action house and The Rest. Residents from the REST house volunteer or work at St Stephen's and have been much appreciated. Both houses are supported by

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2024

volunteers from the congregation. The Renew Wellbeing space in the Café on Wednesday is developing well, becoming an important resource for a key group of people who benefit greatly from being part of that community each week. All these are places for friendship, service and compassion.

We have continued with our Autumn festival, the centrepiece of which is an exhibition in collaboration with a group of local artists.

Our work with carers and toddlers continues through our Little Fellowes carer and toddler group. After a very successful year, seeing nearly 90 families experiencing time at Little Fellowes and with 55% of them becoming regulars, the numbers attending in September dropped considerably due to many of the children going onto preschool settings. Although disconcerting at the time, numbers have gradually increased.

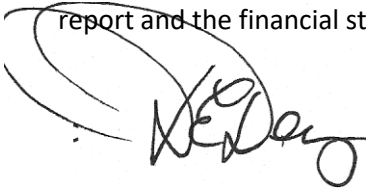
A Lego Club (funded by the Diocese Sharing Good News Fund) started in September at the Chapel, primarily aimed as an afterschool club. However, this did not take off as expected and was replaced by Lego Club activities during school holidays alongside the Café at St Stephen's. These have proved to be very popular with 31 children and 22 adults attending one day during the Autumn half term. These sessions will continue.

There has also been a significant change in volunteers supporting Sam Roberts with the children's work. Katie Blyth has been employed to work alongside Sam with the Sunday Kids session during the 10.45am service and Katie is developing her skills in this area, through Sam's coaching.

We continue to develop as a diverse community, welcoming many people from a range of different countries to add to our already socially diverse congregation.

Our congregation continues to be fluid with many people coming and going during the year. This might be students leaving to build their lives elsewhere than Norwich, members changing jobs which take them away from us or older people moving to be closer to family. We also have members coming and going as their faith develops and they feel called to worship and serve God in different ways. We welcome those who wish to explore our faith but have not fully committed to The Lord and work with them to find their calling.

The members of the PCC, who are the trustees of the charity, have pleasure in submitting their annual report and the financial statements for the year ended 31 December 2024.



David Daynes – Churchwarden and Vice Chair of the PCC
On behalf of St Stephen's PCC

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2024

Structure, governance and management

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The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules 2020.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day-to-day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2024 are listed on page 1. The PCC met six times and the standing committee met ten times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

As part of the Norwich East Deanery, and through the Transforming Norwich network of church leaders, St Stephen's continues to play its part in the proclamation of the Christian Gospel, both by word and by deed, in working with other churches.

Objectives and public benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The café continued to open six days a week and to host a wide range of individuals, groups and services, including Community Chaplaincy Norfolk and Renew Wellbeing. The café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment and in some cases leading to full time employment. Alongside the café, vulnerable adults are supported by the staff, led by our designated Community Worker. The church also partners with Soul Church in their "Soul in the City" outreach. This involves using the church building one evening a week to offer free food support and advice to those in need. The chapel has been the base for Little Fellows, our toddler group, meeting three times a week, hosts the monthly patients' user group for the local surgery and various community choral and music groups.

Risk Management

Risk assessments and Continuity plan continue to be updated and relevant to the activities and systems in place within the church, the café and the chapel. This has included the move of CCN into the office space at the chapel. Risk assessments have been updated to reflect this change in working practices.

Health and Safety is a consistent item on the agenda of both Standing Committee and PCC meetings. Mike Terry is the PCC Health and Safety Representative.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2024

The COSHH register has been updated as a new supplier has been sourced for many of the cleaning materials used within the church. All data sheets have been updated.

The PCC has complied in 2024 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance.

Safeguarding is on the agenda at every PCC meeting, with updates being given. Updates to the Parish Safeguarding Dashboard have included many additional standards that are deemed good practices as compared with mandatory and we have complied with many of these. Good working relationships with the Diocese Safeguarding Advisor mean that advice is readily sought, if required.

The database of personal information within the church is audited annually and is in line with the General Data Protection Regulations. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which underpin the work of St Stephen's. These are kept under regular review. The Treasurer provided the PCC with up-to-date management accounts at every meeting. The standing committee scrutinised monthly reports including cash flow projections.

The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified.

The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Fabric Report

The 2022 Quinquennial survey was not commissioned in 2023 due to the lack of availability of surveyors, but eventually took place in October 2024. It was prepared by Nicholas Warns Architects, Bishopsgate, Norwich and the report was received in January 2025.

Plans to install solar panels on the south aisle of the church have been set aside for the time being due to the lack of elevation plans and the findings of the quinquennial report.

There have been ongoing issues with one of the gas boilers, due to the age of the plant. This led to an extensive faculty being required to replace it. The faculty has been agreed in principle, however is yet to be signed off. As a short-term solution infrared heaters were purchased to heat the people in the congregation and café customers, rather than the building. This was the main recommendation given in the Energy and Net Zero Carbon Audit which took place in October 2024 and was commissioned by the Church of England.

Underfloor leaks from the trench heating have been investigated and eventually found. However, the fans associated with the trench heaters are no longer working and need to be replaced to optimise the heating system. This is an ongoing project.

Sadly the mature Bee-Bee tree (*Euodia hupehensis*) on the south side of the church needed to be removed from the churchyard due to a honey fungus infection making it unsafe. However two new *Sorbus* species trees were planted by Norwich City Council to replace the dying trees and an Indian Bean Tree (*Catalpa bignonioides*) as a memorial tree to mark the retirement of Rev Madeline Light.

There is an ongoing issue with low level damp at the chapel, but after much investigation it seems that this is an inherent fault due to the wrong plaster being used during the initial refurbishment by the builders. The

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2024

Churchwardens and Operations Manager are working to resolve this but it may be necessary to get the Diocesan legal team involved.

The 5-year EICR electrical testing certificate was completed for both the Chapel and St Stephen's with some remedial works carried out on the emergency lighting and high level lights.

Electoral roll and church attendance

At the date of the 2024 annual meeting there were 110 names on the electoral roll. Our worshipping community at the end of 2024 was 151 (2023: 146) adults and 12 (2023: 14) children aged under 18; in the year there were 21 (2023: 33) leavers and 66 (2023: 48) joiners. The average combined attendance covering all services, in person and online, on a Sunday in October 2024 was estimated at 115 (2023: 90). This excluded the leaving service for Madeline Light which was attended by 249 adults and children.

Financial review

St Stephen's finances continue to be in good heart and the PCC is very grateful for the continued support from all who have contributed either financially or with their time. Financial statements are presented on pages 8 to 21.

Café sales at £196,706 were 11.3% higher than in 2023. Unrestricted income from donations and legacies increased by 12.2% to £136,742, the regular giving element increasing by 12.3%. Total unrestricted income for the year was £348,331 (2023: £314,351).

Utility costs reduced by 23% to £19,057. St Stephen's sets aside 10% of its donation and certain other unrestricted income to support other charities and individuals in furtherance of its charitable objects. During the year the PCC distributed donations and grants totalling £8,734 (2023: £15,738). Unrestricted funds produced a surplus of £2,692 in the year (2023 deficit: £7,640).

The total of all reserves at 31 December 2024 was £222,300 (2023: £203,062). The allocation between the various church funds can most easily be seen in note 15 to the accounts.

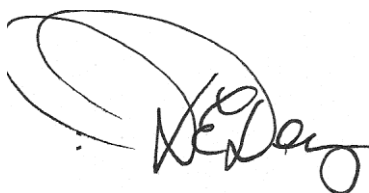
The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2024, the target minimum level of reserves, based on the approved budget for 2025, was £70,000 whereas the balance in the General Fund was £96,706. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts are presented in sufficient detail to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

This report was approved by the PCC on 8th April 2025

David Daynes – Churchwarden and Vice Chair of the PCC - On behalf of St Stephen's PCC



Independent examiner's report on the accounts

Report to the trustees/members of The Parochial Church Council of the Ecclesiastical Parish of St Stephen Norwich, Charity no 1147706 on the accounts for the year ended 31 December 2024

Set out on pages 8 to 21

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income did not exceed £1,000,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

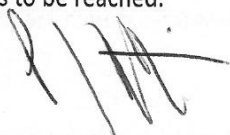
In connection with my examination, no matter has come to my attention

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Signed:



Date: 5/5/2025

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA



The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2024

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Incoming resources	3				
Income from:					
Donations and legacies		136,742	14,284	151,026	126,459
Charitable activities		197,090	-	197,090	177,384
Other trading activities		8,933	-	8,933	7,043
Investments		5,084	4,768	9,852	8,851
Other		482	737	1,219	3,855
Total		348,331	19,789	368,120	323,592
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	(345,639)	(7,112)	(352,751)	(329,456)
Total		(345,639)	(7,112)	(352,751)	(329,456)
Profit/(Loss) on revaluation of investment assets	8a	-	3,869	3,869	(2,190)
Net income/(expenditure) before extraordinary income		2,692	16,546	19,238	(8,054)
Extraordinary income	3a	-	-	-	-
Net movement in funds		2,692	16,546	19,238	(8,054)
Reconciliation of funds:					
Total funds brought forward		94,014	109,048	203,062	211,116
Total funds carried forward		96,706	125,594	222,300	203,062

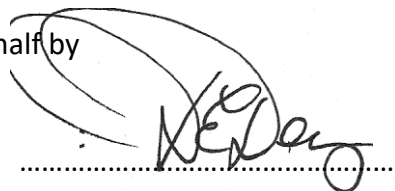
St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2024 Total £	2023 Total £
Fixed assets					
Tangible assets	2.3,8	9,058	-	9,058	10,526
Investments	8a	-	91,493	91,493	87,624
<i>Total fixed assets</i>		9,058	91,493	100,551	98,150
Current assets					
Debtors	9	5,469	-	5,469	6,505
Cash at bank and in hand	11	100,510	34,101	134,611	121,223
<i>Total current assets</i>		105,979	34,101	140,080	127,728
Creditors: amounts falling due within one year	10	(18,331)	-	(18,331)	(22,816)
<i>Net current assets</i>		87,648	34,101	121,749	104,912
<i>Total assets less current liabilities</i>		96,706	125,594	222,300	203,062
Provisions for liabilities		-	-	-	-
<i>Total net assets</i>		96,706	125,594	222,300	203,062
Funds of the Charity	2.4,14,15				
Restricted funds		-	125,594	125,594	109,048
Unrestricted funds		96,706	-	96,706	94,014
<i>Total funds</i>		96,706	125,594	222,300	203,062

Approved by the PCC on 8th April 2025 and signed on their behalf by

Mr David Daynes, Vice Chair of the PCC and Churchwarden



The notes on pages 10 to 20 form part of these financial statements.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources;
- and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock (see note 4).

Notes to the accounts

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed tangible assets

The general purpose in accounting for certain items as fixed tangible assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed tangible assets each fall into one or more of the following categories:

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed tangible assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not recognised in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not recognised in these financial statements.
- Fixed tangible assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Fixed tangible assets are depreciated over their expected useful lives.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Fixed asset investments

Fixed asset investments are recognised in the balance sheet at open market value.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 3 Analysis of income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2024 £	Total for 2023 £
Donations and legacies					
Tax-efficient planned giving		64,972	-	64,972	57,819
Other planned giving		12,910	-	12,910	12,990
Collections at services		5,672	-	5,672	5,354
Non-recurring donations		19,968	12,564	32,532	18,998
Donations for the Chapel		4,794	-	4,794	4,484
Legacies		5,000	-	5,000	-
Tax recovered (Gift Aid)		19,826	1,720	21,546	18,064
Grants received	2	3,600	-	3,600	8,750
Total		136,742	14,284	151,026	126,459
Charitable Activities					
Statutory fees (retained by PCC)		384	-	384	615
Café sales		196,706	-	196,706	176,769
Total		197,090	-	197,090	177,384
Other trading activities					
Hire of building		8,933	-	8,933	7,043
Investment income					
Bank interest		5,084	-	5,084	4,298
Other investment income		-	4,768	4,768	4,553
Total		5,084	4,768	9,852	8,851
Other incoming resources		482	737	1,219	3,855
Extraordinary income	3a	-	-	-	-
Total incoming resources		348,331	19,789	368,120	323,592

In 2023 £9,241 of income related to restricted funds.

Note 3a Extraordinary income

During 2022 the PCC accepted the transfer of the entire assets of St Stephens Church Trust Estates, a separate charity, consisting of a bank balance of £2,656 and investment assets valued at £92,953 at the date of transfer. The assets were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes on the accounts

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2024	2023
	£	£
Sale value	19,914	22,306
Deemed value of donation	4,979	5,576

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2024	Total for 2023
		£	£	£	£
Resources expended					
Diocesan parish share		60,102	-	60,102	57,229
Staff pay and expenses	17	149,642	3,386	153,028	136,702
Church electricity, gas and water		18,527	530	19,057	25,440
Church insurance		6,186	-	6,186	5,811
Advertising		516	-	516	647
Depreciation		7,938	-	7,938	7,661
Donations - charities/mission	6	8,734	-	8,734	15,738
Direct costs for The Café		55,684	2,285	57,969	50,806
Direct costs for The Chapel		3,169	-	3,169	5,798
Church running expenses:					
Office and telephone		2,524	210	2,734	2,752
Vestry/altar		75	-	75	222
Subscriptions		2,166	28	2,194	1,942
Repairs and maintenance		21,706	540	22,246	9,057
Cleaning and waste disposal		3,520	-	3,520	4,404
Hospitality		970	-	970	577
Sundry		194	36	230	310
Sundry church costs		3,986	97	4,083	4,360
Total resources expended		345,639	7,112	352,751	329,456

In 2023 £7,465 of expenditure related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 5 (continued)

Analysis of expenditure from unrestricted funds, on charitable activities, by activity

	The Café (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
Resources expended	£	£	
Diocesan parish share	-	60,102	60,102
Staff pay and expenses	72,585	77,057	149,642
Church electricity, gas and water	15,880	2,647	18,527
Church insurance	-	6,186	6,186
Advertising	-	516	516
Depreciation	2,503	5,435	7,938
Donations – charities/missions	-	8,734	8,734
Direct costs for The Cafe	55,684	-	55,684
Direct costs for The Chapel	-	3,169	3,169
Church running expenses -			
Office and telephone	-	2,524	2,524
Vestry/Altar	-	75	75
Subscriptions	-	2,166	2,166
Repairs and maintenance	-	21,706	21,706
Cleaning and waste disposal	3,017	503	3,520
Hospitality	-	970	970
Sundry	-	194	194
Sundry Church Costs	-	3,986	3,986
Total unrestricted resources expended	149,669	195,970	345,639

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 6 Donations and grants made	2024	2023
	£	£
To organisations		
Bishop Graham Appeal for Gaza Church	-	1,000
Boundary Breakers	-	239
Christians Against Poverty	-	450
Christian Aid - Norwich Branch	1,000	1,000
Church's Ministry Among Jewish People	-	500
Emmaus Norfolk and Waveney	1,000	-
Hope into Action	500	450
Kintsugi Hope	-	300
Light House Norwich	-	300
The Matthew Project	1,000	500
Nepal Appeal – Gail Halley	150	200
Nine Beats	-	500
Norwich Community Advice Connect Centre	1,000	-
Norwich Youth for Christ	-	750
Saltmine Theatre Company	-	1,500
Shevet Achim UK	-	1,750
Transforming Norwich	150	100
The Vidayal Trust	-	500
Wulugu Project	-	450
Total to organisations	4,800	10,489
To individuals		
Bridget Carroll	1,650	3,350
Payments to other individuals	2,284	1,899
Total to individuals	3,934	5,249
Grand total	8,734	15,738

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 8 Fixed tangible assets

	Tangible assets £
Cost	
At 1 January 2024	110,343
Additions/(Disposals)	6,470
At 31 December 2024	<u>116,813</u>
Depreciation	
At 1 January 2024	99,817
Charge for the year	7,938
At 31 December 2024	<u>107,755</u>
Net book value	
At 31 December 2024	<u>9,058</u>
At 31 December 2023	<u>10,526</u>

Note 8a Fixed asset investments

	Market value at 1 January 2024 £	Increase in market value £	Market value at year end £
Unit trusts			
4,599.875 M&G Securities Charifund income units	65,551	2,755	68,306
1,138.12 COIF Charity Funds income units	22,073	1,114	23,187
Total investments	<u>87,624</u>	<u>3,869</u>	<u>91,493</u>

Note 9 Debtors

	2024 £	2023 £
Trade debtors	0	315
Gift Aid	1,627	1,698
Other accrued income/prepayments	3,842	4,492
Total	<u>5,469</u>	<u>6,505</u>

Note 10 Creditors

	2024 £	2023 £
Accrued expenses	1,792	2,547
PAYE	2,136	1,964
VAT	8,838	7,617
Trade creditors	4,881	5,896
Other creditors	684	4,792
Total	<u>18,331</u>	<u>22,816</u>

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes on the accounts

Note 11 Cash at bank and in hand

	2024	2023
	£	£
Co-operative Current Account	14,685	20,591
Co-operative Deposit Account	18,137	-
CCLA Investment Management Limited	55,078	55,078
Epworth Affirmative Management Limited	44,758	42,596
Elavon Collection Account	715	-
Sumup Collection Account	-	650
Undeposited receipts	1,064	2,113
Petty Cash	4	25
Café and Chapel cash floats	170	170
Total	134,611	121,223

Note 12 Statement of cash flows

	2024	2023
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities</i> (see note 13)	10,005	3,652
Cash flows from investing activities:		
Interest and investment income	9,852	8,851
Cash element of extraordinary income	-	-
Acquisition of fixed tangible assets	(6,469)	(4,675)
Net cash provided by (used in) investing activities	3,383	4,176
Change in cash in the period	13,388	7,828
Cash at the beginning of the year	121,223	113,395
Cash at the end of the year	134,611	121,223

Note 13 Reconciliation of net income to net cash flow from operating activities

	2024	2023
	£	£
Net (expenditure)/income before extraordinary income	19,238	(8,054)
Adjustments for:		
Depreciation charges	7,938	7,661
Interest and investment income	(9,852)	(8,851)
(Profit)/Loss on revaluation of investments	(3,869)	2,190
Decrease/(increase) in debtors	1,039	(1,520)
(Decrease)/increase in creditors and provisions	(4,489)	12,226
Net cash provided by operating activities	10,005	3,652

Notes to the accounts

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Note 14 Restricted and designated funds

Designated funds

Giving Fund (D) The PCC designates a proportion of its unrestricted income for charitable giving.

Restricted funds

Open Pipes Project (R) This restricted fund relates to donations received specifically towards the costs of the major proposed project to recommission the TC Lewis pipe organ at St Stephen's Church.

At 31 December 2024 the balance held in this fund was £4,588.

Surviving Winter Fund This restricted fund represented a grant from Norfolk Community Foundation to enable the Church to provide a safe and warm space for our Renew Wellbeing Project, where refreshments and mind-friendly crafts and games are provided. The funding was fully utilised during the early months of 2024.

Church Café Equipment Replacement Fund This restricted fund represented donations made to enable the Church café to replace major items of equipment, initially to fund a replacement leased dishwasher.
The funding was fully utilised during 2024.

Church Fabric Repair Fund This restricted fund results from the transfer to the PCC in 2022 of the entire assets of St Stephens Church Trust Estates, a separate charity, which were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

At 31 December 2024 the balance held in this fund was £105,938.

Garden Fund During the year a donation was received to help with the cost of maintaining the Churchyard, specifically the planting and upkeep thereof. The costs of a part time gardener are being set against this Fund.

At 31 December 2024 the balance held in this fund was £48.

Solar Panel Fund During the year a donation was made towards the costs of installing solar panels on the roof of St Stephen's Church.

At 31 December 2024 the balance held in this fund was £6,000.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Note 14 Restricted and designated funds

Restricted funds (continued)

Chair Replacement Fund During the year donations were made towards the costs of replacing the Church Chairs.

At 31 December 2024 the balance held in this fund was £9,020.

Note 15 Movements in funds

	Balance at 31 December 2023 £	Incoming £	Expended £	Increase in market value £	Transfers between unrestricted funds £	Balance at 31 December 2024 £
General Fund (Unrestricted)	94,014	348,331	(336,885)	-	(12,283)	93,177
Designated Funds (Unrestricted)						
Giving Fund	-	-	(8,754)	-	12,283	3,529
Totals for unrestricted funds	94,014	348,331	(345,639)	-	-	96,706
Restricted Funds						
Open Pipes Project	5,156	-	(568)	-	-	4,588
Surviving Winter Fund	2,000	-	(2,000)	-	-	-
Church Café Equipment Replacement Fund	2,284	-	(2,284)	-	-	-
Church Fabric Repair Fund	97,337	4,769	(376)	3,869	-	105,938
Garden Fund	2,271	-	(2,223)	-	-	48
Solar Panel Fund	-	6,000	-	-	-	6,000
Chair Replacement Fund	-	9,020	-	-	-	9,020
Totals for Restricted Funds	109,048	19,789	(7,112)	3,869	-	125,594
	203,062	368,120	(352,751)	3,869	-	222,300

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2024

Notes to the accounts

Note 16 Trustees

No trustees were paid any remuneration or received any other benefits from an employment with the charity. No trustee expenses have been incurred. Unrestricted donation income includes £47,466 (2023 £34,923) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2024	2023
	£	£
Salaries and wages	147,002	132,835
Social security costs (net of Employment Allowance)	3,806	1,678
Other employee benefits	2,220	2,189
Total staff costs	153,028	136,702

Average head count in the year	2024	2023
Part time	9	7
Full time	2	2
Estimated full time equivalent	6	5

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

Note 18 Related party transactions

There were no related party transactions during the year.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA, who provided his services without charge.

Accounts



The Parochial Church Council of the
ecclesiastical parish of St Stephen, Norwich

Annual report and
financial statements for
the year ended
31 December 2023

The Parochial Church Council of the ecclesiastical parish of St Stephen, Norwich

Referred to in this report as “the PCC”

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen’s Church is part of the Norwich Diocese within the Church of England.

Address: Rampant Horse Street, Norwich NR2 1QP
Tel: 01603 617697
Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Canon Madeline Light
Curates*	Revd Dr Ian Fifield
	Revd Sam Luscombe
Ordinands	Charlotte Eagles (from 10 January 2023)
Licensed lay ministers*	Dave Humphreys
	Princess Olufunnke Olugboji. (licensed 15 January 2023)
Anna Chaplain	Margaret Blackshaw
Churchwardens*	David Daynes
	Janet Terry (from 14 May 2023)
Treasurer*	Sue Stapleford Pink
Secretary	Paul Light
Deanery Synod Representatives*	Gail Halley (to 30 June 2023)
	Dave Humphreys
	Sue Stapleford Pink (from 1 July 2023)

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2023 or at the date of this report:

(in addition to those marked * above)

Tim Coe (to 14 May 2023)	Lynne Daniels
Peter Emmrich	Aimee Gedge (from 14 May 2023)
Richard Gilbert	Gail Halley (from 14 May 2023)
Roy Roberts (to 14 May 2023)	Charlotte Stevens (from 14 May to 15 June 2023)
Mike Terry	Abi Walter-Browne

Bank: Co-operative Bank

Independent examiner: Mr Philip Buttinger ACMA

Introduction to the annual report 2023

In a report by researcher Naomi Jacobs about St Stephen's she comments that we have stayed with our initial calling to have a Café within the church and keep our focus on that even when other things develop. It is helpful to have eyes from outside seeing what we take for granted. The great popularity of the Café and consequent pressure on staff has been an ongoing concern. Multiple advertisements for more staff produced no applicants for a very long time. We stand with other post Covid businesses in the search to find staff. There are signs that this will be resolved in the New Year.

There is a dynamic relationship between the Café, the church and two houses which provide accommodation. This year one of the three residents in the Hope into Action house won a national award with the charity for turning his life around and not reoffending. Three residents from the REST house volunteer or work at St Stephen's and have been much appreciated. Both houses are supported by volunteers from the congregation. The Renew Wellbeing space in the Café on Wednesday is now beginning to have the same dynamic. All are places for friendship, service and compassion.

The "keep on keeping on" theme applied to the community festival masterminded by Rev Ian Fifield which also grew and developed with the inclusion of a wonderful jazz concert. The theme this year "Live Creatively, Friends" stimulated drama and artwork. This was followed by an exhibition of work drawn from many places to celebrate the 650th year since Julian of Norwich received her revelations.

Little Fellows at the Chapel was full for most of the three morning sessions. Sam Roberts has created a safe fun place in the meeting room at the Sunday 10.45 service. So, whenever children come to church there is the possibility of a happy, positive time for them.

We are becoming more diverse as a community, welcoming many people from Nigeria as well as some from Hong Kong, South Africa and India to add to our already diverse congregation. After communicating with the Ibadan Diocese, Princess Olufunke Olugboji was licensed as Licenced Lay Minister. We had a celebratory lunch when Sam Luscombe was ordained priest.

Because of our location and our calling, yet again we had many people joining the congregation and many people leaving for a host of reasons. Jean Norris at the age of 98 died suddenly after a short illness. She had the capacity to befriend all age groups and she is much missed. Weekly and monthly lunch gatherings help build bonds between people. New small groups and prayer triplets have established. It is a great thing that we get to meet so many people who visit the church. Those that may need help also give our community so much.

As we plan to move on towards the end of 2024, Paul and I have been delighted to be in this place for so many years and will look forward to seeing it thrive in the future.

Summing it all up, friends, I'd say you'll do best by filling your minds and meditating on things true, noble, reputable, authentic, compelling, gracious—the best, not the worst; the beautiful, not the ugly; things to praise, not things to curse. Put into practice what you learned, what you heard and saw and realized. Do that, and God, who makes everything work together, will work you into his most excellent harmonies.

Philippians 4.8 (The Message)



Rev Canon Madeline Light, Vicar

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2023

The members of the PCC, who are the trustees of the charity, have pleasure in submitting their annual report and the financial statements for the year ended 31 December 2023.

Structure, governance and management

The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules 2020.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day-to-day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2023 are listed on page 1. The PCC met six times and the standing committee met ten times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

As part of the Norwich East Deanery, and through the Transforming Norwich network of church leaders, St Stephen's continues to play its part in the proclamation of the Christian Gospel, both by word and by deed, in working with other churches. At the beginning of the year the rural dean stepped down and Rev Patrick Jordan and Rev Madeline Light were appointed as rural dean and assistant rural dean. At the first synod an opportunity for deanery representatives to talk about what they wanted from synod meetings was interactive and welcome. The second synod received a presentation by Tim Sweeting the Diocesan Secretary. As lay chair Catherine Waddams has interesting plans for the future.

Objectives and public benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding Café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The Café continued to open six days a week and to host a wide range of individuals, groups and services, including Community Chaplaincy Norfolk and Renew Wellbeing. The Café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment. Alongside the Café, vulnerable adults are supported by the staff, led by our designated Community Worker. The Chapel has been the base for Little Fellowes, our toddler group, meeting three times a week, and hosts the monthly patients user group for the local surgery.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2023

Risk management

Risk assessments and the continuity plan continue to be updated and relevant to the activities and systems in place within the Church, the Café and the Chapel.

The PCC has complied in 2023 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance. This includes the new Safer Recruitment procedures which came into effect in January 2023. The main implications of this include the standardisation of role descriptions for volunteers within the Café as well as Little Fellowes and Messy Church. All volunteers now need to complete an application form and references to being taken, prior to volunteering.

During the year three more members of staff completed or updated their Leadership Pathways safeguarding training and our Children and Families Worker completed her Paediatric first aid training. Safeguarding is on the agenda at every PCC meeting, with updates being given. Good working relationships with the Diocese Safeguarding Advisor mean that advice is readily sought if required.

The database of personal information within the church is audited annually and is in line with the General Data Protection Regulations. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which support the work of St Stephen's. These are kept under regular review. The Treasurer provided the PCC with up-to-date management accounts at every meeting. The standing committee scrutinised monthly reports.

A new till system for the Café was put in place in November 2023. Card payments were processed using a standalone card reader for a period before a compatible card reader was sourced and connected to the new till system; this conforms to the PCIDSS (Payment Card Industry Data Security Standard).

The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified. The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Electoral roll and church attendance

At the date of the 2023 annual meeting there were 100 names on the electoral roll. Our worshipping community at the end of 2023 was 146 (2022: 132) adults and 14 (2022: 13) children aged under 18; in the year there were 33 (2022: 27) leavers and 48 (2022: 59) joiners. The average combined attendance covering all services, in person and online, on a Sunday in October 2023 was estimated at 90 (2022: 82).

Financial review

St Stephen's finances continue to be in good heart and the PCC is very grateful for the continued support from all who have contributed either financially or with their time. Financial statements are presented on pages 7 to 20.

Café sales at £176,769 were 28.5% higher than in 2022. Unrestricted income from donations and legacies increased by 4% to £121,771, though the regular giving element declined by 5%. Total unrestricted income for the year was £314,351 (2022: £266,980).

Utility costs increased by over 50% to £25,440. St Stephen's sets aside 10% of its donation and certain other unrestricted income to support other charities and individuals in furtherance of its charitable objects. During the year the PCC distributed donations and grants totalling £15,738 (2022: £14,964). Unrestricted funds incurred a deficit of £7,640 in the year (2022: £6,900).

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2023

Financial review (continued)

The total of all reserves at 31 December 2023 was £203,062 (2022: £211,116). The allocation between the various church funds can most easily be seen in note 15 to the accounts.

The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2023, the target minimum level of reserves, based on the approved budget for 2024, was £68,830 whereas the balance in the General Fund was £94,014. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts are presented in sufficient detail to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

Fabric

The 2022 Quinquennial survey was not commissioned in 2023 due to the lack of availability of surveyors as a result of the Covid backlog. The Quinquennial is planned for spring 2024 with Spire. This will include investigation into possible water ingress and damage to plaster on the south side of the nave.

In May 2023 an Ecclesiastical Insurance re-evaluation was completed and actions taken. The re-evaluation recommended that the PCC consider installing a roof alarm system to guard against lead theft. Following research into costs, and into mitigation from CCTV coverage by surrounding businesses, the PCC assessed that the risk was minimal and decided against installing a roof alarm system.

The north aisle lighting was repaired in November 2023 and the hinges and lock repaired on the west door. Hand air driers replaced paper towels in the toilets as a result of increased cost and on ecological grounds, supported by the Eco Group.

Progress on the proposed installation of solar panels stalled during 2023, mainly due to the costs involved in getting the roof surveyed and the need for side elevation plans to be drawn for a planning application. The project is currently on hold, pending better understanding of other options within the city business community.

At the Chapel the hot water boiler was replaced, and guttering was partially repaired, though this will need to be revisited as there is still some ingress of water into the north wall.

Ongoing general maintenance has been supported by Nick Pink. The PCC is grateful to Nick for his generosity of time and availability.

Approval

This annual report was approved by the PCC on 26 March 2024.



Rev Canon Madeline Light
PCC Chair

Independent examiner's report on the accounts

**Report to the trustees/members of The Parochial Church Council of the Ecclesiastical Parish of St
Stephen Norwich, Charity no 1147706
On accounts for the year ended 31 December 2023
Set out on pages 7 to 20**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income did not exceed £1,000,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Signed:



Date: 14 April 2024

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA



The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2023

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Incoming resources	3				
Income from:					
Donations and legacies		121,771	4,688	126,459	127,555
Charitable activities		177,384	-	177,384	137,897
Other trading activities		7,043	-	7,043	9,338
Investments		4,298	4,553	8,851	4,674
Other		3,855	-	3,855	1,697
Total		314,351	9,241	323,592	281,161
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	(321,991)	(7,465)	(329,456)	(276,438)
Total		(321,991)	(7,465)	(329,456)	(276,438)
Loss on revaluation of investment assets	8a	-	(2,190)	(2,190)	(3,139)
Net income/(expenditure) before extraordinary income		(7,640)	(414)	(8,054)	1,584
Extraordinary income	3a	-	-	-	95,609
Net movement in funds		(7,640)	(414)	(8,054)	97,193
Reconciliation of funds:					
Total funds brought forward		101,654	109,462	211,116	113,923
Total funds carried forward		94,014	109,048	203,062	211,116

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Fixed assets					
Tangible assets	2.3,8	10,526	-	10,526	13,512
Investments	8a	-	87,624	87,624	89,814
Total fixed assets		10,526	87,624	98,150	103,326
Current assets					
Debtors	9	6,505	-	6,505	4,985
Cash at bank and in hand	11	99,799	21,424	121,223	113,395
Total current assets		106,304	21,424	127,728	118,380
Creditors: amounts falling due within one year	10	(22,816)	-	(22,816)	(10,590)
Net current assets		83,488	21,424	104,912	107,790
Total assets less current liabilities		94,014	109,048	203,062	211,116
Provisions for liabilities		-	-	-	-
Total net assets		94,014	109,048	203,062	211,116
Funds of the Charity	2.4,14,15				
Restricted funds		-	109,048	109,048	109,462
Unrestricted funds		94,014	-	94,014	101,654
Total funds		94,014	109,048	203,062	211,116

Approved by the PCC on 26 March 2024 and signed on their behalf by

Madeline Light

Rev Canon Madeline Light, PCC Chairman

The notes on pages 9 to 20 form part of these financial statements.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock (see note 4).

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed tangible assets

The general purpose in accounting for certain items as fixed tangible assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed tangible assets each fall into one or more of the following categories:

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed tangible assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not recognised in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not recognised in these financial statements.
- Fixed tangible assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Fixed tangible assets are depreciated over their expected useful lives.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Fixed asset investments

Fixed asset investments are recognised in the balance sheet at open market value.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 3 Analysis of income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2023 £	Total for 2022 £
Donations and legacies					
Tax-efficient planned giving		57,819	-	57,819	61,223
Other planned giving		12,990	-	12,990	13,500
Collections at services		5,354	-	5,354	2,471
Non-recurring donations		16,848	2,150	18,998	25,785
Donations for the Chapel		4,484	-	4,484	3,610
Legacies		-	-	-	73
Tax recovered (Gift Aid)		17,526	538	18,064	18,643
Grants received	2	6,750	2,000	8,750	2,250
Total		121,771	4,688	126,459	127,555
Charitable Activities					
Statutory fees (retained by PCC)		615	-	615	334
Café sales		176,769	-	176,769	137,563
Total		177,384	-	177,384	137,897
Other trading activities					
Hire of building		7,043	-	7,043	9,338
Investment income					
Bank interest		4,298	-	4,298	967
Other investment income		-	4,553	4,553	3,707
Total		4,298	4,553	8,851	4,674
Other incoming resources		3,855	-	3,855	1,697
Extraordinary income	3a	-	-	-	95,609
Total incoming resources		314,351	9,241	323,592	376,770

In 2022 £109,790 of income related to restricted funds, which included £95,609 in respect of extraordinary income.

Note 3a Extraordinary income

During 2022 the PCC accepted the transfer of the entire assets of St Stephens Church Trust Estates, a separate charity, consisting of a bank balance of £2,656 and investment assets valued at £92,953 at the date of transfer. The assets were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes on the accounts

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2023	2022
	£	£
Sale value	22,306	18,379
Deemed value of donation	5,576	4,595

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2023	Total for 2022
		£	£	£	£
Resources expended					
Diocesan parish share		57,229	-	57,229	55,039
Staff pay and expenses	17	135,498	1,204	136,702	108,003
Church electricity, gas and water		24,701	739	25,440	16,679
Church insurance		5,811	-	5,811	5,530
Advertising		647	-	647	1,556
Depreciation		7,661	-	7,661	12,482
Donations - charities/mission	6	15,738	-	15,738	14,964
Direct costs for The Café		46,828	3,978	50,806	40,913
Direct costs for The Chapel		5,798	-	5,798	3,498
Church running expenses:					
Office and telephone		2,752	-	2,752	3,512
Vestry/altar		222	-	222	73
Subscriptions		1,942	-	1,942	1,798
Repairs and maintenance		7,853	1,204	9,057	5,137
Cleaning and waste disposal		4,404	-	4,404	3,441
Hospitality		577	-	577	353
Sundry		310	-	310	251
Sundry church costs		4,020	340	4,360	3,209
Total resources expended		321,991	7,465	329,456	276,438

In 2022 £2,558 of expenditure related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 5 (continued)

Analysis of expenditure from unrestricted funds, on charitable activities, by activity

	The Café (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
Resources expended	£	£	
Diocesan parish share	-	57,229	57,229
Staff pay and expenses	67,984	67,514	135,498
Church electricity, gas and water	21,172	3,529	24,701
Church insurance	-	5,811	5,811
Advertising	-	647	647
Depreciation	2,880	4,781	7,661
Donations – charities/missions	-	15,738	15,738
Direct costs for The Cafe	46,828	-	46,828
Direct costs for The Chapel	-	5,798	5,798
Church running expenses -			
Office and telephone	-	2,752	2,752
Vestry/Altar	-	222	222
Subscriptions	-	1,942	1,942
Repairs and maintenance	-	7,853	7,853
Cleaning and waste disposal	3,775	629	4,404
Hospitality	-	577	577
Sundry	-	310	310
Sundry Church Costs	-	4,020	4,020
Total unrestricted resources expended	142,639	179,352	321,991

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 6 Donations and grants made	2023	2022
	£	£
To organisations		
A Rocha UK	-	100
Bishop Graham Appeal for Gaza Church	1,000	-
Boundary Breakers	239	-
Christians Against Poverty	450	-
Celebrate Norwich and Norfolk	-	2,000
Christian Aid - Norwich Branch	1,000	750
Church's Ministry Among Jewish People	500	-
Compassion UK	-	500
Hope into Action	450	-
Kintsugi Hope	300	975
The Leprosy Mission	-	500
Light House Norwich	300	-
The Matthew Project	500	500
Nepal Appeal – Gail Halley	200	-
Nine Beats	500	-
Norwich Youth for Christ	750	-
Open Doors	-	500
Renew Wellbeing	-	500
REST CIC	-	2,250
Saltmine Theatre Company	1,500	1,300
Salvation Army – Ukrainian Appeal	-	1,000
Shevet Achim UK	1,750	1,000
Transforming Norwich	100	200
The Vidayal Trust	500	-
Wulugu Project	450	-
Total to organisations	10,489	12,075
To individuals		
Bridget Carroll	3,350	1,000
Payments to other individuals	1,899	1,889
Total to individuals	5,249	2,889
Grand total	15,738	14,964

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 8 Fixed tangible assets

	Tangible assets £
Cost	
At 1 January 2023	105,668
Additions/(Disposals)	4,675
At 31 December 2023	110,343
Depreciation	
At 1 January 2023	92,156
Charge for the year	7,661
At 31 December 2023	99,817
Net book value	
At 31 December 2023	10,526
At 31 December 2022	13,512

Note 8a Fixed asset investments

	Market value at 1 January 2023 £	Reduction in market value £	Market value at year end £
Unit trusts			
4,599.875 M&G Securities Charifund income units	68,871	(3,320)	65,551
1,138.12 COIF Charity Funds income units	20,943	1,130	22,073
Total investments	89,814	(2,190)	87,624

Note 9 Debtors

	2023 £	2022 £
Trade debtors	315	495
Gift Aid	1,698	1,645
Other accrued income/prepayments	4,492	2,845
Total	6,505	4,985

Note 10 Creditors

	2023 £	2022 £
Accrued expenses	2,547	4,129
PAYE	1,964	796
VAT	7,617	1,630
Trade creditors	5,896	4,035
Other creditors	4,792	-
Total	22,816	10,590

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes on the accounts

Note 11 Cash at bank and in hand

	2023	2022
	£	£
Co-operative Current Account	20,591	14,552
Barclays Current Account No 1	-	8
Barclays Current Account No 2	-	15
Barclays Deposit Account	-	-
CCLA Investment Management Limited	55,078	55,078
Epworth Affirmative Management Limited	42,596	40,785
iZettle Collection Account	-	998
Sumup Collection Account	650	-
Undeposited receipts	2,113	1,690
Petty Cash	25	99
Café and Chapel cash floats	170	170
Total	121,223	113,395

Note 12 Statement of cash flows

	2023	2022
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities</i> (see note 13)	3,652	13,491
Cash flows from investing activities:		
Interest and investment income	8,851	4,674
Cash element of extraordinary income	-	2,656
Acquisition of fixed tangible assets	(4,675)	(4,451)
Net cash provided by (used in) investing activities	4,176	2,879
Change in cash in the period	7,828	16,370
Cash at the beginning of the year	113,395	97,025
Cash at the end of the year	121,223	113,395

Note 13 Reconciliation of net income to net cash flow from operating activities

	2023	2022
	£	£
Net (expenditure)/income before extraordinary income	(8,054)	1,584
Adjustments for:		
Depreciation charges	7,661	12,482
Interest and investment income	(8,851)	(4,674)
Loss on revaluation of investments	2,190	3,139
(Increase)/decrease in debtors	(1,520)	700
Increase in creditors and provisions	12,226	260
Net cash provided by operating activities	3,652	13,491

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 14 Restricted and designated funds

Designated funds

Giving Fund (D)	The PCC designates a proportion of its unrestricted income for charitable giving.
Open Pipes Project (D)	This was a designated fund to underwrite a maximum of £30,000 towards the initial costs of a major proposed project to recommission the TC Lewis pipe organ at St Stephen's Church. The PCC agreed this level of initial funding in 2019, and it was hoped sufficient outside funding would be attracted to enable these funds to be reimbursed to the Church. As no material outside funding materialised, the PCC decided to release the unspent balance of £26,263 back to the General Fund.

Restricted funds

Richard Caister Project	This restricted fund comprised grants and donations to be used in the furtherance of knowledge in relation to this former Vicar of St Stephen's Church. As well as generating academic interest, the various talks and exhibitions have attracted members of the public, thus also being seen as a mission project. This fund was fully expended by December 2023.
Open Pipes Project (R)	This restricted fund relates to donations received specifically towards the costs of the major proposed project to recommission the TC Lewis pipe organ at St Stephen's Church. At 31 December 2023 the balance held in this fund was £5,156.
Surviving Winter Fund	This restricted fund represents a grant from Norfolk Community Foundation to enable the Church to provide a safe and warm space for our Renew Wellbeing Project, where refreshments and mind-friendly crafts and games are provided. The funding will be utilised during the early months of 2024. At 31 December 2023 the balance held in this fund was £2,000.
Church Café Equipment Replacement Fund	This restricted fund represents donations made to enable the Church café to replace major items of equipment, initially to fund a replacement leased dishwasher. At 31 December 2023 the balance held in this fund was £2,284.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 14 Restricted and designated funds

Restricted funds (continued)

Church Fabric Repair Fund This restricted fund results from the transfer to the PCC in 2022 of the entire assets of St Stephens Church Trust Estates, a separate charity, which were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

At 31 December 2023 the balance held in this fund was £97,337.

Garden Fund During the year a donation was received to help with the cost of maintaining the Churchyard, specifically the planting and upkeep thereof. The costs of a part time gardener are being set against this Fund.

At 31 December 2023 the balance held in this fund was £2,271

Note 15 Movements in funds

	Balance at 31 December 2022 £	Incoming £	Expended £	Reduction in market value £	Transfers between unrestricted funds £	Balance at 31 December 2023 £
General Fund (Unrestricted)	71,479	314,251	(306,253)	-	14,537	94,014
Designated Funds (Unrestricted)						
Giving Fund	3,912	100	(15,738)	-	11,726	-
Open Pipes Project (D)	26,263	-	-	-	(26,263)	-
Totals for unrestricted funds	101,654	314,351	(321,991)	-	-	94,014
Restricted Funds						
Richard Caister Project	166	-	(166)	-	-	-
Open Pipes Project (R)	4,968	188	-	-	-	5,156
Surviving Winter Fund	2,000	2,000	(2,000)	-	-	2,000
Church Café Equipment Replacement Fund	6,151	-	(3,867)	-	-	2,284
Church Fabric Repair Fund	96,177	4,553	(1,203)	(2,190)	-	97,337
Garden Fund	-	2,500	(229)	-	-	2,271
Totals for Restricted Funds	109,462	9,241	(7,465)	(2,190)	-	109,048
	211,116	323,592	(329,456)	(2,190)	-	203,062

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2023

Notes to the accounts

Note 16 Trustees

No trustees were paid any remuneration or received any other benefits from an employment with the charity. No trustee expenses have been incurred. Unrestricted donation income includes £34,923 (2022 £44,420) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2023	2022
	£	£
Salaries and wages	132,835	106,129
Social security costs (net of Employment Allowance)	1,678	546
Other employee benefits	2,189	1,328
Total staff costs	136,702	108,003

Average head count in the year	2023	2022
Part time	7	8
Full time	2	1
Estimated full time equivalent	5	5

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

Note 18 Related party transactions

There were no related party transactions during the year.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA, who provided his services without charge.

Accounts



The Parochial Church Council of the
ecclesiastical parish of St Stephen, Norwich

Annual report and
financial statements for
the year ended
31 December 2022

The Parochial Church Council of the ecclesiastical parish of St Stephen, Norwich

Referred to in this report as “the PCC”

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen’s Church is part of the Norwich Diocese within the Church of England.

Address: Rampant Horse Street, Norwich NR2 1QP
Tel: 01603 617697
Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Canon Madeline Light
Curates*	Revd Dr Ian Fifield
	Revd Sam Luscombe (from 26 June 2022)
Ordinands	Sam Luscombe (to 26 June 2022)
Licensed lay ministers	Dave Humphreys (licensed 26 November 2022)
Anna Chaplain	Margaret Blackshaw
Churchwardens*	David Daynes (from 8 May 2022)
	Zoe Matthews (to 1 August 2022)
Churchwarden and Vice-Chair*	Biddy Collyer (to 8 May 2022)
Treasurer*	Susan Stapleford Pink
Secretary	Paul Light
Deanery Synod Representatives*	Gail Halley
	Dave Humphreys

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2022 or at the date of this report:

(in addition to those marked * above)

Douglas Bird (to 8 May 2022)	Tim Coe (from 8 May 2022)
Susan Clarke (to 5 July 2022)	Lynne Daniels
Peter Emmrich	Richard Gilbert
Roy Roberts	Peter Stephenson (to 8 May 2022)
Mike Terry (from 8 May 2022)	Abi Walter-Browne (from 8 May 2022)

Banks: Co-operative Bank, London Street, Norwich
Barclays Bank PLC, Red Lion Street, Norwich

Independent examiner: Mr Philip Buttinger ACMA

Introduction to the annual report 2022

This first full year without lockdowns has seen us re-establishing ourselves as a worshipping community and as a facility for the city. The phased return to church which had facilitated changes in the times and style of worship has continued to make our services easier to join and we have welcomed many new people. Both the quieter 9.15 and the more interactive community service at 10.45 have grown. They also now attract people who have been regulars in the Café. In March, with the help of Phil Gazley, we started to prepare to gather a worship band, which was launched in the autumn by Gillian Shaw with many other skilled musicians.

Rev Ian Fifield responded to this influx of new people by putting a “Welcome” course together which is now run regularly with a meal. Ian was ordained priest, Rev Sam Luscombe was ordained deacon and Dave Humphreys was licensed as a Licensed Lay Minister. It seems that God is with us in the provision of people to facilitate places of meeting, spiritual growth and spiritual thriving.

At the beginning of the year the salary for the young adults worker was redeployed to fund a part-time children’s worker, Sam Roberts. She helped Lisa run Little Fellowes and became full-time in the autumn; this resulted in a huge increase in the number of families coming to the three Little Fellowes sessions in the Chapel, as well as welcoming children during the 10.45 service. A first this year were the visits from the Free School who brought classes to learn about the Christmas story.

The Café thrived, but also had a significant staff change with both the previous assistant managers leaving; Beckie Ward is now supported by Jo Lee English, David Indge and Annette Uziogwe, who joined the team in June, July and September. Beckie managed these changes and also launched a “Renew Wellbeing” space. This is a separated safe area around the door of the side chapel with friendly faces and activities where “it is OK to not be OK”. This, along with the Kintsugi Hope course run by Käthi Willey, has enabled us to expand our work with people who want to improve their mental wellbeing. This is a change of focus as the number of homeless people coming to the Café has reduced. But there is still plenty for our community worker Clare Melia to do.

A highlight of the year was the Passion Play, performed on Easter Saturday on the city streets of Norwich and finishing in St Peter Mancroft, with many of us taking part.

As in 2021, the Café became an art gallery in the autumn as Ian brought together a Community Festival. The artists delight in seeing their work embedded in the life of the Café and it certainly adds interest. The title “Inside Outside” was picked up in the verse from Thessalonians (4:7): *God hasn’t invited us into a disorderly, grungy life but into something holy and beautiful - as beautiful on the inside as the outside.*

The life of St Stephen’s is being made holy and beautiful by the work of the Holy Spirit who is at work in our lives, those mentioned above and a myriad more, volunteers, congregation members and visitors. Alleluia!



Revd Canon Madeline Light, Vicar

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2022

The members of the PCC, who are the trustees of the charity, have pleasure in submitting their annual report and the financial statements for the year ended 31 December 2022.

Structure, governance and management

The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules 2020.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day to day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2022 are listed on page 1. The PCC met seven times and the standing committee met ten times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

As part of the Norwich East Deanery, and through the Transforming Norwich network of church leaders, St Stephen's continues to play its part in the proclamation of the Christian Gospel, both by word and by deed, in working with other churches. Deanery synod met twice and celebrated Ascension Day together at St Stephen's, led by Rural Dean Rev Edward Carter and supported by Rev Ian Fifield. At the synod meetings in February and October, apart from sharing news and talking at length about the implications of being Eco churches, the synod heard presentations on "Racism, repair and reconciliation" and "health and wellbeing". At the October meeting Margaret Blackshaw talked about her work and recommended Anna Chaplaincy to the other churches.

Objectives and public benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding Café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The Café continued to open six days a week and to host a wide range of individuals, groups and services, including Community Chaplaincy Norfolk and Renew Wellbeing. The Café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment. Alongside the Café vulnerable adults are supported by the staff, led by Clare, our designated community worker. The Chapel has been the base for Little Fellowes, our toddler group, meeting three times a week, and hosts the monthly patients user group for the local surgery.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2022

Risk management

Thankfully during 2022 restrictions and evidence of the Covid pandemic have been removed from our buildings, but there is still a legacy of procedures that we have chosen to retain and have strengthening our provision. Antibacterial hand gel, front of house and toilet cleaning schedules and peoples general awareness not to be in church with colds and sniffles to name a few. The inclusion of the shared cup and shared peace during communion services have been reintroduced sensitively, with everyone mindful of those who are more vulnerable within our congregation.

The standing committee has updated the St Stephen's Continuity Plan. This is the overarching risk assessment document, covering activities and systems in place within the Church, the Café and the Chapel. Any systems that the standing committee felt needed altering or strengthening have been altered.

Mike Terry has taken over the role as Health and Safety representative for the PCC and meets with the Operations Manager to monitor, review and test systems in place.

The PCC has complied in 2022 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance.

Six members of staff have completed the new Safeguarding Leadership Pathways course, with one person still awaiting training. Safeguarding is on the agenda at every PCC meeting, with updates being given. All members of the PCC have access to the Parish Safeguarding Dashboard. Good working relationships with the Diocese Safeguarding Advisor mean that advice is readily sought, if required.

The database of personal information within the church is in line with the General Data Protection Regulations. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which underpin the work of St Stephen's. These are kept under regular review. The Treasurer provided the PCC with up-to-date management accounts at every meeting. The standing committee scrutinised monthly reports including cash flow projections.

The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified.

The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Electoral roll and church attendance

At the date of the 2022 annual meeting there were 99 names on the electoral roll. Our worshipping community at the end of 2022 was 132 (2021: 104) adults and 13 (2021: 9) children aged under 18; in the year there were 27 (2021: 24) leavers and 59 (2021: 26) joiners. The average combined attendance covering all services, in person and online, on a Sunday in October 2022 was estimated at 82 (2021: 78).

Financial review

St Stephen's finances continue to be in good heart and the PCC is very grateful for the continued support from all who have contributed either financially or with their time. Financial statements are presented on pages 7 to 20.

Café sales at £137,563 were 77% higher than in 2021 and 11% higher than the pre-pandemic level set in 2019. Unrestricted income from regular donations has remained at approximately the level seen in previous years. Total income for the year from all recurring sources was £266,980 (2021: £261,174).

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2022

Financial review (continued)

During the year the separate charity St Stephen's Church Trust Estates, which had for many years provided funds for the maintenance and repair of the church building, transferred to the PCC its remaining assets amounting to £95,609, is recognised in the financial statements as extraordinary income. These funds, and income arising on their investment, are credited to a restricted fund which will continue to be used for maintenance and repair of the fabric of the church building.

The national increase in energy prices was reflected in the PCC's costs for the latter part of the year and is expected to have a greater impact in 2023. St Stephen's sets aside 10% of its net unrestricted income to support other charities and individuals in furtherance of its charitable objects. During the year the designated Giving Fund provided donations totalling £14,964.

Unrestricted funds incurred a deficit of £6,900 in the year. The improvement from the deficit of £17,576 in 2021 can be attributed to the success of Café operations returning to full year.

An ongoing fault-tracing issue with the Café dishwasher resulted in a new dishwasher being installed, which now works brilliantly within the busy Café shifts. The eco efficiency of this was carefully considered to ensure efficiency as well as minimising ongoing running costs.

The total of all reserves at 31 December 2022 was £211,117 (2020: £113,923). The allocation between the various church funds can most easily be seen in note 15 to the accounts.

The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2021, the target minimum level of reserves, based on the approved budget for 2022, was £65,133 whereas the balance in the General Fund was £71,479. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts present sufficient detail in order to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

Fabric

During 2022 a new gas valve was installed on number 2 boiler, prolonging its life and improving the efficiency of the heating system. The new temperature control thermostat within the church has been effective and the improved control has reduced the amount of gas used, even if the cost per unit has increased.

The Eco Church group has been investigating the feasibility of installing solar panels on the south-facing roofs. Pre-application planning contact with Norwich City Council has been positive and two experienced firms have been contacted to consider the project. The project is still in its infancy, requiring historical planning permission, Diocesan Advisory Committee approval, as well as funding.

Ongoing general maintenance has been supported by Nick Pink, who has generously given his time and skills to help out. This included a few hours up in the air on a high lift platform, getting acquainted with the LED lighting units. The PCC is grateful to Nick.

Approval

This annual report was approved by the PCC on 4 April 2023.



Revd Canon Madeline Light
PCC Chair

Independent examiner's report on the accounts

**Report to the trustees/members of The Parochial Church Council of the Ecclesiastical Parish of St
Stephen Norwich, Charity no 1147706
On accounts for the year ended 31 December 2022
Set out on pages 7 to 20**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income did not exceed £1,000,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Signed:



Date: 11.04.2023

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA



The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2022

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Incoming resources	3				
Income from:					
Donations and legacies		117,084	10,471	127,555	175,144
Charitable activities		137,897	-	137,897	78,626
Other trading activities		9,338	-	9,338	5,800
Investments		967	3,707	4,674	42
Other		1,694	3	1,697	1,562
Total		266,980	14,181	281,161	261,174
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	(273,880)	(2,558)	(276,438)	(274,028)
Total		(273,880)	(2,558)	(276,438)	(274,028)
Loss on revaluation of investment assets		-	(3,139)	(3,139)	-
Net income/(expenditure) before extraordinary income		(6,900)	8,484	1,584	(12,854)
Extraordinary income	3a	-	95,609	95,609	-
Net movement in funds		(6,900)	104,093	97,193	(12,854)
Reconciliation of funds:					
Total funds brought forward		108,554	5,369	113,923	126,777
Total funds carried forward		101,654	109,462	211,116	113,923

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Fixed assets					
Tangible assets	2.3,8	13,512	-	13,512	21,543
Investments	8a	-	89,814	89,814	-
Total fixed assets		13,512	89,814	103,326	21,543
Current assets					
Debtors	9	4,985	-	4,985	5,685
Cash at bank and in hand	11	93,747	19,648	113,395	97,025
Total current assets		98,732	19,648	118,380	102,710
Creditors: amounts falling due within one year	10	(10,590)	-	(10,590)	(10,330)
Net current assets		88,142	19,648	107,790	92,380
Total assets less current liabilities		101,654	109,462	211,116	113,923
Provisions for liabilities		-	-	-	-
Total net assets		101,654	109,462	211,116	113,923
Funds of the Charity	2.4,14,15				
Restricted funds		-	109,462	109,462	5,369
Unrestricted funds		101,654	-	101,654	108,554
Total funds		101,654	109,462	211,116	113,923

Approved by the PCC on 4 April 2023 and signed on their behalf by

Madeline Light

Rev'd Canon Madeline Light, PCC Chair

The notes on pages 9 to 20 form part of these financial statements.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock (see note 4).

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed tangible assets

The general purpose in accounting for certain items as fixed tangible assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed tangible assets each fall into one or more of the following categories:

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed tangible assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not recognised in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not recognised in these financial statements.
- Fixed tangible assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Fixed tangible assets are depreciated over their expected useful lives.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Fixed asset investments

Fixed asset investments are recognised in the balance sheet at open market value.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 3 Analysis of income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2022 £	Total for 2021 £
Donations and legacies					
Tax-efficient planned giving		61,223	-	61,223	62,415
Other planned giving		13,500	-	13,500	12,966
Collections at services		2,471	-	2,471	1,255
Non-recurring donations		17,945	7,840	25,785	27,747
Donations for the Chapel		3,610	-	3,610	4,588
Legacies		73	-	73	-
Tax recovered (Gift Aid)		18,012	631	18,643	18,573
Grants received	2	250	2,000	2,250	47,600
Total		117,084	10,471	127,555	175,144
Charitable Activities					
Statutory fees (retained by PCC)		334	-	334	1,033
Café sales		137,563	-	137,563	77,593
Total		137,897	-	137,897	78,626
Other trading activities					
Hire of building		9,338	-	9,338	5,800
Investment income					
Bank interest		967	-	967	42
Other investment income		-	3,707	3,707	-
Total		967	3,707	4,674	42
Other incoming resources		1,694	3	1,697	1,562
Extraordinary income	3a	-	95,609	95,609	-
Total incoming resources		266,980	109,790	376,770	261,174

In 2021 £4,750 of income related to restricted funds.

Note 3a Extraordinary income

During the year the PCC accepted the transfer of the entire assets of St Stephens Church Trust Estates, a separate charity, consisting of a bank balance of £2,656 and investment assets valued at £92,953 at the date of transfer. The assets were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes on the accounts

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2022	2021
	£	£
Sale value	18,379	10,936
Deemed value of donation	4,595	2,734

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2022	Total for 2021
		£	£	£	£
Resources expended					
Diocesan parish share		55,039	-	55,039	54,531
Staff pay and expenses	17	108,003	-	108,003	113,324
Church electricity, gas and water		16,679	-	16,679	8,629
Church insurance		5,530	-	5,530	5,437
Advertising		997	559	1,556	723
Depreciation		12,482	-	12,482	14,982
Donations - charities/mission	6	14,964	-	14,964	12,585
Direct costs for The Café		38,939	1,974	40,913	22,155
Direct costs for The Chapel		3,498	-	3,498	3,781
Church running expenses:					
Office and telephone		3,512	-	3,512	2,395
Vestry/altar		73	-	73	62
Subscriptions		1,773	25	1,798	2,273
Repairs and maintenance		5,137	-	5,137	28,192
Cleaning and waste disposal		3,441	-	3,441	2,153
Hospitality		353	-	353	86
Sundry		251	-	251	390
Sundry church costs		3,209	-	3,209	2,330
Total resources expended		273,880	2,558	276,438	274,028

In 2021 £28 of expenditure related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 5 (continued)

Analysis of expenditure from unrestricted funds, on charitable activities, by activity

	The Café (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
Resources expended	£	£	
Diocesan parish share	-	55,039	55,039
Staff pay and expenses	60,623	47,380	108,003
Church electricity, gas and water	14,296	2,383	16,679
Church insurance	-	5,530	5,530
Advertising	-	997	997
Depreciation	4,270	8,212	12,482
Donations – charities/missions	-	14,964	14,964
Direct costs for The Cafe	38,939	-	38,939
Direct costs for The Chapel	-	3,498	3,498
Church running expenses -			
Office and telephone	-	3,512	3,512
Vestry/Altar	-	73	73
Subscriptions	-	1,773	1,773
Repairs and maintenance	-	5,137	5,137
Cleaning and waste disposal	2,949	492	3,441
Hospitality	-	353	353
Sundry	-	251	251
Sundry Church Costs	-	3,209	3,209
Total unrestricted resources expended	121,077	152,803	273,880

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 6 Donations and grants made	2022	2021
	£	£
To organisations		
Artless Theatre	-	471
Barnabas Fund re Food.Gives	-	500
Barnabas Fund re Afghan Christians	-	1,000
Bible Project	-	250
Celebrate Norwich and Norfolk	2,000	-
Christian Aid	750	200
Compassion UK	500	-
Kintsugi Hope	975	-
HeartEdge	-	1,000
Hope into Action	-	1,040
The Leprosy Mission	500	-
The Matthew Project	500	-
Nepalese Church	-	500
Norwich Foodbank	-	40
Open Doors	500	-
Peruvian Mission	-	500
Renew Wellbeing	500	-
REST CIC	2,250	3,000
A Rocha UK	100	-
Saltmine Theatre Company re Passion Play	1,300	500
Salvation Army – Ukrainian Appeal	1,000	-
Shevet Achim	1,000	1,000
Toilet Twinning	-	224
Transforming Norwich	200	-
The Vidayal Trust	-	1,000
We Will Go – childrens work	-	57
Total to organisations	12,075	11,282
To individuals		
Bridget Carroll	1,000	-
Payments to other individuals	1,889	1,303
Total to individuals	2,889	1,303
Grand total	14,964	12,585

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 8 Fixed assets

	Tangible assets £
Cost	
At 1st January 2022	101,217
Additions/(Disposals)	4,451
At 31st December 2022	105,668
Depreciation	
At 1st January 2022	79,674
Charge for the year	12,482
At 31st December 2022	92,156
Net book value	
At 31st December 2022	13,512
At 31st December 2021	21,543

Note 8a Investments

	Market value on receipt £	Reduction in market value £	Market value at year end £
Unit trusts			
4,599.875 M&G Securities Charifund income units	71,101	(2,230)	68,871
1,138.12 COIF Charity Funds income units	21,852	(909)	20,943
Total investments	92,953	(3,139)	89,814

Note 9 Debtors

	2022 £	2021 £
Trade debtors	495	650
Gift Aid	1,645	1,772
Other accrued income/prepayments	2,845	3,263
Total	4,985	5,685

Note 10 Creditors

	2022 £	2021 £
Accrued expenses	4,129	1,261
PAYE	796	917
VAT	1,630	3,362
Trade creditors	4,035	4,790
Total	10,590	10,330

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes on the accounts

Note 11 Cash at bank and in hand

	2022	2021
	£	£
Co-operative Current Account	14,552	24,466
Barclays Current Account No 1	8	577
Barclays Current Account No 2	15	31
Barclays Deposit Account	-	9
CCLA Investment Management Limited	55,078	30,078
Epworth Affirmative Management Limited	40,785	40,318
iZettle Collection Account	998	646
Undeposited receipts	1,690	746
Petty Cash	99	14
Café and Chapel cash floats	170	140
Total	113,395	97,025

Note 12 Statement of cash flows

	2022	2021
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities</i> (see note 13)	13,491	2,788
Cash flows from investing activities:		
Interest and investment income	4,674	42
Cash element of extraordinary income	2,656	-
Acquisition of fixed tangible assets	(4,451)	(826)
Net cash provided by (used in) investing activities	2,879	(784)
Change in cash in the period	16,370	2,004
Cash at the beginning of the year	97,025	95,021
Cash at the end of the year	113,395	97,025

Note 13 Reconciliation of net income to net cash flow from operating activities

	2022	2021
	£	£
Net income before extraordinary income	1,584	(12,854)
Adjustments for:		
Depreciation charges	12,482	14,982
Interest and investment income	(4,674)	(42)
Loss on revaluation of investments	3,139	-
Decrease/(increase) in debtors	700	273
Increase/(decrease) in creditors and provisions	260	429
Net cash provided by operating activities	13,491	2,788

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 14 Restricted and designated funds

Designated funds

Giving Fund-

The PCC designates a proportion of its unrestricted income for charitable giving. The balance in this fund represents monies so designated but not yet donated.

At 31st December 2022 the balance held in this fund was £3,912 (2021: £4,128).

Open Pipes Project (D)

This is a designated fund to underwrite a maximum of £30,000 towards the initial costs of the major project to recommission the T C Lewis pipe organ at St Stephen's Church.

At 31st December 2022 the balance held in this fund was £26,263 (2021: £26,263).

Restricted funds

Richard Caister Project

This restricted fund comprises grants and donations to be used in the furtherance of knowledge in relation to this former Vicar of St Stephen's Church.

At 31st December 2022 the balance held in this fund was £166 (2021: £619):

Open Pipes Project (R)

This restricted fund relates to donations received specifically towards the costs of the major project to recommission the T C Lewis pipe organ at St Stephen's Church.

At 31st December 2022 the balance held in this fund was £4,968 (2021: £4,750).

Surviving Winter Fund

This restricted fund represents a grant from Norfolk Community Foundation to enable the Church to provide a safe and warm space on Sunday afternoons in which warm food and drinks, and mind-friendly crafts and games are provided. The funding will be utilised from January to March 2023.

At 31st December 2022 the balance held in this fund was £2,000.

Church Café Equipment Replacement Fund

This restricted fund represents donations made to enable the Church Café to replace major items of equipment, initially to fund a replacement dishwasher.

At 31st December 2022 the balance held in this fund was £6,151.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 14 Restricted and designated funds

Restricted funds (continued)

Church Fabric Repair Fund This restricted fund results from the transfer to the PCC in 2022 of the entire assets of St Stephens Church Trust Estates, a separate charity, which were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

At 31st December 2022 the balance held in this fund was £96,177.

Note 15 Movements in funds

	Balance at 31st December 2021 £	Incoming £	Expended £	Reduction in market value £	Transfers between unrestricted funds £	Balance at 31st December 2022 £
General Fund (Unrestricted)	78,163	265,730	(258,916)	-	(13,498)	71,479
Designated Funds (Unrestricted)						
Giving Fund	4,128	1,250	(14,964)	-	13,498	3,912
Open Pipes Project (D)	26,263	-	-	-	-	26,263
Totals for unrestricted funds	108,554	266,980	(273,880)		-	101,654
Restricted Funds						
Richard Caister Project	619	3	(456)	-	-	166
Open Pipes Project (R)	4,750	346	(128)	-	-	4,968
Surviving Winter Fund	-	2,000	-	-	-	2,000
Church Café Equipment Replacement Fund	-	8,125	(1,974)	-	-	6,151
Church Fabric Repair Fund	-	99,316	-	(3,139)	-	96,177
Totals for Restricted Funds	5,369	109,790	(2,558)	(3,139)	-	109,462
	113,923	376,770	(276,438)	(3,139)	-	211,116

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2022

Notes to the accounts

Note 16 Trustees

No trustees were paid any remuneration nor, save as disclosed in note 18 below, received any other benefits from an employment with the charity. No trustee expenses have been incurred. Unrestricted donation income includes £44,420 (2021 £45,405) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2022	2021
	£	£
Salaries and wages	106,129	110,640
Social security costs (net of Employment Allowance)	546	1,246
Other employee benefits	1,328	1,438
Total staff costs	108,003	113,324

Average head count in the year	2022	2021
Part time	8	8
Full time	1	1
Estimated full time equivalent	5	5

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

The charity made one redundancy payment during the reporting period due to the contractual position which was held becoming redundant. The redundancy payment totalled £1,163 and is included in the above salaries and wages total.

Note 18 Related party transactions

Grants received includes £250 (2021 £21,324) received from St Stephen's Church Trust Estates, a separate charity, whose trustees included three members of the PCC. In addition, during the year the PCC accepted the transfer of the entire assets of St Stephens Church Trust Estates, as disclosed in note 3a above.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA, who provided his services without charge.

Accounts



The Parochial Church Council of the
ecclesiastical parish of St Stephen, Norwich

Annual report and
financial statements for
the year ended
31 December 2021

The Parochial Church Council of the ecclesiastical parish of St Stephen, Norwich

Referred to in this report as “the PCC”

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen’s Church is part of the Norwich Diocese within the Church of England.

Address: Rampant Horse Street, Norwich NR2 1QP
Tel: 01603 617697
Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Canon Madeline Light
Curate*	Revd Dr Ian Fifield (from 27 June 2021)
Ordinands	Ian Fifield (to 27 June 2021)
	Sam Luscombe
Trainee licensed lay minister	Dave Humphreys
Anna Chaplain	Margaret Blackshaw (from 11 October 2021)
Churchwardens*	Chris Killen (to 18 April 2021)
	Zoe Matthews (from 18 April 2021)
Churchwarden and Vice-Chair*	Biddy Collyer
Treasurer*	Susan Stapleford Pink
Secretary	Paul Light
Deanery Synod Representatives*	Gail Halley (from 18 April 2021)
	David Humphreys (from 18 April 2021)

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2021 or at the date of this report:

(in addition to those marked * above)

Douglas Bird	Tim Coe (to 18 April 2021)
Susan Clarke (from 18 April 2021)	Lynne Daniels (from 18 April 2021)
Peter Emmrich (from 18 April 2021)	Richard Gilbert (from 18 April 2021)
Zoe Matthews	Jean Norris (to 18 April 2021)
Roy Roberts	Pat Sibthorpe (to 18 April 2021)
Charlotte Snell (to 18 April 2021)	Peter Stephenson

Banks: Co-operative Bank, London Street, Norwich
Barclays Bank PLC, Red Lion Street, Norwich

Independent examiner: Mr Philip Buttinger ACMA

Introduction to the annual report 2021

This second year dominated by Covid was in some respects easier, because although the lockdown lasted longer than we might have hoped and using the church building for worship and the Café was delayed, when we did eventually open our doors they stayed open. The 2020 skills that enabled us to worship together, watching a recorded service followed by a Zoom coffee in which people talked to others they had only seen at a distance before, equipped us for 2021. Adam Jackson's technical skills and Megan Rawling's commitment to recording sung worship were all critical to the production of online worship. Having adapted to online services we had to unlearn our reclusive habits. All these different changes were made easier for staff by maintaining our connection as a team, meeting regularly on Zoom. The first opening up after lockdown in 2020 prepared us for the numerous rules about sanitising, mask wearing and much more. The staff supported each other and remained a secure committed group.

There were opportunities to make radical changes to the service pattern, bringing together the two previous congregation groups in a 10.30 service while providing weekly communion at 9.00 for those who had got used to coming to church at that early hour. Our congregation has changed in composition. As you will see later in this report many people left and many people have joined.

As a way of engaging with the impact of the pandemic an art exhibition was mounted with six local artists who produced a huge range of work that filled the church for three weeks in the autumn. The friendship with the artists was a joy. Who knows what may come from it?

We have welcomed Ian Fifield as deacon after being ordained in June which has strengthened the service leading team. Dave Humphreys despite being very unwell for a while has continued his training as Reader (Licensed Lay Minister) and Sam Luscombe our ordinand will become curate at St Stephen's next year. Margaret Blackshaw trained and was licensed as an Anna Chaplain for ministry with older people in the congregation. My moving to part-time hours is only possible because we have such a strong ministry team.

In the autumn, Lisa Fifield took on children's work alongside operations management, opening a baby and carer group three mornings per week in the Chapel. This Little Fellowes group that had started many years ago has flourished with the additional hours, and the numbers of people involved can be found later in the report. This has led to the playpen and toys in church coming into their own as we become better known for this provision.

We have learned more of the faithfulness of God and have been drawn to praying more than ever. The Zoom morning prayer that sustained us daily through lockdown is still creating a regular prayerful place for many. It has been remarkable to almost break even financially and to see the Café coming to life again, with a new streamlined menu and ways of working.

A huge "thank you" to those who have worked so hard to bring us through this pandemic-dominated year. This has been a year of challenge and opportunities lived hopefully.

And hope does not put us to shame, because God's love has been poured out into our hearts through the Holy Spirit, who has been given to us. Romans 5.5



Revd Canon Madeline Light, Vicar

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2021

The members of the PCC, who are the trustees of the charity, have pleasure in submitting their annual report and the financial statements for the year ended 31 December 2021.

Structure, governance and management

The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules 1969, as amended 2011.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day to day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2021 are listed on page 1. The PCC met seven times and the standing committee met eleven times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

As part of the Norwich East Deanery, and through the Transforming Norwich network of church leaders, St Stephen's continues to play its part in the proclamation of the Christian Gospel, both by word and by deed, in working with other churches.

Objectives and public benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding Café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The Café continued to open six days a week except when Covid-19 restrictions prevented operations. When open, it continued to host a wide range of individuals, groups and services, including Community Chaplaincy Norfolk. The Café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment. Alongside the Café vulnerable adults are supported by the staff, led by Clare, our designated community worker. The Chapel was used for nine months of the year as a hub from which food parcels were delivered to people in need, especially families.

Risk management

During 2021 we have adapted to the changes in Government guidance as we have dealt with the Covid pandemic. As restrictions have been lifted we have been mindful of the need to keep people safe, recognising the level of anxiety within the community. Risk assessments have been updated to reflect this at every stage.

Those using the building for lettings have been supported in assessing the risks associated with meeting again, and new risk assessments have been put in place for the reopening of Little Fellowes at the Chapel.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2021

Risk management (continued)

The PCC has complied in 2021 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance. There is a named person to whom concerns can be addressed. During 2021 we have continued to audit our procedures using the Parish Safeguarding Dashboard and have achieved Level 3. All members of the PCC have access to the dashboard and can track progress over time. Additional risk assessments for Messy Church and Kids Matter sessions have been put in place and The Register of Activities has been submitted to the Diocese via the Parish Dashboard.

The database of personal information within the church has been monitored and amended in line with the General Data Protection Regulations. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

With regard to finance, the Treasurer has presented management accounts drawn up to the previous month-end at each meeting of the PCC. The standing committee has scrutinised monthly reports, including cash flow projections. A review of internal financial controls was undertaken. The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified.

The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Electoral roll and church attendance

At the date of the 2021 annual meeting there were 100 names on the electoral roll. Our worshipping community at the end of 2021 was 104 (2020: 102) adults and 9 (2020: 9) children aged under 18; in the year there were 24 (2020: 22) leavers and 26 (2020: 7) joiners. The average combined attendance covering all services, in person and online, on a Sunday in October 2021 was estimated at 78 (2020: 100).

Financial review

In spite of the pandemic and the consequential suspension of Café operations for large parts of the year, St Stephen's finances continue to be in good heart. The PCC is very grateful for the continued support from all who have contributed either financially or with their time.

Note 20 to the accounts sets out the main financial impacts of the pandemic. Café sales at £77,593 were 53% higher than in 2020 but still 37% down on 2019. Unrestricted income from regular donations has increased slightly from the level in previous years. The Government's Coronavirus Job Retention Scheme provided support totalling £20,200 (2020: £24,789). Total income for the year from all sources was £261,174 (2020: £207,207).

The total of all reserves at 31 December 2021 was £113,923 (2020: £126,777). The allocation between the various church funds can most easily be seen in note 15 to the accounts. The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2021, the target minimum level of reserves, based on the approved budget for 2021, was £49,220 whereas the balance in the General Fund was £78,163. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

St Stephen's sets aside 10% of its net unrestricted income to support other charities and individuals in furtherance of its charitable objects. During the year the designated Giving Fund provided donations totalling £12,585.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2021

Financial review (continued)

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which underpin the work of St Stephen's. These are kept under regular review, with particular attention being paid to the impacts of the temporary suspension of Café operations under Covid-19 restrictions.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts present sufficient detail in order to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

SUMMARY OF ST STEPHEN'S ACTIVITIES

Worship and prayer

There were 33 services posted on YouTube. From 1 January to 16 May these were pre-recorded and edited by Adam Jackson; from 31 May to 31 August they were recorded in church. A 9am Holy Communion service took place in the building as soon as restrictions allowed. A new service pattern was established; 9.15 Holy Communion and 10.30 alternating Holy Communion and Service of the Word. Megan has recorded over 90 videos that can be used to lead our singing when she is not present. Morning prayer at 9.30 every weekday on Zoom has continued with between 7 and 16 people attending. It is projected in the church so that people in the building can participate. Prayer triplets met as soon as they were allowed. Gail Halley continued to administer a prayer request network of over 40 people.

The pandemic has brought fresh creativity and a bigger perspective ... God has heard our prayers and been faithful to us

Café

In 2021 the Café banked £77,593 in sales and £3,879 in donations. With food costing £22,155 and salaries not covered by furlough grants amounting to £45,945, a helpful contribution of £13,372 to overhead costs was generated. We only traded for nine months of the year, but paid our staff 100% for the whole year, topping up furlough payments. There were 19,801 individual customer orders over 213 days. A huge £2,734 worth of home-made cakes and scones were donated to the Café and sold for £10,936. Our pricing policy continues to enable people on a low income to have high quality food and drink at this Café; discounts of £1,600 were granted over the year enabling people to have a drink and something to eat for just £1.

The Café is much more than financial profit or loss ... Working together we feed each other

Young adults

Adam Jackson continued to keep in touch with the established group of young adults. It became obvious at the end of the year that he had been so successful that his role was no longer needed. Since 2013 Adam has been a critical member of the staff team and without his work the age profile of the church would be very different.

So much is done behind the scenes

Children and families

Little Fellowes, baby and carer group, started at the Chapel in September 2021 providing three, two hour sessions a week on Tuesday, Wednesday and Friday. 65 families attended at least once, and 48 returned more than three times. Lisa led this with three volunteer helpers. The Christmas event in church drew 12 children with parents or grandparents. The carers are mothers, child minders, fathers and grandmothers. The children range in age from 0 to 36 months. Sam Roberts helped Lisa run Messy Church once a month. This attracted four families.

Connections are happening which are taking us out into the community

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2021

Community work

Community work continued through all lockdowns. Two people were enabled to get into permanent accommodation. One person returned to his family after 19 years of estrangement. The Hope into Action house was decorated, and three new male residents settled. The REST detox house, a separate charity, was opened during the year and eight people have lived there. Two have detoxed from methadone and three have given up alcohol. There are six volunteers supporting this work. Most referrals and some volunteers happen via the church. The CAP Money course started again after lockdown and 14 people attended six courses. The church hosted Soul Church on a Wednesday evening to feed between 30 and 50 people each week, and provided office and meeting space for the Norfolk Community Chaplaincy who support ex-offenders.

The number of people being helped is very encouraging

Eco Church

An Eco Church group was convened by Hannah Emmrich in July 2021. It has met regularly, supported the climate change pilgrimage and led a service during COP26. The group is connected with diocesan initiatives through Hannah's involvement with the diocese Environmental Working Group. As part of this effort, Lisa Fifield applied for a Bronze award for St Stephen's under the Eco Church scheme run by Christian environmental charity A Rocha. The group has started conversations about having solar panels on the roof of St Stephen's, for which church member John Moore has produced a feasibility study. In addition to this, the group is planning resources and activities to encourage the congregation to live more sustainably.

Everybody in the group contributes and it feels dynamic

Fabric

The major repairs to the external fabric identified in the 2017 quinquennial report were completed in the year. This included mending stonework and repairing faulty rainwater goods that were responsible for significant water ingress on the north wall near the north door. The work was carried out by David Willan. The cost of £20,324 was covered by the St Stephen's Trust. The nine-year-old boilers have needed many replacement parts that will keep them going for many more years. The possibility of restoring the organ remains unresolved through lack of finance.

Generosity from the past is benefitting present maintenance of the building

Approval

This annual report was approved by the PCC on 2 April 2022.

Madeline Light

Rev'd Canon Madeline Light
PCC Chair

**Report to the trustees/members of The Parochial Church Council of the Ecclesiastical Parish of St
Stephen Norwich, Charity no 1147706
On accounts for the year ended 31 December 2021
Set out on pages 8 to 20**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income did not exceed £1 million and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
- have not been met; or

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

Signed:



Date: 27. 4. 22

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA



The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2021

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Incoming resources	3				
Income from:					
Donations and legacies		170,394	4,750	175,144	148,370
Charitable activities		78,626	-	78,626	51,241
Other trading activities		5,800	-	5,800	2,150
Investments		42	-	42	412
Other		1,562	-	1,562	5,034
Total		256,424	4,750	261,174	207,207
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	274,000	28	274,028	258,024
Total		274,000	28	274,028	258,024
Net income/(expenditure) before transfers		(17,576)	4,722	(12,854)	(50,817)
Transfers between funds		-	-	-	-
Net movement in funds		(17,576)	4,722	(12,854)	(50,817)
Reconciliation of funds:					
Total funds brought forward		126,130	647	126,777	177,594
Total funds carried forward		108,554	5,369	113,923	126,777

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Fixed assets					
Tangible assets	2.3,8	21,543	-	21,543	35,699
Investments		-	-	-	-
<i>Total fixed assets</i>		21,543	-	21,543	35,699
Current assets					
Debtors	9	5,685	-	5,685	5,958
Cash at bank and in hand	11	91,656	5,369	97,025	95,021
<i>Total current assets</i>		97,341	5,369	102,710	100,979
Creditors: amounts falling due within one year	10	10,330	-	10,330	9,901
<i>Net current assets</i>		87,011	5,369	92,380	91,078
<i>Total assets less current liabilities</i>		108,554	5,369	113,923	126,777
Provisions for liabilities		-	-	-	-
<i>Total net assets</i>		108,554	5,369	113,923	126,777
Funds of the Charity	2.4,14,15				
Restricted funds		-	5,369	5,369	647
Unrestricted funds		108,554	-	108,554	126,130
<i>Total funds</i>		108,554	5,369	113,923	126,777

Approved by the PCC on 23 March 2022 and signed on their behalf by

Madeline Light

Rev'd Canon Madeline Light, PCC Chair

The notes on pages 10 to 20 form part of these financial statements.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock. (see note 4)

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed assets

The general purpose in accounting for certain items as fixed assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed assets each fall into one or more of the following categories —

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not valued in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not valued in these financial statements.
- Fixed assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Assets are depreciated over their expected useful lives.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

Note 3 Analysis of income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2021 £	Total for 2020 £
Donations and legacies					
Tax-efficient planned giving		62,415	-	62,415	62,209
Other planned giving		12,966	-	12,966	11,340
Collections at services		1,255	-	1,255	1,320
Non-recurring donations		23,947	3,800	27,747	25,751
Donations for the Chapel		4,588	-	4,588	3,415
Tax recovered (Gift Aid)		17,623	950	18,573	19,196
Grants received	2	47,600	-	47,600	25,139
Total		170,394	4,750	175,144	148,370
Charitable Activities					
Statutory fees (retained by PCC)		1,033	-	1,033	410
Café sales		77,593	-	77,593	50,831
Fundraising activities		-	-	-	-
Total		78,626	-	78,626	51,241
Other trading activities					
Hire of building		5,800	-	5,800	2,150
Investment income					
Bank interest		42	-	42	412
Rent		-	-	-	-
Total		42	-	42	412
Other incoming resources		1,562	-	1,562	5,034
Total incoming resources		256,424	4,750	261,174	207,207

In 2020 £401 of income related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2021	2020
	£	£
Sale value	10,936	7,062
Deemed value of donation	2,734	1,767

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2021	Total for 2020
		£	£	£	£
Resources expended					
Diocesan parish share		54,531	-	54,531	54,531
Staff pay and expenses	20	113,324	-	113,324	121,599
Church electricity, gas and water		8,629	-	8,629	8,645
Church insurance		5,437	-	5,437	5,456
Advertising		695	28	723	1,802
Depreciation		14,982	-	14,982	15,932
Donations - charities/mission	6	12,585	-	12,585	13,645
Direct costs for The Café		22,155	-	22,155	15,877
Direct costs for The Chapel		3,781	-	3,781	6,722
Church running expenses —					
Office and telephone		2,395	-	2,395	2,591
Vestry/altar		62	-	62	24
Subscriptions		2,273	-	2,273	1,868
Repairs and maintenance		28,192	-	28,192	3,747
Cleaning and waste disposal		2,153	-	2,153	2,297
Hospitality		86	-	86	260
Sundry		390	-	390	350
Sundry church costs		2,330	-	2,330	1,948
Project costs		-	-	-	730
Total resources expended		274,000	28	274,028	258,024

In 2020 £1,955 of expenditure related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 5 (continued)

Analysis of expenditure from unrestricted funds, on charitable activities, by activity

	The Café (unrestricted)	Open Pipes Project (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
	£	£	£	
Resources expended				
Diocesan parish share	-	-	54,531	54,531
Staff pay and expenses	50,660	-	62,664	113,324
Church electricity, gas and water	5,114	-	3,515	8,629
Church insurance	-	-	5,437	5,437
Advertising	-	-	695	695
Depreciation	5,192	-	9,790	14,982
Donations – charities/missions	-	-	12,585	12,585
Direct costs for The Cafe	22,155	-	-	22,155
Direct costs for The Chapel	-	-	3,781	3,781
Church running expenses:				
Office and telephone	-	-	2,395	2,395
Vestry/Altar	-	-	62	62
Subscriptions	-	25	2,248	2,273
Repairs and maintenance	-	-	28,192	28,192
Cleaning and waste disposal	1,756	-	397	2,153
Hospitality	-	-	86	86
Sundry	-	-	390	390
Sundry Church Costs	-	-	2,330	2,330
Project costs	-	-	-	-
Total unrestricted resources expended	84,877	25	189,098	274,000

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 6 Donations and grants made	2021	2020
	£	£
To organisations		
Artless Theatre	471	-
Barnabas Fund re Food.Gives	500	-
Barnabas Fund re Afghan Christians	1,000	-
Bible Project	250	-
Celebrate Norwich and Norfolk	-	500
Christian Aid	200	750
Church's Ministry Among Jewish People	-	750
East Norfolk Youth Project	-	1,000
HeartEdge	1,000	500
Hebden Bridge PCC	-	500
Hope into Action	1,040	-
Nepalese Church	500	-
Norwich Foodbank	40	-
Peruvian Mission	500	-
REST CIC	3,000	-
Saltmine Theatre Company	-	850
Saltmine Theatre Company re Passion Play	500	-
Shevet Achim	1,000	-
Toilet Twinning	224	-
Trunch Group of Churches	-	1,000
Try Praying	-	200
The Vidiyal Trust	1,000	500
We Will Go – childrens work	57	1,715
YMCA Norfolk	-	3,000
Total to organisations	11,282	11,265
To individuals		
Charlotte Snell	-	1,000
Payments to other individuals	1,303	1,380
Total to individuals	1,303	2,380
Grand total	12,585	13,645

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 8 Fixed assets

	Tangible assets £
Cost	
At 1st January 2021	100,391
Additions/(Disposals)	826
At 31st December 2021	101,217
Depreciation	
At 1st January 2021	64,692
Charge for the year	14,982
At 31st December 2021	79,674
Net book value	
At 31st December 2021	21,543
At 31st December 2020	35,699

Note 9 Debtors

	2021 £	2020 £
Trade debtors	650	750
Gift Aid	1,772	1,673
Government Job Retention Scheme	-	1,992
Other accrued income/prepayments	3,263	1,543
Total	5,685	5,958

Note 10 Creditors

	2021 £	2020 £
Accrued expenses	1,261	977
PAYE	917	1,185
VAT	3,362	4,499
Trade creditors	4,790	3,240
Total	10,330	9,901

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 11 Cash at bank and in hand

	2021	2020
	£	£
Co-operative Current Account	24,466	7,814
Barclays Current Account No 1	577	1,826
Barclays Current Account No 2	31	1,477
Barclays Deposit Account	9	3,159
CCLA Investment Management Limited	30,078	40,078
Epworth Affirmative Management Limited	40,318	40,313
iZettle Collection Account	646	-
Undeposited receipts	746	133
Petty Cash	14	61
Café Float	140	160
Total	97,025	95,021

Note 12 Statement of cash flows

	2021	2020
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities (see note 13)</i>	2,788	(56,702)
Cash flows from investing activities:		
Interest	42	412
(Acquisition)/disposal of property and other fixed assets	(826)	-
<i>Net cash provided by (used in) investing activities</i>	(784)	412
Change in cash in the period	2,004	(56,290)
Cash at the beginning of the year	95,021	151,311
Cash at the end of the year	97,025	95,021

Note 13 Reconciliation of net income to net cash flow from operating activities

	2021	2020
	£	£
<i>Net income as per statement of financial activities</i>	(12,854)	(50,817)
Adjustments for:		
Depreciation charges	14,982	15,932
Interest	(42)	(412)
Decrease in debtors	273	1,396
Increase/(decrease) in creditors and provisions	429	(22,801)
<i>Net cash provided by operating activities</i>	2,788	(56,702)

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 14 Restricted and designated Funds

Designated funds

Giving Fund

The PCC designates a proportion of its unrestricted income for charitable giving. The balance in this fund represents monies so designated but not yet donated. At 31st December 2021 the balance held in this fund was £4,128.

Open Pipes Project

This is a designated fund to underwrite a maximum of £30,000 towards the initial costs of the major project to recommission the T C Lewis pipe organ at St Stephen's Church. The PCC agreed this level of initial funding, and it is hoped sufficient outside funding will be attracted to enable these funds to be reimbursed to the Church. At 31st December 2021 the balance held in this fund was £26,263.

Restricted funds

Richard Caister Project

This restricted fund comprises grants and donations to be used in the furtherance of knowledge in relation to this former Vicar of St Stephen's Church. As well as generating academic interest, it is hoped that the various talks and exhibitions will attract members of the public, thus also being seen as a mission project. At 31st December 2021 the balance held in this fund was £619.

Open Pipes Project

This restricted fund relates to donations received specifically towards the costs of the major project to recommission the T C Lewis pipe organ at St Stephen's Church. At 31st December 2021 the balance held in this fund was £4,750.

Note 15 Movements in funds

	Balance at 31st December 2020			Transfers between unrestricted funds		Surplus/ Deficit	Balance at 31st December 2021
	£	Incoming £	Expended £	£	£	£	£
General Fund (unrestricted)	98,488	256,019	(261,390)	(14,954)	(20,325)		78,163
Designated Funds (unrestricted):							
Giving Fund	1,759	-	(12,585)	14,954	2,369		4,128
Open Pipes Project	25,883	405	(25)	-	380		26,263
Totals for Unrestricted Funds	126,130	256,424	(274,000)	-	(17,576)		108,554
Restricted Funds							
Richard Caister Project	647	-	(28)	-	(28)		619
Open Pipes Project	-	4,750	-	-	4,750		4,750
Totals for Restricted Funds	647	4,750	(28)	-	4,722		5,369
	126,777	261,174	(274,028)	-	(12,854)		113,923

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 16 Trustees

No trustees were paid any remuneration nor, save as disclosed in note 18 below, received any other benefits from an employment with the charity. No trustee expenses have been incurred. Unrestricted donation income includes £45,405 (2020 £36,798) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2021	2020
	£	£
Salaries and wages	110,640	118,289
Social security costs (net of Employment Allowance)	1,246	1,568
Other employee benefits	1,438	1,742
Total staff costs	113,324	121,599

Average head count in the year	2021	2020
Part time	8	9
Full time	1	1
Estimated full time equivalent	5	5

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

The charity made one redundancy payment during the reporting period. This is included in the above salaries and wages total.

Note 18 Related party transactions

Grants received includes £21,324 (2020 £350) received from St Stephen's Church Trust Estates, a charity whose trustees include three members of the PCC.

During the year Ian Fifield was ordained as a deacon and licensed to St Stephen's, as a result becoming a member of the PCC. His wife Lisa is employed by the PCC as Operations Manager and Children and Families Co-ordinator; her employment commenced in September 2019 and continued unchanged through the year. Ian does not take part in discussions and decisions concerning his wife's employment.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA who provided his services without charge.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2021

Notes to the accounts

Note 20 Financial effects of the COVID-19 pandemic

Financial sustainability

Although there was significant loss of income in many areas of operation, leading to an excess of expenditure over income of £12,854, this situation was approximately in line with budgeted figures.

The PCC maintains a reserves policy such that the minimum target level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At 1 January 2022 the target minimum level of reserves, based on the approved budget for 2022, was £49,220 whereas the balance in the General Fund at 1 January 2022 was £78,163. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

The main areas affected by the pandemic were as follows:-

The Café

The Café adhered to the Government's restrictions and closed between 1 January and 12 April 2021.

This had a material effect, and it is estimated St Stephen's "lost" approximately £12,500 of net café income less cost of sales during this period. This estimate is based on the agreed budgeted figures for 2021.

Cash collections at services

The church was closed for a substantial part of 2021. The overall loss of income from service collections is reflected when comparing £7,920 collected during 2019, the last pre-pandemic year, compared to £1,255 in 2021. Gift Aid Small Donations Scheme income on the vast majority of these donations meant a further loss of 25% of the shortfall.

Coronavirus Job Retention Scheme

During the year £20,200 was received from H M Revenue & Customs in respect of the above scheme, the vast majority of which related to café managers. This enabled all staff to be retained during 2021, with the PCC determining to pay 100% of all furloughed staffs' salaries.

Overhead expenditure

Although no control could be exercised over certain fixed costs, such as Diocesan parish share, Chapel costs and church insurance for example, the closure of the church led to a continued decrease in church light, heat and power costs.

Accounts



The Parochial Church Council of the
ecclesiastical parish of St Stephen, Norwich

Annual report and
financial statements for
the year ended
31 December 2020

The Parochial Church Council of the ecclesiastical parish of St Stephen, Norwich

Referred to in this report as “the PCC”

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen’s Church is part of the Norwich Diocese within the Church of England.

Address: Rampant Horse Street, Norwich NR2 1QP
Tel: 01603 617697
Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Canon Madeline Light
Curate*	Revd Dr Alex Irving (to 31 August 2020)
Authorised Worship Assistant	Mr Adam Jackson
Ordinands	Mr Ian Fifield
	Mrs Sam Luscombe (from 1 September 2020)
Churchwarden*	Mr Chris Killen
Churchwarden and Vice-Chair*	Mrs Biddy Collyer
Treasurer*	Mrs Susan Stapleford
Secretary	Mr Paul Light
Deanery Synod Representative*	Mr Roy Roberts
Deanery Synod Representative*	Mrs Doreen Cochrane

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2020 or at the date of this report:

(in addition to those marked * above)

Mr Douglas Bird	Mrs Val Chipperfield (to 16 September 2020)
Mr Tim Coe	Dr Zoe Matthews
Mrs Jean Norris	Mrs Pat Sibthorpe
Miss Charlotte Snell	Mr Peter Stephenson

Banks: Co-operative Bank, London Street, Norwich
Barclays Bank PLC, Red Lion Street, Norwich

Independent examiner: Mr Philip Buttinger ACMA

Introduction to the annual report 2020

When this year started, little did we know what it would bring! We had had conversations in the standing committee about worst case scenarios, including the question - did we have enough in our reserves? The lockdown due to the pandemic is worse than anything we imagined. Despite this and the shrinking of our reserves, miraculously we have not needed to make anyone redundant. The staff learned new skills and were soon producing an online service that went from OK to good. Miraculously we had the skills to do this. Like many clergy I did wonder last March whether we would have any church left by the time we were free to meet again. Services online are so different to anything we have done before. Miraculously many people have learned how to find the service on YouTube and meet at the Zoom coffee after church on Sunday, as well as gather for daily morning prayer.

The team that supports the work at St Stephen's have been wonderful. We immediately started weekly team meetings and got into a rhythm of planning and recording services. You know who the heroes have been: Lisa juggling video and audio recordings, printed service sheets, newsletter and supporting families; Adam teaching us to record better and each week editing our offerings and keeping in touch with young adults; Alex (curate), Ian (ordinand), Dave (trainee Reader) and Sam (ordinand from September 2020) with me planning and executing services, all listening and learning from each other. You continued to pay for Clare to support the homeless and she has seen some unexpected answers to prayer during this time as well as some extra challenges.

The Café staff were furloughed, and you have made sure that they are not out of pocket by making up the government provision to 100% salary. They negotiated the return of the Café in July with various rules and regulations to be obeyed to keep everyone safe. In 4 months, the Café was buzzing only to be closed again at the end of October.

We did open the church before the Café, but it was very quiet as people understandably avoided the city for fear of catching Covid. We reopened again bravely in December, but it was miserable for staff and the few customers alike.

The Richard Caister project started with a lecture attended by 70 people but that was the first and last lecture in person. Some were put online and the banners, and booklets will continue to be available in the church. Although this was a disappointment and was not what Alex had envisaged as an ending to his curacy, he soon had a future to plan for. He and his family moved to Nottingham in September to start a new job as lecturer with St Mellitus College, East Midlands. We were sorry to see him, Sophia and Rachael leave but so pleased that we had a had a fruitful three years with them as part of our community.

You will see that our finances have suffered but we did not use all our reserves in the year. Some people with time to think have decided they should move churches or homes, and although this is always sad we know that the pandemic has adjusted our priorities in a healthy way. At the end of the year, we are still a healthy community and miraculously still seem to be a community despite months of isolation. We seem to have got stronger, people have told me time and again that they have talked to people via Zoom who they would not have normally met. We have Covid-secure habits that will enable us to open the Café quickly when the time comes.

A year we will never forget, from which we will have learned lessons that could not have been learned any other way. It paves the way for a new chapter in the life of the St Stephen's community.

The good news stories include an adult baptism, a long-term homeless man returning to his family and settling with them, another younger homeless man getting accommodation, a woman experiencing domestic abuse being rehoused, a young family moving to a house with a garden, and so much more supported by this church. These signs of the kingdom give us hope in the darkest days.



Revd Canon Madeline Light, Vicar

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2020

The members of the PCC, who are the trustees of the charity, have pleasure in submitting their annual report and the financial statements for the year ended 31 December 2020.

Worship

Being together to pray and worship is an essential time for any church community. It looked as if Covid-19 was going to stop that happening. It didn't. Across the country, churches rose to the challenge and St Stephen's was no exception. Although, often in 2020, the church building was closed, we were able, through the wonders of YouTube, to meet, albeit virtually. Much time, effort and patience was involved in putting the services together and they kept us connected as a worshipping community. We may have been drinking our own coffee and tea, but we were still able to chat and catch up via Zoom meetings after the 10.00 service. An added joy was the actual 9.00 communion service in church when we were able to be there in person.

Structure, governance and management

The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules 1969, as amended 2011.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day to day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2020 are listed on page 1. The PCC met five times and the standing committee met ten times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

As part of the Norwich East Deanery, and through the Transforming Norwich network of church leaders, St Stephen's continues to play its part in the proclamation of the Christian Gospel, both by word and by deed, in working with other churches.

Objectives and public benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding Café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The Café continued to open six days a week except when Covid-19 restrictions prevented operations. When open, it continued to host a wide range of individuals, groups and services, including Love the Street, Foodbank and Community Chaplaincy. The Café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment. Alongside the Café vulnerable adults are supported by the staff, led by Clare, our designated community worker.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2020

Objectives and public benefit (continued)

During the year the PCC secured a 30-year lease for The Chapel on Fellowes Plain, previously occupied under a series of short-term licences. Covid-19 restrictions have resulted in the suspension of most of our own activities there, but we have been pleased that local charity ENYP have been able to use the Chapel as a base for their food parcel delivery operation.

Risk management

During 2020 we have been through the grips of the Covid pandemic and therefore have been very mindful of risks associated with the infection, within the operation of both church and Café and of our service to the wider community. Numerous risk assessments have been produced and implemented, guided by Government and Church of England guidance. Communication of new procedures to staff, volunteers and church community have been paramount. Additional Covid-secure risk assessments have been required by all external groups using the premises. All internal risk assessments have been reviewed by the Standing Committee and external risk assessment review delegated to the Operations Manager.

The PCC has complied in 2020 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance. There is a named person to whom concerns can be addressed. During 2020 we have audited our procedures using the Parish Safeguarding Dashboard and have achieved Level 3. All members of the PCC have access to the dashboard and can track progress over time. A Recruitment of Ex-Offenders policy has been agreed by the PCC. Additional risk assessments for Messy Church and Kids Matter sessions have been put in place and the Register of Activities submitted to the Diocese via the Parish Dashboard.

The database of personal information within the church has been monitored and amended in line with the General Data Protection Regulations, especially during this time where communication with individuals has been through more electronic means. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

With regard to finance, the Treasurer provided the PCC with management accounts on a quarterly basis. Standing Committee have scrutinised monthly reports, including cash flow projections, during this time whilst the church and Café income has been affected by shutdown. The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified.

The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Electoral roll and church attendance

At the date of the 2019 annual meeting there were 93 names on the electoral roll. No annual meeting was held in 2020. Our worshipping community at the end of 2020 was 102 (2019: 124) adults and 9 (2019: 6) children aged under 18; in the year there were 22 (2019: 14) leavers and 7 (2019: 12) joiners. The average combined attendance covering all services, in person and on line, on a usual Sunday in 2020 was estimated at 100 (2019: 100).

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2020

Children and families

2020 has been a year of opportunity to develop and extend our work with children and families within the community.

Little Fellowes has evolved and adapted over time. Having story-telling and singing elements within the sessions has brought much fun and laughter, even on Zoom. There is a strong focus on building relationships and support. This resulted in one family being supported whilst moving out of a flat into a lovely house with a back garden for the children to play in.

We have made fruitful links with the Principal and SENCO at The Free School and have delivered a Kids Matter parenting course with three of their families. Two of these families came to the Christmas Hark! performance and are still in contact with us through a WhatsApp group.

As a result of the Kids Matter group, we have started a monthly Messy Church session. On the first session we had one family from Kids Matter and one from Little Fellowes attend. Future dates have been set and are eagerly awaited.

At the start of lockdown, we contacted both The Free School and Bignold School, to see if there were families in need of support. By working closely with Soul Foundation, we have been able to supply weekly food parcels to these families, as well as building friendships with them. Once Messy Church can resume, these families will be invited to join us.

A big thank you to everyone who has supported us with prayer throughout this year and to the team who work so hard through a rollercoaster of a year.

Financial review

In spite of the pandemic and the consequential suspension of Café operations for large parts of the year, St Stephen's finances continue to be in good heart. The PCC is very grateful for the continued support from all who have contributed either financially or with their time.

Note 20 to the accounts sets out the main financial impacts of the pandemic. Café sales at £51,832 were 58% lower than in 2019. Unrestricted income from regular donations has increased slightly from the level in previous years. The Government's Coronavirus Job Retention Scheme provided support totalling £24,789. Total income for the year from all sources was £207,207 (2019: £277,652).

The total of all reserves at 31 December 2020 was £126,777 (2018: £177,594). The allocation between the various church funds can most easily be seen in note 15 to the accounts. The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2020, the target minimum level of reserves, based on the approved budget for 2021, was £53,110 whereas the balance in the General Fund was £98,488. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

St Stephen's sets aside 10% of its net income which is not restricted for any other purpose to support other charities and individuals in furtherance of its charitable objects. During the year the designated Giving Fund provided donations totalling £13,645.

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which underpin the work of St Stephen's. These are kept under regular review, with particular attention being paid to the impacts of the temporary suspension of Café operations under Covid-19 restrictions.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts present sufficient detail in order to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

St Stephen's Norwich PCC - Annual report for the year ended 31 December 2020

Fabric

Churchyard

- Norwich City Council, who maintain the trees in the churchyard, have offered to provide and plant an additional tree, *Acer tataricum subsp. ginnala* in the churchyard. It will provide beautiful autumn colour, in front of the holly. We have Diocesan approval and planting is awaited.

Building maintenance and repair

- The 2018 Quinquennial inspection and report identified maintenance requirements according to impact and urgency. The more serious and urgent requirements have been reviewed with a further building inspection and quotations sought. Most of the work will be in the north side of the building and includes repair and repointing of stonework and buttresses, overhauling rainwater goods and gutters.

Church heating system

- KGB Commercial Heating have taken over maintenance of the church heating system which is now 8 years old and needs more attention. A pump has been replaced this year. Problems in the components of the control system have been identified and remedial work is awaited.

Restoration of the church pipe organ

- Following faculty approval for the organ restoration being granted, a section of the church website has been written to provide an opportunity for donors to contribute to the restoration work. A pamphlet has been prepared and is included in the information on the church website. It can be downloaded from there if required. Promotion of the restoration project was not seen as appropriate during the pandemic, but it is hoped that fundraising can restart sometime in 2021.

Approval

This annual report was approved by the PCC on 24 March 2021.



Revd Canon Madeline Light
PCC Chair

St Stephen's Norwich PCC – Independent examiner's report on the accounts

**Report to the trustees/members of The Parochial Church Council of the Ecclesiastical Parish of St Stephen
Norwich, Charity no 1147706
on accounts for the year ended 31 December 2020
set out on pages 8 to 20**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. The charity's gross income did not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

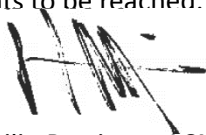
In connection with my examination, no matter has come to my attention

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Signed:



Date: 4 . 4 . 2021

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA



The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2020

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Incoming resources	3				
Income from:					
Donations and legacies		148,330	40	148,370	148,923
Charitable activities		51,241	-	51,241	124,837
Other trading activities		2,150	-	2,150	1,875
Investments		412	-	412	553
Other		4,672	362	5,034	1,464
Total		206,805	402	207,207	277,652
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	256,069	1,955	258,024	345,002
Total		256,069	1,955	258,024	345,002
Net income/(expenditure) before transfers		(49,264)	(1,553)	(50,817)	(67,350)
Transfers between funds		-	-	-	-
Net movement in funds		(49,264)	(1,553)	(50,817)	(67,350)
Reconciliation of funds:					
Total funds brought forward		175,394	2,200	177,594	244,944
Total funds carried forward		126,130	647	126,777	177,594

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Fixed assets					
Tangible assets	2.3,8	35,699	-	35,699	51,631
Investments		-	-	-	-
Total fixed assets		35,699	-	35,699	51,631
Current assets					
Debtors	9	5,958	-	5,958	7,354
Cash at bank and in hand	11	94,374	647	95,021	151,311
Total current assets		100,332	647	100,979	158,665
Creditors: amounts falling due within one year	10	9,901	-	9,901	32,702
Net current assets		90,431	647	91,078	125,963
Total assets less current liabilities		126,130	647	126,777	177,594
Provisions for liabilities		-	-	-	-
Total net assets		126,130	647	126,777	177,594
Funds of the Charity	2.4,14,15				
Restricted funds		-	647	647	2,200
Unrestricted funds		126,130	-	126,130	175,394
Total funds		126,130	647	126,777	177,594

Approved by the PCC on 24 March 2021 and signed on their behalf by



Rev'd Canon Madeline Light, PCC Chairman

The notes on pages 10 to 20 form part of these financial statements.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock. (see note 4)

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed assets

The general purpose in accounting for certain items as fixed assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed assets each fall into one or more of the following categories —

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not valued in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not valued in these financial statements.
- Fixed assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Assets are depreciated over their expected useful lives.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

Note 3 Analysis of income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2020 £	Total for 2019 £
Donations and legacies					
Tax-efficient planned giving		62,209	-	62,209	50,386
Other planned giving		11,340	-	11,340	12,385
Collections at services		1,320	-	1,320	7,920
Non-recurring donations		25,711	40	25,751	31,513
Donations for the Chapel		3,415	-	3,415	6,555
Legacies		-	-	-	-
Tax recovered (Gift Aid)		19,196	-	19,196	18,153
Grants received		25,139	-	25,139	22,011
Total		148,330	40	148,370	148,923
Charitable Activities					
Statutory fees (retained by PCC)		410	-	410	691
Café sales		50,831	-	50,831	124,146
Fundraising activities		-	-	-	-
Total		51,241	-	51,241	124,837
Other trading activities					
Hire of building		2,150	-	2,150	1,875
Investment income					
Bank interest		412	-	412	553
Rent		-	-	-	-
Total		412	-	412	553
Other incoming resources		4,673	361	5,034	1,464
Total incoming resources		206,806	401	207,207	277,652

In 2019 no income related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2020	2019
	£	£
Sale value	7,062	15,340
Deemed value of donation	1,767	3,835

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2020	Total for 2019
		£	£	£	£
Resources expended					
Diocesan parish share		54,531	-	54,531	47,391
Staff pay and expenses	17	121,599	-	121,599	113,682
Church electricity, gas and water		8,645	-	8,645	11,144
Church insurance		5,456	-	5,456	5,402
Advertising		577	1,225	1,802	3,793
Depreciation		15,932	-	15,932	10,678
Other costs		-	-	-	-
Donations - charities/mission	6	13,645	-	13,645	16,955
Direct costs for The Café		15,877	-	15,877	38,365
Direct costs for The Chapel		6,722	-	6,722	6,797
Church running expenses —					
Office and telephone		2,591	-	2,591	2,570
Vestry/altar		24	-	24	300
Subscriptions		1,868	-	1,868	2,303
Repairs and maintenance		3,747	-	3,747	26,079
Cleaning and waste disposal		2,297	-	2,297	3,276
Hospitality		260	-	260	585
Sundry		350	-	350	1,555
Sundry church costs		1,948	-	1,948	5,563
Project costs		-	730	730	48,564
Total resources expended		256,069	1,955	258,024	345,002

In 2019 £4,065 of expenditure related to restricted funds.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 5 (continued)

Analysis of expenditure from unrestricted funds, on charitable activities, by activity

	The Café (unrestricted)	Open Pipes Project (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
	£	£	£	
Resources expended				
Diocesan parish share	-	-	54,531	54,531
Staff pay and expenses	59,459	-	62,140	121,599
Church electricity, gas and water	5,323	-	3,322	8,645
Church insurance	-	-	5,456	5,456
Advertising	-	-	577	577
Depreciation	6,064	-	9,868	15,932
Donations – charities/missions	-	-	13,645	13,645
Direct costs for The Café	15,877	-	-	15,877
Direct costs for The Chapel	-	-	6,722	6,722
Church running expenses -				
Office and telephone	-	-	2,591	2,591
Vestry/Altar	-	-	24	24
Subscriptions	-	25	1,843	1,868
Repairs and maintenance	-	-	3,747	3,747
Cleaning and waste disposal	1,370	-	927	2,297
Hospitality	-	-	260	260
Sundry	-	-	350	350
Sundry church costs	-	-	1,948	1,948
Project costs	-	-	-	-
Total unrestricted resources expended	88,093	25	167,951	256,069

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 6 Donations and grants made	2020	2019
	£	£
To organisations		
Celebrate Norwich and Norfolk	500	500
Christians Against Poverty	-	1,000
Christian Aid	750	-
The Church's Ministry Among Jewish People	750	1,500
Covenant Players	-	500
East Norfolk Youth Project	1,000	-
HART Charity	-	1,000
HeartEdge	500	-
Hebden Bridge PCC	500	-
King's Chamber Orchestra	-	625
Old Meeting House Church	-	600
Radical Church	-	851
Saltmine Theatre Company	850	-
Saltmine Trust	-	1,509
Shevet Achim	-	2,000
St Georges Church Tunis	-	1,207
Tearfund (Cyclone Adai)	-	1,000
Transforming Norwich	-	1,000
Trunch Group of Churches	1,000	
Try Praying	200	500
The Vidiyal Trust	500	1,000
We Will Go – childrens work	1,715	-
YMCA Norfolk	3,000	-
Total to organisations	11,265	14,792
To individuals		
Charlotte Snell	1,000	-
Stuart Lees	-	500
Payments to other individuals	1,380	1,663
Total to individuals	2,380	2,163
Grand total	13,645	22,205

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 8 Fixed assets

	Tangible assets £
Cost	
At 1st January 2020	100,391
Additions / (disposals)	-
At 31st December 2020	<u>100,391</u>
Depreciation	
At 1st January 2020	48,760
Charge for the year	<u>15,932</u>
At 31st December 2020	<u>64,692</u>
Net book value	
At 31st December 2020	<u>35,699</u>
At 31st December 2019	<u>51,631</u>

Note 9 Debtors

	2020	2019
	£	£
Trade debtors	750	210
Gift Aid	1,673	6,484
Government Job Retention Scheme	1,992	-
Other accrued income / prepayments	1,543	660
Total	<u>5,958</u>	<u>7,354</u>

Note 10 Creditors

	2020	2019
	£	£
Accrued expenses	977	3,666
PAYE	1,185	1,074
VAT	4,499	9,337
Trade creditors	3,240	18,265
Total	<u>9,901</u>	<u>32,702</u>

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 11 Cash at bank and in hand

	2020	2019
	£	£
Co-operative Current Account	7,814	21,698
Barclays Current Account No 1	1,826	12,879
Barclays Current Account No 2	1,477	677
Barclays Deposit Account	3,159	35,136
CCLA Investment Management Limited	40,078	40,078
Epworth Affirmative Management Limited	40,313	40,073
iZettle Collection Account	-	201
Undeposited receipts	133	333
Petty Cash	61	76
Café Float	160	160
Total	91,021	151,311

Note 12 Statement of cash flows

	2020	2019
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities</i> (see note 13)	(56,702)	(26,335)
Cash flows from investing activities:		
Interest	412	513
(Acquisition) / disposal of property and other fixed assets	-	(34,951)
<i>Net cash provided by (used in) investing activities</i>	412	(34,398)
Change in cash in the period	(56,290)	(60,733)
Cash at the beginning of the year	151,311	212,044
Cash at the end of the year	95,021	151,311

Note 13 Reconciliation of net income to net cash flow from operating activities

	2020	2019
	£	£
Net income as per SoFA	(50,817)	(67,350)
Adjustments for:		
Depreciation charges	15,932	10,678
Interest	(412)	(553)
Decrease/(increase) in debtors	1,396	10,364
Increase/(decrease) in creditors and provisions	(22,801)	20,526
<i>Net cash provided by operating activities</i>	(56,702)	(26,335)

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 14 Restricted and designated Funds

Giving Fund	The PCC designates a proportion of its unrestricted income for charitable giving. The balance in this fund represents monies so designated but not yet donated. At 31st December 2020 the balance held in this fund was £1,759.
Open Pipes Project	This is a designated fund to underwrite a maximum of £30,000 towards the initial costs of the major project to recommission the T C Lewis pipe organ at St Stephen's Church. The PCC agreed this level of initial funding, and it is hoped sufficient outside funding will be attracted to enable these funds to be reimbursed to the Church. At 31st December 2020 the balance held in this fund was £25,883.
Richard Caister Project	This restricted fund comprises grants and donations to be used in the furtherance of knowledge in relation to this former Vicar of St Stephen's Church. As well as generating academic interest, it is hoped that the various talks and exhibitions will attract members of the public, thus also being seen as a mission project. At 31st December 2020 the balance held in this fund was £647.

Note 15 Movements in funds

	Balance at 31st December 2019 £	Incoming £	Expended £	Transfers between unrestricted funds £	Surplus / (Deficit) £	Balance at 31st December 2020 £
General Fund (Unrestricted)	146,272	206,029	(242,090)	(11,723)	(47,784)	98,488
Designated Funds						
(Unrestricted)						
Giving Fund	3,540	141	(13,645)	11,723	(1,781)	1,759
Open Pipes Project	25,582	635	(334)	-	301	25,883
Totals for unrestricted funds	175,394	206,805	(256,069)	-	(49,264)	126,130
Restricted Funds						
Richard Caister Project	2,200	402	(1,955)	-	(1,553)	647
Totals for Restricted Funds	2,200	402	(1,955)	-	(1,553)	647
	177,594	207,207	(258,024)	-	(50,817)	126,777

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes to the accounts

Note 16 Trustees

No trustees were paid any remuneration nor, save as disclosed in note 18 below, received any other benefits from an employment with the charity. One Trustee received a gift of £1,000 in recognition of the contribution made during her period of internship, as disclosed in Note 6. No trustee expenses have been incurred. Unrestricted donation income includes £36,798 (2019 £26,125) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2020	2019
	£	£
Salaries and wages	118,289	110,967
Social security costs (net of Employment Allowance)	1,568	1,426
Other employee benefits	1,742	1,289
Total staff costs	121,599	113,682

Average head count in the year	2019	2018
Part time	9	10
Full time	1	0
Estimated full time equivalent	5	5

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

The charity made no redundancy payments during the reporting period.

Note 18 Related party transactions

Grants received includes £350 (2019 £11,170) received from St Stephen's Church Trust Estates, a charity whose trustees include three members of the PCC.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA who provided his services without charge.

Note 20 Financial effects of the COVID-19 pandemic

Financial sustainability

Although there was significant loss of income in many areas of operation, leading to an excess of expenditure over income of £50,817, this deficit was approximately in line with the budget for the year. The PCC maintains a reserves policy such that the minimum target level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At 1 January 2021 the target minimum level of reserves, based on the approved budget for 2021, was £53,110 whereas the balance in the General Fund was £98,488. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation continues to be appropriate.

St Stephen's Norwich PCC – Financial statements for the year ended 31 December 2020

Notes on the accounts

Note 20 Financial effects of the COVID-19 pandemic (continued)

The main areas affected by the pandemic were as follows:-

The Café

The café adhered to the Government's restrictions and closed between 21 March and 26 July 2020, and 5 November to 2 December 2020. The café also closed on 24 December 2020 and remained closed in January 2021. This had a material effect, and it is estimated St Stephen's "lost" approximately £39,000 of net café income (sales less cost of sales) during this period. This estimate is based on the approved budget for 2020.

The Chapel

Donations received in respect of the Chapel fell from £6,555 during 2019 to £3,415 during 2020. This loss of income would have been much higher were it not for the receipt of £1,400 as a donation towards the costs of the Chapel from a charity supporting families in need of support during the pandemic.

Cash collections at services

The Church was closed for a substantial part of 2020. The overall loss of income from service collections is reflected when comparing £7,920 collected during 2019 compared to £1,320 in 2020. Gift Aid Small Donations Scheme income on the vast majority of these donations meant a further loss of 25% of the shortfall.

Planned giving

In 2019 planned giving totalled £62,771 which rose to £73,549 in 2020. Gift Aid was claimed on the majority of this giving.

Non-recurring giving

Although £25,751 was received in 2020 compared to £31,513 in 2019, one donation of £10,000 in 2019 was for a specific purpose, the non-recurring giving for the general operation of the Church therefore showed a considerable increase in 2020. Again, Gift Aid was claimed on the majority of these donations.

Coronavirus Job Retention Scheme

During the year £24,789 was received from H M Revenue & Customs in respect of the above scheme, principally in respect of café managers placed on furlough. This enabled all staff to be retained during 2020, with the PCC continuing to pay 100% of all furloughed staffs' salaries.

Overhead expenditure

Although no control could be exercised over certain fixed costs, such as Diocesan parish share, Chapel costs and Church insurance, the closure of the Church led to a reduction in Church light, heat & power costs. (£8,645 in 2020, £11,144 in 2019). There was also no repeat of the costs of major repairs incurred in 2019. Perhaps to be expected, sundry Church costs also showed a marked reduction due to the closure of St Stephen's for large parts of the year.