

**ST STEPHEN'S CHURCH - NORBURY & THORNTON HEATH**  
**REPORT OF THE TREASURER ON BEHALF OF THE TRUSTEES**

**Overview**

The financial year of 2021 produced a surplus of £8,796, compared to a £41,986 deficit in 2020, and a budgeted deficit of £21,487.

The £30,283 improvement compared to budget is mainly attributable to the high level of Donations (£45,296 – full details below). The surplus would have been greater if Repairs and Maintenance which totalled £50,052 had been kept at the budgeted level of £36,487.

**Income & Expenditure**

"Total Income" at £145,855 exceeded the budgeted amount of £104,807 by over £41,000.

Whilst it is pleasing to report that "Giving in Church" (our core source of income) increased to £60,203, from the 8 year low of £57,662 reported in 2020, we remain nearly £8,000 below the record level achieved in 2014.

Hall Income recovered to £14,604 close to the 2018 level with lettings less severely impacted by Lockdowns than in 2020.

Our saving grace was once again "Donations" this included a further £2,000 gift from an already generous giver, over £2,000 in memory of Pat & Eric Pudney; over £5,000 (once Gift Aid is included) raised via our JustGiving page and a very generous Legacy of £33,729 from Clyde Barrington Blackburn.

"Total Expenditure" totalled £137,059, compared to the budgeted £126,294, with The Parish Support Fund at £61,404 continuing to be the largest component.

The other main area of expenditure was Repairs and Maintenance which, as in 2020, exceeded £50,000. Hall R&M totalled £31,747 including the refurbishment of the ladies & accessible toilets and the kitchen. Beechwood Avenue benefitted from Roof Repairs and the exterior lights outside the church have been completely replaced.

General running costs were higher than in 2020 but remain lower than the 2019 pre-pandemic levels. A notable exception was the Heating & Lighting costs of the church – at £4,722 these have risen significantly compared to the 2019 level of £3,896. Higher unit costs, standing charges and usage have all had an impact. Costs are likely to rise further in the coming years however our existing contracts are, at least, fixed until the end of 2022.

It should also be noted that several individuals continued to kindly only claim minimal expenses during 2021.

**Balance Sheet**

Net current assets employed rose from £86,258 to £95,054. The majority of this relates to Balances in the various Bank accounts. Since 2019 the Diocese has requested the inclusion of our Fixed Assets and Investments in the accounts – an upwards revaluation was recorded in 2021.

**2022 Budget**

For 2022 we have budgeted a small deficit of £4,111 This includes some modest sums to allow the final phase of the hall refurbishment to be completed My aspiration is that if we can exceed the fairly conservative income targets a balanced financial year where Income = Expenditure should be achievable.

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**ANALYSIS OF OUTSIDE GIVING FOR THE YEAR ENDED 31.12.21.**

	£
Croydon Nightwatch	600
Water Aid	600
<b>CHURCH'S OUTSIDE GIVING ALLOCATION</b>	<b>1,200</b>
Croydon Nightwatch	122
Christian Aid	8
Bishop of Southwark's Lent Appeal	105
<b>TOTAL</b>	<b>1,435</b>

The church's outside giving allocation for 2021 is calculated at 2% of the income received via Giving in Church and Fund-Raising Events in 2020.

The total Outside Giving included money 'given' to St Stephen's to be passed onto a specific charity, this is analysed in the accounts under Restricted Funds.

**A Few Words of Thanks**

Every year it is not only my duty but also my pleasure to thank a few key people who work tirelessly behind the scenes and in doing so make the role of Treasurer far less onerous. I would like to specifically record my thanks to Iona Nelson-Ashley, & of course Eric Pudney (who sadly passed away in June)

**Finally**

My thanks to you for taking the time and interest to read these notes hopefully they have helped to explain all the key numbers and possibly answered a few questions you may have had.

As always, I will be happy to address any further queries you may have relating to any aspect of our finances at St Stephen's.

ST STEPHEN'S CHURCHNORBURY & THORNTON HEATHSTATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2021

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds 2021</u>	<u>Total Funds 2020</u>
<b><u>INCOME</u></b>				
Net Planned Giving (Gift Aid)	45,260	0	45,260	43,049
Tax Recovered	12,626	0	12,626	12,357
Net Planned Giving (Non Gift Aid)	1,414	0	1,414	946
Collections in Church	903	0	903	1,310
	<u>60,203</u>	<u>0</u>	<u>60,203</u>	<u>57,662</u>
Free Giving	2,768	235	3,003	4,772
Fund Raising Events	3,365	0	3,365	44
Donations	45,296	0	45,296	8,843
Fees to the P.C.C.	1,122	0	1,122	3,190
Sundry Income	505	0	505	461
	<u>53,056</u>	<u>235</u>	<u>53,291</u>	<u>17,310</u>
Interest Receivable	3,137	0	3,137	3,303
Church Hall	14,604	0	14,604	8,693
Rent Receivable	14,620	0	14,620	13,090
	<u>32,361</u>	<u>0</u>	<u>32,361</u>	<u>25,085</u>
<b>TOTAL INCOME</b>	<u>145,620</u>	<u>235</u>	<u>145,855</u>	<u>100,058</u>
<b><u>EXPENDITURE</u></b>				
Clergy's Expenses	259	0	259	255
<u>The Church</u>				
Heating & Lighting	4,722	0	4,722	3,055
Insurance	6,940	0	6,940	6,979
Upkeep of Services	3,878	0	3,878	3,525
Training	0	0	0	0
Salaries	1,997	0	1,997	1,680
Junior Church / Youth Alive	0	0	0	0
	<u>17,537</u>	<u>0</u>	<u>17,537</u>	<u>15,238</u>
<u>The Church Hall</u>				
Heating, Lighting & Water	2,400	0	2,400	2,025
Insurance	1,523	0	1,523	1,532
	<u>3,923</u>	<u>0</u>	<u>3,923</u>	<u>3,557</u>
<u>Other Expenditure</u>				
Print & Stationery	1,843	0	1,843	2,383
<u>Payments Outside the Parish</u>				
Quota	61,404	0	61,404	60,796
Outside Giving	1,200	235	1,435	1,350
	<u>62,604</u>	<u>235</u>	<u>62,839</u>	<u>62,146</u>
<u>Repairs &amp; Maintenance</u>				
Curate's House	4,669	0	4,669	9,577
The Church	13,636	0	13,636	4,244
The Church Hall	31,747	0	31,747	44,049
	<u>50,052</u>	<u>0</u>	<u>50,052</u>	<u>57,870</u>
Sundry Expenditure	606	0	606	594
<b>TOTAL EXPENDITURE</b>	<u>136,824</u>	<u>235</u>	<u>137,059</u>	<u>142,044</u>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<u>8,796</u>	<u>0</u>	<u>8,796</u>	<u>-41,986</u>



BALANCE SHEET AS AT 31ST DECEMBER 2021

	<u>2020</u>	<u>2020</u>	<u>2021</u>	<u>2021</u>
Fixed Assets - 23 Beechwood Ave		387,000		411,750
Investments - The Edwards Mem. Fund		107,114		122,516
<u>Current Assets</u>				
Sundry Debtors & Prepayments	14,202		15,375	
Bank Balances	28,319		36,662	
Board of Finance of C of E	46,761		44,899	
	<u>89,282</u>		<u>96,935</u>	
<u>Deduct Current Liabilities</u>				
Sundry Creditors	3,023		1,881	
Net Current Assets		<u>86,258</u>		<u>95,054</u>
Total Assets Employed		<u><u>580,372</u></u>		<u><u>629,320</u></u>
 <u>FINANCED BY:-</u>				
Unrestricted Funds as at 01.01.21	128,244		86,258	
Excess Income over Expenditure	<u>-41,986</u>	86,258	<u>8,796</u>	95,054
Asset and Restricted Investment Fund	483,195		494,114	
Revaluation in 2021	<u>10,919</u>	494,114	<u>40,152</u>	534,266
		<u><u>580,372</u></u>		<u><u>629,320</u></u>

Asset and Restricted Investment Fund

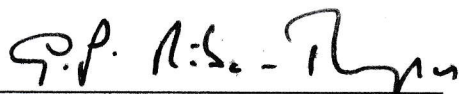
a) The Freehold Title to 23 Beechwood Avenue given to the Parish at nil cost

Zoopla price estimate (lower end of range) 31/12/21

b) 5238.70 Investment Fund Shares in the C.B.F. of the Church of England given to the Parish at nil cost. (The capital of this fund is 'Restricted' by the terms of 'The Edwards Memorial Trust')

Fund valuation by CCLA as at 31/12/21

The above accounts were approved by the Parochial Church Council and signed on its behalf by:



Vicar: Geoffrey Thompson



Hon. Treasurer: Ian Pudney

## **Independent Examiner's Report to the PCC of St. Stephen's, Norbury & Thornton Heath**

I report on the accounts of the PCC for the year ended 31 December 2021, which are attached.

### **Respective responsibilities of the PCC and the Independent Examiner**

As members of the PCC you are responsible for the preparation of the accounts; you consider that the audit is not required this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act
- Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act and
- State whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

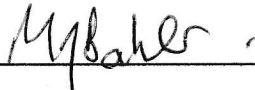
My examination was carried out in accordance with the General Directions given by the Charity Commission. The examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiners 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 s.130 of the 2011 Act; or
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the regulationshave 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

  
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**Mr Martin Baker**

5<sup>th</sup> March 2022

**REPORT OF THE PCC HONORARY SECRETARY  
TO THE ANNUAL PAROCHIAL CHURCH MEETING 2021  
ON THE BUSINESS OF THE PAROCHIAL CHURCH COUNCIL  
AND THE AFFAIRS OF THE PARISH 2021 - 2022**

The **PAROCHIAL CHURCH COUNCIL** has met six times since the 2021-22 APCM, including one short meeting to elect Officers and the Standing Committee of the Council held immediately after the Annual Meetings on 25 April 2021.

The **Churchwardens**, Andrea Anderson and Lana Ruddock, were elected at the 2021 Meeting of Parishioners – held immediately prior to the APCM. Both Andrea and Lana officially took up their role as the 2021-22 Churchwardens and were sworn in by Fr Geoffrey Thompson, Vicar, St Stephen's Church on 9 May 2021.

Andrea is in her fifth year and Lana in her second year.

**Officer to the Council** was also elected at the short post – APCM Council meeting:

- Juliana Smith was elected as Honorary Secretary to the PCC

The role of Honorary Treasurer, held by Ian Pudney, is not an elected position. The Treasurer is a member of the Incumbent's staff who has full voting rights on the PCC.

The following **Honorary positions** and appointments were also made at the post-APCM Council meeting:

Parish Child Protection / Safeguarding Officers	Hazel Pudney, Maxine Cooper
Stewardship	Ian Pudney
Parish Clerk	Frank Forbes
Garden Steward	Veronica Cadogan
Lawn Stewards	Simon Lewis
Hall Bookings Officer	Iona Nelson-Ashley
Hall Steward	Vicky Chafen
Memorial Book	Frank Forbes

**The Committee structure** adopted in 2021 consisted of:

- The Finance Committee
- The Fundraising & Social Events Committee
- The Premises Committee
- The Incumbent and Churchwardens are ex-officio members of all PCC Committees.

**The Standing Committee**, which can make executive decisions between full Council meetings as necessary, was elected immediately after the 2021 APCM. It is composed of:

- The Incumbent
- The Churchwardens
- The Treasurer to the Council
- The PCC Secretary to the Council

**The Finance Committee** met once on 4 November 2021 to prepare a budget for 2022 and to set draft rates.

**Attendance at PCC meetings** have been (out of 19) a maximum of 16 and a minimum of 10. In accordance with the Church Representation Rules, a PCC can conduct business if a third of its current membership is present. Therefore, for this PCC all meetings have been quorate / or business wasn't conducted.

**Issues of note arising throughout the past year have included:**

Once lockdown was eased for COVID-19, quite a few meetings and community gatherings were able to take place. We hope to pick up momentum now that lockdown has finally come to an end.

We also remembered, before our heavenly Father, all those who were either related to, friends of, or were members of our congregation, who passed away due to COVID-19 or other reasons, during 2021-22. May their souls rest in peace and rise in Glory. Amen.

**Juliana Smith**



# **Churchwardens Report including comment on the Fabric and Ornaments for the Year ending March 2022**

## **CHURCH**

### **Fabric & Ornament**

The process and preparation for the annual inspection has now changed. Inspections will still be carried out on an annual basis, by the Area Dean, and then every three years by the Archdeacon. The annual inspections have been carried out on-line due to the COVID pandemic restrictions, however the Archdeacon is booked to visit on Saturday 30th April for a full inspection which will include confirmation that Insurance and other governance documents are in order.

The Articles of Enquiry will be completed online and submitted in April 2022.

The Church Inventory is in the process of being checked and we are working together to ensure the inspection goes well.

### **COVID 19 Pandemic**

The last 2 years have been extremely challenging for all at St Stephens and we acknowledge that a lot of hard work has enabled our congregation to slowly build. We thank Father Geoffrey and Mother Joyce for their leadership during this time and to Oscar Riba-Thompson for the live-streaming of Sunday morning worship services, which we know many of you have really valued. We will continue to live stream as this has enabled many who are not able to attend in person to reconnect with our service.

Father Geoffrey has kept the Church open for private prayer when public worship was not possible. In discussion with Fr Geoffrey certain protocols and risk assessments were put into place. These were kept under review, in light of evolving Government advice and guidance. We implemented additional cleaning which was carried out by the Hall Cleaner (Helen Doe) and we are grateful to her for this additional work to assist in keeping the Church appropriately cleaned. The congregation continued to wear masks as restrictions were lifted and sanitizers will remain available for use.

During this period the Ministry of the Word of God, and the Apostolic Church have had access for their services in the church and the hall.

At all times we have followed Government guidelines additionally taking into account the age of our congregation and continuing to encourage mask wearing and social distancing

Regular meetings between the Priests, Churchwardens, Deputy Wardens and Hall Booking Officer took place to enable the continued safe lettings of the hall.

Since reopening on 28 March 2021, we have moved from strength to strength. Whilst numbers have not reached the dizzying heights that were experienced prior to the pandemic there is a slow growth at each service. Sunday school is building nicely, and Children are returning. Youth Alive leaders kept contact with the young people throughout the pandemic and most are now looking at exams and moving school to college and university. Going forward encouraging youth back to St Stephens will be high on our agenda.

### **23 Beechwood Avenue**

The new tenants moved into the refurbished property at the beginning of February 2020 at which time the rent was increased. Additional works have since taken place on roof and windows rent is under review.

### **Church Heaters**

Over the year the annual service of the Heaters and a gas check was undertaken, and we continue to be covered by a Service Contract.



## **Fire Risk Assessment**

All Fire Extinguishers are in the process of being checked and certified.

## **Readers & Intercessors**

Due to the restrictions, readings had been conducted by the serving team we now have a full reader and intercessor rota.

## **CHURCH HALL**

The church hall has had extensive work carried out over the past 2 years which included new roof, lighting and heating.

Work has been completed on the disabled access toilets, shower, new kitchen and female toilets. Windows have been repointed and woodwork painted.

The full refurbishment and brightening of the hall, has made a great improvement and ensured a resurgence of bookings.

Further work to 3 rooms and the men's toilets still require work and plans are underway to complete early 2022.

We would like to thank everyone who has supported and assisted with all the very hard work that has taken place over the last year and express our specific thanks to Hazel Pudney who has managed the Hall Bookings and Iona Nelson-Ashley as our Hall Booking Officer; Helen Doe as our Hall Cleaner; Vicki Chafen for keeping the Hall supplies stocked up and Olga Williamson as our Hall Caretaker.

## **CHURCH GROUNDS**

Working mornings have now restarted and 3 have taken place and been well attended. The Churchwardens would like to express their sincere thanks to all who have come along and supported in keeping St Stephens looking so well kept.

New security lighting has been erected around the church building this had made a welcomed and significant difference to all who visit St Stephens. Health and Safety was a real concern due to poor and intermittent lighting the flood lights are a great addition.

The grounds continue to be well and lovingly maintained by a few individuals and special thank you to Ian Pudney for keeping the grass cut over the past 2 years.

Ways of protecting the grass verge behind the church from careless drivers is being dealt with options are being reviewed.

Additional work will have to take place regarding the trees overhanging Warwick Road and investigative drainage work works have started.

**And finally.....**

**There have been 3 very generous donations made to St Stephens to which we are very grateful.**

The next APCM is due in April 2022

The role of Churchwarden is a responsible one, and it can be time consuming; but it is a real privilege to serve the Church family in this service ministry. At St Stephen's we are blessed with a beautiful Church building which is filled by a warm and loving family.

As we continue to move forward during this coming year and emerge fully out of restrictions rightly imposed by the COVID pandemic, please challenge yourself as to how you can contribute and play an integral part in the continuing journey of St. Stephens.

St Stephens is an open, inclusive, warm and welcoming church family and we would urge each of you to consider carefully, and prayerfully, the abundance of talents and skills that we have to enable us to fully build on the foundations of our mission both within our Church and out into the community.

**Andrea Anderson & Lana Ruddock**

**Churchwardens**

**March 2022**