

**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 2023**

**Registered Charity Number 1129849**

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**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 2023**

**Trustees:**

The Reverend Jenny Fennell \*  
Vicar  
Chair of the PCC

The Reverend Rachel Wakefield  
Assistant Curate – Ex-officio (resigned 2 July 2023)

Amanda Williams\*  
Church Warden  
Ex-officio (resigned 23 April 2023)

Rob Smith\*  
Church Warden  
Ex-officio

Carol Jager\*  
Church Warden  
Ex-officio (appointed 23 April 2023)

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

William Brimley – Treasurer \*

Stuart Richardson – Assistant Warden\*; Sally Ewers – Assistant Treasurer (appointed 18 July 2023) Ex-officio; Rachel Basch (appointed 23 April 2023); Cathy Bloye; Graham Bloye; Sarah Branwhite\*; Nicola Clare; Nigel Cox; Joanne Dunstan (appointed 23 April 2023); Gavin Johnstone (appointed 23 April 2023); Julie Lowes; Tony Porter; Andrew Watkinson.

Fiona Burke, Montse Day, Rachel Hickey and Louise Lucas(resigned 23 April 2023).

**\* 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 2023 (CONTINUED)**

**Parish Administrator :** 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](mailto:admin@stfranciswgc.org.uk)  
Website – [stfranciswgc.org.uk](http://stfranciswgc.org.uk)  
Facebook – [www.facebook.com/stfranciswgc](http://www.facebook.com/stfranciswgc)

**Independent Examiner :** Clare Parker M.A., C.P.F.A.  
13 Fore Street  
Hatfield  
AL9 5AN

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

**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  
2023**

**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 2023. 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.

**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.

**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  
2023  
(CONTINUED)**

**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.

**3. Risk Review**

The PCC do not consider that there are any significant financial exposures for the upcoming year, and endeavours to maintain sufficient funds at all times 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 2023, the Unrestricted Reserves equated to around 8 weeks of average 2023 expenditure. (Diocesan recommendation 6 – 12 weeks.)

2023 was a challenging year for St Francis, with the year end position broadly matching the budget, despite efforts by the PCC to achieve a more positive position. It had success in reducing its expenses, though was not able to make a marked impact on increasing income. The 2024 budget again shows a significant annual deficit and with a projected position by year end of just 6 weeks of ordinary expenditure.

**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  
2023  
(CONTINUED)**

The PCC recognises that this is close to breaching its policy and continues its critical review in order to address the situation as soon as possible. Firstly, another stewardship campaign is planned for the second quarter, focusing concurrently on increasing volunteering (to continue to bring down costs) and increasing financial support where affordable (to increase income). Secondly, the PCC, working with the congregation more than last year, will explore new forms of income generation within the church setting.

In the meantime, the PCC will step up its ongoing monitoring of its unrestricted finances during 2024 and continually review the effectiveness of its planned remedial actions. It anticipates that, should the situation not improve, it will have to decrease costs that it has direct control over - taking into account potential unintended consequences and the likely impact this will have on the services the church provides to its congregation and wider community, something that could ultimately worsen the situation rather than improve it.

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 on the agenda at each PCC meeting. The PCC has 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.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER  
2023  
(CONTINUED)**

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.

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.

**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.

**5. Achievements and Performance**

We continue to find new ways to engage with the community and have continued with 'Wild Church' once a month and Frankies at 5 (our contemporary worship service) once a month. This has been building slowly and has an average attendance of 4 or 5 families. Funeral services can now be livestreamed, Sunday services are livestreamed onto our website, a prayer group via Zoom is held once 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. We have been looking into other new ways to engage with people and hope to begin some new ventures when our Children and Families Worker returns from adoption leave.

There were generally two Services held each Sunday – an 8:00am Said Eucharist with an average attendance of 9, and Parish Communion at 9:15am which has an average combined attendance (adults and children) 83. Choral Evensong is held once a month with an average attendance of 65 including the choir. Attendance at these services is slightly lower than 2022

A single 10am Service is held when the main Festivals are celebrated. Attendance at these services is also lower than in 2022:

- Mothering Sunday (27 March) – 116 people
- Easter Day (17 April) – 158 people
- Pentecost (5 June) – 86 people
- Harvest Festival (25 September) – 134 people
- Christmas Day (25 December) – 102 people

The annual Carol Services have remained popular with attendance slightly up on 2022. Advent Carols on 3 December attracted 117 people; Nine Lessons and Carols on 17 December, 174 people. Similarly, the Christingle and Crib Service on Christmas Eve had an attendance of 287 people, whilst the later Midnight Mass attracted 130.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER  
2023  
(CONTINUED)**

The Church continues to hold mid-week Eucharists on Tuesday evenings and Wednesday mornings. These attract between 5 and 20 people with the higher numbers on the Wednesday, which is followed by the social “Coffee for All” event in the Parish Room.

In addition to these Services there were 4 Baptisms, 9 Funerals (all at the church), 8 Interment of Ashes (all at the church), and 1 burial (not at the church).

The Church’s Electoral Roll changed from 182 to 181 as of 31 December 2023.

In 2023 we held our two big fundraisers, the Summer Fete and the Christmas Tree Festival. Attendance at the Summer Fete was down, however the Christmas Tree Festival was very popular, and at both events people were very generous. Additionally Andrew Watkinson and friends held two wonderful concerts, which raised monies for the Welwyn Garden City Concert Club and St Francis. These fundraisers generated c£8,300 for the church. We are extremely grateful to all organisers, performers, helpers, attendees and sponsors of the 2023 events.

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 online content and in-person children’s events, and kept in touch with as many young families as possible. Youth and Children’s church has taken place weekly during term time and the numbers have remained fairly stable in the older groups, slightly lower in the youngest group.

Maintenance

5 year Electrical test for the Church and the Hall was carried out. Various minor issues were identified and remedial works carried out. All power sockets are now RCD protected. The Emergency lighting was also tested and necessary remedial work done, including replacement of the batteries of the emergency lights at the back of the Church.

The annual Electrical testing of Portable Appliances (PAT testing) was completed in December, no issues were found.

The Annual Gas appliance servicing and safety check was done in August – no issues were found.

This covers the central heating for the Church, Parish Room, and Hall.

Also the separate water heater for the Hall kitchen.

The central heating control systems for the Church and Hall have been upgraded to allow remote control of timing and temperature by mobile devices, and thermostats have been fitted in both areas.

The annual rainwater guttering check was done in December, including rodding downpipes and removal of moss.

Frankies Garden safety check was carried out by ROSPA in May, and a new delivery of play bark was spread over the area.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER  
2023  
(CONTINUED)**

The brick memorial plinth in the Prayer Garden was damaged and has been repaired. The trees in Frankies Garden and those bordering Church Road and Parkway are included in a Tree Preservation Order. One of the lime trees on the border with Guessens Road was found to have died and was removed once permission from Welwyn Hatfield Council had been obtained. The Council require us to replace the tree with a similar one within two years as a condition of this permission. This will probably be done late 2024 or early 2025 at the optimum time for planting. Hedge cutting and garden tidying at various times during the year was carried out by contractors, however in the latter part of the year the lawns have been cut by volunteer effort, for which we are grateful. A faulty hand dryer in the Hall toilets was replaced in January. The Scouts have made good progress in reorganising the Scout Room to make space so that some Christmas Tree Festival materials can be stored in there.

The Quinquennial Inspection was carried out in August. This carried out by our inspecting Architect, Michael Garber, who produced a detailed report covering all aspects of the Church and Hall buildings. Although he found the Church premises to be generally in good order and well cared for, many items were flagged up as requiring attention, including issues with the roof. The Standing Committee has appointed a small working party to set up a project to deal with this in the most economical way.

The project to replace the Clare Chapel windows was delayed when it was found that the proposed UPVC replacement design did not match the existing design sufficiently closely. A design using hardwood was obtained and a Faculty application is nearing completion. Our Inspecting Architect is involved in this process.

#### **6. Treasurer's Financial Review**

Sadly, 2023 played out very close to the position that the PCC predicted in its initial budget. There was a concerted effort to reduce costs over the year, and this was successful in areas that the PCC had control over, though the single largest expense, the Parish Share, is not in our ambit to reduce. However, we also felt the impact of inflation on people's household spending, as our regular income fell by £5,000 in actual terms, and by far more in real terms. The PCC believes passionately that the church should continue to provide all the normal support mechanisms that people look to us for, but the negative 2023 position, following from a negative 2022 has hit the finances hard.

We ended the year with an actual annual deficit in our unrestricted funds of £12,500, following two years with aggregate deficits of around £15,000. The PCC acknowledges that this is not a sustainable approach. Without a new source of income, or a reversion to previous levels of financial support to the church, difficult decisions await in the near future.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER  
2023  
(CONTINUED)**

Overall support for the church from individuals (i.e. giving, collections, sundry donations, gift aid) in 2023 was £5,000 less than 2022 (£10,000 less than 2021) and £2,500 less than budgeted, highlighting the point above. The impact of this was ameliorated slightly by other income averaging above budget: Fundraising events benefitted from both a stellar Christmas Tree Festival and strong summer fete; Hall Rental Income had a strong year, but below budget. The church received only one grant for the year, of £1,000 – more should be done looking for grants in 2024 if the PCC is to turn this around.

Unrestricted expenditure for 2023 was around 3.5% lower than budgeted,. The main areas of note include Church Administration being over 30% under budget and Upkeep of Churchyard being more than 60% under budget thanks to an increase in volunteering. Upkeep of services was also nearly 20% under budget and Hall Running Costs were nearly 30% under budget. Major Repairs and Maintenance was 30% lower than forecast, in part as a consequence of some costs being designated to the Quinquennial. The rest of the expenditure was very close to budget, and as Parish Share makes up over 60% of spend and cannot be influenced, the fall in expenditure was remarkable

Over the course of the year, around £1,800 was paid out to worthy causes, through collections undertaken by members of the congregation. The Christian Aid and Harvest appeals were successful raising c.£300 and c.£460 respectively. Christingle and Crisis donations remain lower than in pre Covid years but higher than 2022, raising c.£1,080.

In conclusion, 2023 has been another difficult financial year , but we must take pride in what we managed to achieve in the circumstances. Although giving fell again in financial terms, the work on cutting expenses made a noticeable difference. A huge thank you goes out to all members and the community for the support we had. Inflation is predicted to fall but stay positive for 2024 which is likely to present headwinds to increasing income levels once more.

We look forward to 2024 with faith, and a hope that a return to more normal times comes sooner than expected.

**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  
2023  
(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: 8<sup>th</sup> April 2024

**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 2023, 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.  
13 Fore Street  
Hatfield  
Hertfordshire  
AL9 5AN

*Clare Parker*

Date: 8<sup>th</sup> April 2024

**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 2023**

	<b>Unrestricted Funds<sup>1</sup> £</b>	<b>Restricted Funds £</b>	<b>Total £</b>	<b>Prior Year £</b>
<b>Incoming Resources (Note 2)</b>				
Voluntary income	96,026	3,470	99,496	102,747
Activities for generating funds	44,785	0	44,785	44,584
Investment income	4,063	138	4,201	1,510
Other incoming resources	7,916	8,282	16,198	17,981
<b>Total incoming resources</b>	<b>152,790</b>	<b>11,890</b>	<b>164,680</b>	<b>166,822</b>
<b>Resources Used (Note 3)</b>				
Cost of generating voluntary income	182,355	9,383	191,738	193,644
Fundraising and other costs	4,571	0	4,571	4,321
Charitable activities	2,008	2,200	4,208	4,322
Other resources used	5,918	0	5,918	8,289
<b>Total resources used</b>	<b>194,852</b>	<b>11,583</b>	<b>206,435</b>	<b>210,576</b>
<b>Net incoming/outgoing resources</b>	<b>(42,062)</b>	<b>307</b>	<b>(41,755)</b>	<b>(43,754)</b>
<b>Net fund transfers</b>	<b>(325)</b>	<b>325</b>	<b>0</b>	<b>0</b>
<b>Net movement in funds</b>	<b>(41,737)</b>	<b>(18)</b>	<b>(41,755)</b>	<b>(43,754)</b>
<b>Total funds brought forward</b>	<b>164,106</b>	<b>32,252</b>	<b>196,358</b>	<b>240,112</b>
<b>Total funds carried forward</b>	<b>122,371</b>	<b>32,234</b>	<b>154,603</b>	<b>196,358</b>

<sup>1</sup> Includes Designated Funds

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**BALANCE SHEET AS AT 31 DECEMBER 2023**

	<b>2023</b>	<b>2022</b>
	£	£
<b>CURRENT ASSETS</b>		
Debtors ( <b>Note 4</b> )	11,306	11,994
Cash at bank & in hand	<u>143,298</u>	<u>184,364</u>
<b>NET ASSETS</b>	<b><u>154,604</u></b>	<b><u>196,358</u></b>
 <b>FUNDS</b>		
Unrestricted Funds	25,408	23,846
Designated Funds	96,963	140,260
Restricted Funds	<u>32,233</u>	<u>32,252</u>
<b>TOTAL FUNDS</b>	<b><u>154,604</u></b>	<b><u>196,358</u></b>
 <b>REPRESENTED BY</b>		
	<b><u>Unrestricted</u></b>	
General Fund	12,610	17,453
Hall Fund	<u>12,798</u>	<u>6,393</u>
	<b><u>25,408</u></b>	<b><u>23,846</u></b>
	<b><u>Designated</u></b>	
Capital Projects Fund	70,735	90,751
Children's and Families' Worker Fund	12,963	25,638
Curate Fund	0	10,093
Designated	1,153	1,393
Maintenance Fund	3,853	4,131
Music Fund	<u>8,258</u>	<u>8,254</u>
	<b><u>96,962</u></b>	<b><u>140,260</u></b>
	<b><u>Restricted</u></b>	
Choir Fund	11,666	11,197
Special Collections Fund	19,578	20,106
Sundry Collections Fund	0	0
Thanksgiving Fund	494	494
Youth & Children's Church Fund	<u>495</u>	<u>455</u>
	<b><u>32,233</u></b>	<b><u>32,252</u></b>

**THE 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 2023**

**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 – 4<sup>th</sup> 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.

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.

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL  
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**NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023  
(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, consistent with 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 £14,691 for services provided as Parish Administrator, and for being members 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.

**THE 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 2023  
(CONTINUED)**

**2. Incoming Resources**

<b>Voluntary Income</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Tax efficient planned giving	60,670	65,508
Other giving	7,463	7,228
Collections at services	5,261	4,564
Sundry donations	9,106	7,122
Income tax refund	16,996	17,825
Legacies received	0	500
	<b>99,496</b>	<b>102,747</b>
<hr/>		
<b>Activities for Generating Funds</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Fundraising events	12,876	12,012
Fees	7,829	6,213
Rental income	23,080	24,580
Magazine and Bookstall	0	0.00
Non-recurring One-off grants	1,000	1,779
	<b>44,785</b>	<b>44,584</b>
<hr/>		
<b>Investment Income</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Bank interest	<b>4,201</b>	<b>1,510</b>
<hr/>		
<b>Other Incoming Resources</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Other income	16,197	17,921
Church box	0	60
	<b>16,197</b>	<b>17,981</b>
<hr/>		

**THE 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 2023  
(CONTINUED)**

**3. Resources Used**

<b>Cost of Generating Funds</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Parish share (Unrestricted Fund)	102,007	100,862
Parish share (Curate Fund)	5,055	7,500
Staff costs and honoraria	31,570	34,495
Disbursement of fees	4,276	2,665
Incumbent expenses	1,011	1,896
Church maintenance	10,856	10,232
Church administration	2,163	2,705
Churchyard upkeep	370	1,070
Upkeep of services	16,081	17,667
Hall running costs	5,405	6,850
Church utility bills	12,944	7,702
	<b>191,738</b>	<b>193,644</b>

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Fundraising Costs</b>	<b>4,570</b>	<b>4,321</b>

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Charitable Activities</b>		
Donations	<b>4,208</b>	<b>4,322</b>

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Other Resources Used</b>		
Major maintenance and repairs and new building work	<b>5,918</b>	<b>8,289</b>

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

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>4. Debtors</b>		
Income tax recoverable	<b>11,306</b>	<b>11,994</b>

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

**UNRESTRICTED FUNDS BUDGET 2024**

	2024 Budget	2023 Actual
<b>INCOME</b>	£	£
Covenants and Gift Aid	66,000	60,600
Uncovenanted	8,400	6,700
Collections	5,000	5,000
Sundry Donations	5,000	5,000
Gift Aid Tax Rebate	16,650	19,650
Grants	2,000	2,000
Fundraising Events	13,000	12,000
Fees	7,000	7,000
Rental Income	25,000	25,000
Dividends and Interest	0	0
Other Income	4,000	5,500
Church Box	0	0
	<b>152,050</b>	<b>148,450</b>
<b>EXPENDITURE</b>		
Parish Share	105,711	102,007
Salaries/Honorarium <sup>2</sup>	10,959	10,959
Disbursement of Fees	4,200	4,200
Incumbent Expenses	1,000	1,000
Church Maintenance	7,500	7,500
Church Administration	2,250	3,250
Upkeep of Churchyard	250	1,000
Upkeep of Services	5,000	6,000
Hall Running Costs	6,000	7,500
Church Utility Bills	10,000	12,000
Major Repairs and Maintenance	2,000	2,000
Fundraising Costs	3,000	2,500
<u>Charitable Giving</u>		
Budgeted	2,000	2,000
Unbudgeted	0	0
	<b>159,870</b>	<b>161,916</b>
<b><u>Surplus/Deficit</u></b>	<b>(7,820)</b>	<b>(13,466)</b>
Unrestricted Funds 1 January 2024		25,408
Projected Surplus 31 December 2024		(7,820)
<b><u>Projected Unrestricted Funds as at 31 December 2024</u></b>		<b><u>17,588</u></b>
<b><u>Weekly Expenditure Covenant</u></b>		<b>6</b>
<b>PCC Policy</b>		<b>Minimum 6</b>
<b>Diocese Recommendation</b>		<b>6 to 12</b>

<sup>2</sup> Includes verger, parish administrator, and original honoraria for music director and assistant organist.