



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](mailto:admin@ststephensnorwich.org)  
**Website:** [www.ststephensnorwich.org](http://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 £
<b>Incoming resources</b>	3				
<b>Income from:</b>					
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
<b>Total</b>		<b>266,980</b>	<b>14,181</b>	<b>281,161</b>	<b>261,174</b>
<b>Resources expended</b>					
<b>Expenditure on:</b>					
Raising Funds		-	-	-	-
Charitable activities	5	(273,880)	(2,558)	(276,438)	(274,028)
<b>Total</b>		<b>(273,880)</b>	<b>(2,558)</b>	<b>(276,438)</b>	<b>(274,028)</b>
Loss on revaluation of investment assets		-	(3,139)	(3,139)	-
<b>Net income/(expenditure) before extraordinary income</b>		<b>(6,900)</b>	<b>8,484</b>	<b>1,584</b>	<b>(12,854)</b>
<b>Extraordinary income</b>	3a	-	<b>95,609</b>	<b>95,609</b>	-
<b>Net movement in funds</b>		<b>(6,900)</b>	<b>104,093</b>	<b>97,193</b>	<b>(12,854)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		108,554	5,369	113,923	126,777
<b>Total funds carried forward</b>		<b>101,654</b>	<b>109,462</b>	<b>211,116</b>	<b>113,923</b>



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

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 £
<b>Donations and legacies</b>					
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
<b>Total</b>		<b>117,084</b>	<b>10,471</b>	<b>127,555</b>	<b>175,144</b>
<b>Charitable Activities</b>					
Statutory fees (retained by PCC)		334	-	334	1,033
Café sales		137,563	-	137,563	77,593
<b>Total</b>		<b>137,897</b>	<b>-</b>	<b>137,897</b>	<b>78,626</b>
<b>Other trading activities</b>					
Hire of building		9,338	-	9,338	5,800
<b>Investment income</b>					
Bank interest		967	-	967	42
Other investment income		-	3,707	3,707	-
<b>Total</b>		<b>967</b>	<b>3,707</b>	<b>4,674</b>	<b>42</b>
<b>Other incoming resources</b>		<b>1,694</b>	<b>3</b>	<b>1,697</b>	<b>1,562</b>
<b>Extraordinary income</b>	3a	<b>-</b>	<b>95,609</b>	<b>95,609</b>	<b>-</b>
<b>Total incoming resources</b>		<b>266,980</b>	<b>109,790</b>	<b>376,770</b>	<b>261,174</b>

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
		£	£	£	£
<b>Resources expended</b>					
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
<b>Total resources expended</b>		<b>273,880</b>	<b>2,558</b>	<b>276,438</b>	<b>274,028</b>

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
<b>Total unrestricted resources expended</b>	<b>121,077</b>	<b>152,803</b>	<b>273,880</b>

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

## Notes to the accounts

<b>Note 6 Donations and grants made</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>To organisations</b>		
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
<b>Total to organisations</b>	<b>12,075</b>	<b>11,282</b>
<b>To individuals</b>		
Bridget Carroll	1,000	-
Payments to other individuals	1,889	1,303
<b>Total to individuals</b>	<b>2,889</b>	<b>1,303</b>
<b>Grand total</b>	<b>14,964</b>	<b>12,585</b>

## 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

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

### Note 8a Investments

	<b>Market value on receipt £</b>	<b>Reduction in market value £</b>	<b>Market value at year end £</b>
<b>Unit trusts</b>			
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
<b>Total investments</b>	<b>92,953</b>	<b>(3,139)</b>	<b>89,814</b>

### Note 9 Debtors

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

### Note 10 Creditors

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

# 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
<b>Total</b>	<b>113,395</b>	<b>97,025</b>

### Note 12 Statement of cash flows

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

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

	2022	2021
	£	£
<i>Net income before extraordinary income</i>	<b>1,584</b>	<b>(12,854)</b>
<b>Adjustments for:</b>		
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
<i>Net cash provided by operating activities</i>	<b>13,491</b>	<b>2,788</b>

# 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 £
<b>General Fund (Unrestricted)</b>	78,163	265,730	(258,916)	-	(13,498)	71,479
<b>Designated Funds (Unrestricted)</b>						
Giving Fund	4,128	1,250	(14,964)	-	13,498	3,912
Open Pipes Project (D)	26,263	-	-	-	-	26,263
<b>Totals for unrestricted funds</b>	<b>108,554</b>	<b>266,980</b>	<b>(273,880)</b>		-	<b>101,654</b>
<b>Restricted Funds</b>						
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
<b>Totals for Restricted Funds</b>	<b>5,369</b>	<b>109,790</b>	<b>(2,558)</b>	<b>(3,139)</b>	-	<b>109,462</b>
	<b>113,923</b>	<b>376,770</b>	<b>(276,438)</b>	<b>(3,139)</b>	-	<b>211,116</b>

# 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
<b>Total staff costs</b>	<b>108,003</b>	<b>113,324</b>

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.