

**THE PAROCHIAL CHURCH COUNCIL OF THE
ECCLESIASTICAL PARISH OF
ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

ANNUAL REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Registered Charity Number 1129849

CONTENTS

	Page
1. Legal and administrative information	3
2. Report of the Trustees for the year ended 31 December 2021	5
3. Independent examiner's report	12
4. Statement of financial activities for the year ended 31 December 2021	13
5. Balance sheet as at 31 December 2021	14
6. Notes forming part of the financial statements for the year ended 31 December 2021	15

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2021**

Trustees:

The Reverend Jenny Fennell *
Vicar
Chair of the PCC

The Reverend Rachel Wakefield
Assistant Curate – Ex-officio

Mr Antony Young*
Church Warden – Vice Chair
Ex-officio (resigned 23 May 2021)

Mrs Amanda Williams*
Church Warden
Ex-officio

Mr Rob Smith*
Church Warden (elected 23 May 2021)
Ex-officio

Deanery Synod
Mrs Pui San Apling – Ex-officio
Mr John Butler – Ex-officio
Mr Rob Smith – Ex-officio
Mr Anthony Boon – Ex-officio

Mr William Brimley – Treasurer *

Mr Stuart Richardson – Assistant Warden*; Mr Anthony Boon; Mrs Fiona Burke;
Mrs Montse Day; Mr Paul Dunstan; Mrs Alice Elder; Mrs Rachel Hickey;
Mrs Carol Jager; Mrs Louise Lucas; Mr Tony Porter; Mr Andrew Watkinson (joined
23 May 2021); Mr Callum Williams (joined 23 May 2021).

Mrs Liz Green (resigned 23 May 2021); Mrs Rebecca Peters (resigned 23 May 2021).

*** Denotes member of the Standing Committee**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2021
(CONTINUED)**

Parish Administrator : Mrs Pui San Apling

Contact Details : The Parish Administrator
St Francis of Assisi Church
Church Road
Welwyn Garden City
Hertfordshire
AL8 6QJ

Telephone 01707 694191
e-mail – admin@stfranciswgc.org.uk
Website – stfranciswgc.org.uk
Facebook – www.facebook.com/stfranciswgc

Independent Examiner : Clare Parker M.A., C.P.F.A.
51 Parkway
Welwyn Garden City
Hertfordshire AL8 6JQ

Bankers : HSBC
8 -14 Howardsgate
Welwyn Garden City
Hertfordshire
AL8 6BQ

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4TA

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Parochial Church Council of the Ecclesiastical Parish of St Francis of Assisi, Welwyn Garden City, is a registered charity – registration granted on 28 May 2009. The official name of the charity is:

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

Registration Number 1129849

Working Name: PCC of St Francis

The Parochial Church Council (“PCC”) is a body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure 1956 and the Church Representation Rules 2017.

The Trustees take cognisance of the Charities Commission’s guidance on public benefit, particularly the specific guidance to charities involved in the advancement of religion.

1. PCC Membership

The method of appointment of PCC Trustees is as set out in the Church Representation Rules 2017. Members are either ex-officio, elected at the Annual Parochial Church Meeting or co-opted.

The PCC met on nine occasions during 2021. In the past year the PCC has worked together to maintain all aspects of Church life including the pattern of daily offices, support for our Church family and developing our work with the local community, Deanery and Diocesan partners.

2. Organisation

The PCC operates through a number of committees/teams and receives regular reports from these, the Church Wardens, Treasurer, Deanery and Diocesan Synod representatives and the Children’s and Families’ Worker. Topics discussed during the year have included the maintenance of the fabric of the Church, health and safety, safeguarding, fund raising, environmental issues, charitable giving, General Data Protection Regulation (“GDPR”) and the PCC’s vision for the future. The following committees/teams meet on a regular basis. Members are not necessarily members of the PCC.

Standing Committee

This is the only committee required by law. It transacts the business of the PCC between meetings, subject to any directions given by the PCC.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

Charities Committee

Assists the channelling of the Church's support for charitable agencies that pursue Christian ideals and maintain and develop the Parish as an outward-looking, mission-oriented congregation.

Stewardship Committee

Encourages members of the Parish to be involved in the life of the Church, and considers and takes necessary action on matters relating to stewardship and the means whereby the necessary income is raised to meet the Church's outgoings.

Maintenance Committee

Responsible for conducting regular inspections of all the property, fixtures, fittings and equipment within the Church premises. It is responsible for facilitating necessary repairs and must additionally ensure that Health and Safety, fire precautions and local authority requirements are met. It also has responsibility for the cleaning of the Church property.

Events Committee

Reviews the social life of the Church and organises events accordingly.

Investment Committee

Looks after the Church's investments.

Finance Team

Assists the Treasurer in certain aspects of the management of the Church's finances.

Lettings Team

Handles the letting out of all Church properties.

Communications Committee

Plans and coordinates the range of communication initiatives that are required, such as our website, Facebook page, pew leaflet, notice boards, posters, banners etc – to ensure that everyone in the Church and wider community has easy access to the information they need about the Church, our worship and about the many and varied social and fund raising events/activities run throughout the year. Also responsible for disseminating information about GDPR to the appropriate sources.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

3. Risk Review

The PCC does not consider that there are any significant financial exposures and endeavours to maintain sufficient funds to cover any contingency that may arise. The PCC policy on Unrestricted Reserves is to have reserves equating to not less than 6 weeks of ordinary expenditure. As at 31 December 2021 the Unrestricted Reserves equated to **over 10** weeks of ordinary expenditure during the year. (Diocesan recommendation 6 – 12 weeks.)

The PCC regularly reviews its Health and Safety Policy and its operation. Formal policies on other matters have been adopted and are reviewed regularly.

The principal risk to the work of the charity is that the number of members of the Church declines. However our membership is holding reasonably steady and Mission Action Plan is ongoing and seeks to mitigate that risk.

The Maintenance Committee seeks to identify any risks associated with the Church property and also seeks to ensure that we take necessary precautions and have appropriate insurance cover.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016. We now have a Safer Recruitment procedure in place and any new volunteer taking on a role that requires him/her to be safely recruited, goes through this procedure. We have a comprehensive list of all those who volunteer in roles that could involve working with children, young people or vulnerable adults. DBS checks have been kept under review and new checks undertaken as necessary. The PCC has a 'Promoting a Safer Church Action Plan', which is kept under review and discussed at each PCC meeting. The PCC have complied with its duty to have regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. There have been no serious incidents reported this year. We continue to encourage those who take on roles which involve working with children, young people or vulnerable adults to undertake the appropriate training.

New General Data Protection Regulations that were introduced in May 2018 have an effect on how the PCC maintains, stores and uses information held on individuals. The PCC has acknowledged the impact of these new regulations and has taken the appropriate steps to conform to them. This is an ongoing process but the PCC is confident of the steps taken. In the course of carrying out its duties these steps cover the new regulations placed upon it.

4. Objectives and Activities

The primary purpose of the PCC is the promotion of the Christian faith within the ecclesiastical parish of St Francis of Assisi, Welwyn Garden City. To this end, the PCC co-operates with the ministry team in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

5. Achievements and Performance

Due to Coronavirus restrictions the church was closed at the beginning of the year and services were streamed and online from 6 January to 22 March. During this time services were held online, some via our website and others via Zoom. Significant investment was made to upgrade the AV facilities in church to enable us to continue with this and improve the experience. Funeral services can now be livestreamed, Sunday services are recorded and put on the website (they will be livestreamed in the future), a prayer group via Zoom is held once a week, compline is available via Facebook and our website twice a week. All of this enabled us to not only minister to our current congregation but to reach out to new worshippers via these mediums.

Once the church reopened there were generally two Services held each Sunday – an 8:00am Said Eucharist with an average attendance of 10, and Parish Communion at 9:15am which has an average combined attendance (adults and children) 86. Choral Evensong restarted during the Christmas Term with an average attendance of 63 including the choir. Attendance at these services remains lower than in 2019 however it is higher than after the first lockdown in 2020.

A single 10am Service is held when the main Festivals are celebrated. The Mothering Sunday Service was online due to lockdown and attendance at the Services held in Church were understandably lower than in 2019:

- Easter Day (21 April) – 123 people
- Pentecost (9 June) – 92 people
- Harvest Festival (22 September) – 121 people
- Christmas Day (25 December) – 94 people

The annual Carol Services have remained popular although attendance was understandably still lower than 2019. Advent Carols on 28 November attracted 105 people; Family Carols on 18 December, 59 people; Nine Lessons and Carols on 19 December, 105 people. Similarly, the two Christingle Services on Christmas Eve had a total attendance of 138 people, whilst the later Midnight Mass attracted 61.

The Church continues to hold mid-week Eucharists on Tuesday evenings and Wednesday mornings. These attract between 6 and 14 people with the higher numbers usually on the Wednesday which is followed by the social “Coffee for All” event in the Parish Room.

In addition to these Services there were 2 Baptisms, 1 Weddings, 14 Funerals (9 at the church, 5 with a Minister attending elsewhere) and 8 Interment of Ashes (7 at the church, 1 with a Minister attending elsewhere).

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

The Church's Electoral Roll changed from 182 to 186 as of 31 December 2021.

In 2021 our fundraising events were again greatly impacted by the Coronavirus pandemic. There was a return for the Christmas Tree Festival in early December on a deliberately smaller scale. Attendance was around 40% of the 2019 numbers, however people were very generous. For a second year Rachel Hickey organised the Ride and Stride. These two fundraisers generated c£4,300 for the church. We are extremely grateful to all organisers, performers, helpers, attendees and sponsors.

Nikki Clare (Children's and Families' Worker), assisted by Rachel Hickey have continued to run many and varied groups attracting lots of young families since reopening after Lockdown. Due to their popularity, numbers often had to be limited due to the capacity of the Hall. Nikki and Rachel have continued to organise the daily prayers, online and in-person children's events, posting every day on social media and kept in touch with as many young families as possible. Once the Church building reopened, they have ensured that children's church can take place safely and have gradually increased the number of groups offered during the week.

Maintenance

Although the pandemic resulted in much reduced usage of the Church premises, some maintenance activity was required.

A rainwater leak from the Church roof was fixed by a repair to the rainwater flashing. The Church laptop computer used for compiling YACC teaching material was damaged by a liquid spill and had to be replaced. The cost was largely covered by insurance.

Outside, the hedges continued to require trimming. We are grateful to Keith Crabb for his help with the lawns and Mandy Kirk for her help with the gardens at the front of the Church.

The water heater supplying hot water to the Hall kitchen had to be replaced due to water corrosive damage to the heat exchanger. Unfortunately there were no spares available for repair as it was an obsolete model.

In August, the new audio visual system was installed. This provides facilities for recording and live streaming services, and also for replay of visual and audio material from multiple sources.

An acoustic baffle on the ceiling in the Hall was accidentally knocked out of place and required specialist refixing to meet asbestos regulations.

The presence of mice in the YACC cupboard in the Hall was investigated by a rodent control operative and the problem was solved – we have a photo of the deceased mouse to prove it!

The annual testing of portable appliances was carried out in December.

An electrical socket was fitted by the East wall of the Church to provide power for the illuminated Cross at Christmas.

Further discussions with stonemasons are being held regarding refreshing some of the paintwork of the inscriptions on the Memorial Pathway tablets.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

6. Treasurer's Financial Review

2021 was another year of exceptional circumstances, and one that this time led to an annual deficit in Unrestricted Funds of over £4,700. Given that the local council approved grants exceeding £16,000, one can see how precarious the finances might have been. Sundry donations in 2021 reverted to lower, pre-pandemic, levels, and giving in general continues to fall year on year alongside rising costs in most areas.. Hall Rental Income remains a quarter of its 2019 high and Fundraising Events was still considerably down on 2019 levels. In short, income is falling whilst expenditure is growing.

With 2021 representing a year of the church being open, but not fully, Expenditure was higher than in 2020, notably in Maintenance, Upkeep of Services and Hall Running Costs (combined these were nearly twice their 2020 levels, but remained significantly below 2019 figures).). A scaled-back Christmas Tree Festival, the decision to not hold a summer fete and lower footfall in church throughout the year meant Income was not able to keep up, despite the aforementioned council grants.

Over the course of the year, around £3,000 was paid out to worthy causes, through collections undertaken by members of the congregation. Our Lent and Harvest appeals were highly successful raising c.£1,000 and c.£1,100 respectively. Christingle and Crisis donations were lower than in normal years but still raised c.£450. A further c£1,600 was earmarked in the 2020 Charities Budget to be distributed, though no charities were selected during the year and these monies will form part of the 2021 Charities donations. The monies have been moved from the General Fund to the Sundry Fund to ensure they are ring-fenced for this purpose.

The PCC ratified its earlier decision to redecorate the Hall, though this was carried out in January 2022. The PCC carried out a large capital expenditure in the form of a thorough revamping of the audio-visual system throughout the church and hall, costing just over £40,000 (see Maintenance report).

At its September 2021 meeting, the PCC agreed to set aside £45,000 into the Children's and Families fund to provide for a further three years. It also agreed in the same meeting that £16,000 should be set aside for the Music department to provide additional finances for two years (initially), to reflect the vision of growth and change in the roles of both Director of Music and Assistant Organist.

In conclusion, once again the year represented one where we sought replacement funding for the Hall Fund and giving shortfalls, against a backdrop of rising expenditure. It's been another year that none of us will forget, but a huge thank you must once again go out to all members for their support throughout 2021 whether this has been financially or by volunteering their services and time. We look forward to 2022 with confidence and faith, and a renewed hope that a return to more normal times is just around the corner.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER
2021
(CONTINUED)**

7. Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of Charities Statement of Recommended Practices;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will not continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This annual report was approved by the Parochial Church Council on and signed on their behalf by:

Jenny Fennell
The Reverend Jenny Fennell
Chair of the PCC

Date: 11/04/2022

**INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES OF
THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

I report on the accounts of the Parochial Church Council of the Ecclesiastical Parish of St Francis of Assisi, Welwyn Garden City for the year ended 31 December 2021, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The report is in respect of an examination carried out in accordance with the Church Regulations 2006 (“the Regulations”) and s.145 of the Charities Act 2011 (“the Act”).

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 the Regulations and s.144(1) of the Act and that an independent examination is needed. It is my responsibility to issue this report on those accounts in accordance with the terms of the Regulations.

Basis of independent examiner’s report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s.145 of the Act and to be found in the Church Guidance, 2006 edition. That examination includes a review of the accounting records kept by the charity trustees 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner’s statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting 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.

Clare Parker M.A.,C.P.F.A.
51 Parkway
Welwyn Garden City
Hertfordshire
AL8 6JQ

Clare Parker

Date: 11/04/2022

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Unrestricted Funds¹ £	Restricted Funds £	Total £	Prior Year £
Incoming Resources (Note 2)				
Voluntary income	164,167	1,161	165,328	130,567
Activities for generating funds	38,448	0	38,448	18,676
Investment income	1,550	0	1,550	3,074
Other incoming resources	9,764	20,999	30,763	7,270
Total incoming resources	213,929	22,160	236,089	159,587
Resources Used (Note 3)				
Cost of generating voluntary income	171,639	4,381	176,020	162,307
Fundraising and other costs	3,276	0	3,276	85
Charitable activities	1,548	2,797	4,345	3,731
Other resources used	66,476	0.00	66,476	1,864
Total resources used	242,939	7,178	250,117	167,987
Net incoming/outgoing resources	(29,010)	14,982	(14,028)	(8,400)
Net fund transfers	6,150	(6,150)	0	0
Net movement in funds	(22,860)	8,832	(14,028)	(8,400)
Total funds brought forward	231,463	22,677	254,140	262,540
Total funds carried forward	208,603	31,509	240,112	254,140

¹ Includes Designated Funds

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

BALANCE SHEET AS AT 31 DECEMBER 2021

	2021	2020
	£	£
CURRENT ASSETS		
Debtors (Note 4)	12,684	16,202
Cash at bank & in hand	<u>227,428</u>	<u>237,938</u>
NET ASSETS	<u>240,112</u>	<u>254,140</u>

FUNDS

Unrestricted Funds	33,958	38,793
Designated Funds	174,645	192,670
Restricted Funds	<u>31,509</u>	<u>22,677</u>
TOTAL FUNDS	<u>240,112</u>	<u>254,140</u>

REPRESENTED BY

	<u>Unrestricted</u>	
General Fund	16,930	31,483
Hall Fund	<u>17,028</u>	<u>7,310</u>
	<u>33,958</u>	<u>38,793</u>

	<u>Designated</u>	
Capital Projects Fund	87,362	142,767
Children's and Families' Worker Fund	42,802	15,589
Curate Fund	18,660	26,160
Designated	1,406	0
Maintenance Fund	8,415	8,154
Music Fund	<u>16,000</u>	<u>0</u>
	<u>174,645</u>	<u>192,670</u>

	<u>Restricted</u>	
Choir Fund	11,284	10,064
Special Collections Fund	19,165	1,590
Sundry Collections Fund	0	10,063
Thanksgiving Fund	605	505
Youth & Children's Church Fund	<u>455</u>	<u>455</u>
	<u>31,509</u>	<u>22,677</u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1. Accounting Policies

The accounts have been prepared in accordance with the Charities Act 2011 as set out in the publication – PCC Accountability – The Charities Act 2011 and the PCC – 4th Edition. The accounts have been prepared under historical cost convention. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members. They also do not include the accounts of The Friends of St Francis Church (1994) which is a separate, but connected, charity registered with the Charity Commission number 1038292.

Funds

Unrestricted funds are general funds that can be used by the PCC without restriction for ordinary purposes.

Designated funds are funds where the Church has decided to set aside sums in respect of specific projects. These funds can always be redirected back to unrestricted funds if the Church chooses and therefore are regarded as unrestricted.

Restricted funds represent donations or grants received for a specific purpose or invited by the PCC for a specific purpose. The funds may only be expended on the specific purpose for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Part of Chris Lake's legacy was designated to be paid to a church in Zimbabwe. Whilst we seek the appropriate bank details, those monies remain in the Special Collections Fund until such time as they can be distributed.

During the year, we closed the Sundry Collections Fund, moving the balance to the Special Collections Fund or a new "Designated" fund depending on whether the funds were restricted.

The PCC does not normally invest separately for each fund.

Incoming Resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants are accounted for when the PCC is legally entitled to the amounts due. All other income is recognised when it is received. All incoming resources are accounted for gross.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
(CONTINUED)**

Resources Expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. The parish share is shown split between the unrestricted and curate funds, this is a change to the previous report. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Payments to Trustees

Trustees received payments totalling £11,184 for services provided as Parish Administrator and Personal Assistant to the Rural Dean and for being a member of the Children's and Families Team.

Fixed Assets

Consecrated land and buildings and moveable Church furnishings

Consecrated and beneficed property is excluded from the accounts in accordance with Section 10 of the Charities Act 2011.

No value is placed on moveable church furnishings held by the Church Wardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. Any expenditure on consecrated or beneficed buildings and moveable church furnishings, whether maintenance or improvement, is written off as incurred.

Other fixtures, fittings and office equipment

Individual items of equipment are written off when the asset is acquired.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
(CONTINUED)**

2. Incoming Resources

Voluntary Income	2021	2020
	£	£
Tax efficient planned giving	70,843	71,462
Other giving	6,575	7,092
Collections at services	2,342	2,352
Sundry donations	4,655	26,192
Income tax refund	18,945	23,469
Legacies received	61,968	0
	165,328	130,567
<hr/>		
Activities for Generating Funds	2021	2020
	£	£
Fundraising events	8,437	5,088
Fees	6,686	6,227
Rental income	7,049	7,325
Magazine and Bookstall	0	36
Non-recurring One-off grants	16,276	0
	38,448	18,676
<hr/>		
Investment Income	2021	2020
	£	£
Bank interest	1,550	3,074
<hr/>		
Other Incoming Resources	2021	2020
	£	£
Other income	30,763	7,150
Church box	0	120
	30,763	7,270
<hr/>		

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH
OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
(CONTINUED)**

3. Resources Used

Cost of Generating Funds	2021	2020
	£	£
Parish share (Unrestricted Fund)	100,075	102,174
Parish share (Curate Fund)	7,500	3,840
Staff costs and honoraria	27,226	28,266
Disbursement of fees	4,136	4,287
Incumbent expenses	1,328	760
Church maintenance	8,447	6,064
Church administration	2,014	2,522
Churchyard upkeep	305	200
Upkeep of services	12,833	6,323
Hall running costs	8,762	4,285
Church utility bills	3,394	3,586
Magazine and bookstall	0	0
	176,020	162,307

	2021	2020
	£	£
Fundraising Costs	3,276	85

Charitable Activities	2021	2020
	£	£
Donations	4,345	3,731

Other Resources Used	2021	2020
	£	£
Major maintenance and repairs and new building work	66,476	1,864

For major expenditure over £1,000 – see Treasurer’s Report.

4. Debtors	2021	2020
	£	£
Income tax recoverable	12,684	16,202

**ST FRANCIS OF ASSISI CHURCH, WELWYN GARDEN CITY
UNRESTRICTED FUNDS BUDGET 2022**

	2022 Budget	2021 Actual
INCOME	£	£
Covenants and Gift Aid	68,200	70,843
Uncovenanted	4,600	6,575
Collections	6,000	2,139
Sundry Donations	2,750	3,897
Gift Aid Tax Rebate	21,800	18,745
Grants	-	16,276
Fundraising Events	8,500	7,227
Fees	7,000	6,686
Rental Income	20,000	7,049
Dividends and Interest	0	2
Other Income	5,500	3,545
Church Box	500	-
	144,850	142,984
EXPENDITURE		
Parish Share ²	100,862	100,075
Salaries/Honorarium ³	10,386	9,439
Disbursement of Fees	4,200	4,136
Incumbent Expenses	1,500	1,328
Church Maintenance	5,000	7,008
Church Administration	3,250	2,014
Upkeep of Churchyard	400	305
Upkeep of Services	6,250	5,494
Hall Running Costs	7,500	8,762
Church Utility Bills	6,000	3,394
Major Repairs and Maintenance	5,000	2,400
Fundraising Costs	2,500	1,825
<u>Charitable Giving</u>		
Budgeted	2,000	1,548
Unbudgeted	0	0
	154,848	147,728
<u>Surplus/Deficit</u>	(9,998)	(4,744)
Unrestricted Funds 1 January 2022		33,959
Projected Surplus 31 December 2022		(9,998)
<u>Projected Unrestricted Funds as at 31 December 2022</u>		<u>23,961</u>
<u>Weekly Expenditure Covenant PCC Policy Diocese Recommendation</u>		8 Minimum 6 6 to 12

² This excludes £7,500 Curate costs taken from the Curate Fund

³ Includes verger, parish administrator, and original honoraria for music director and assistant organist.