

**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 2024**

**Registered Charity Number 1129849**

## CONTENTS

	Page
1. Legal and administrative information	3
2. Report of the Trustees for the year ended 31 December 2024	5
3. Independent examiner's report	12
4. Statement of financial activities for the year ended 31 December 2024	13
5. Balance sheet as at 31 December 2024	14
6. Notes forming part of the financial statements for the year ended 31 December 2024	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 2024**

**Trustees:** The Reverend Canon Jenny Fennell \* Vicar Chair of the PCC

Rob Smith\* - Church Warden Ex-officio

Carol Jager\* - Church Warden Ex-officio

Deanery Synod

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

William Brimley\* – Treasurer (resigned 21 April 2024)

Graham Bloye\* - Treasurer (appointed 21 April 2024)

Stuart Richardson – Assistant Warden\*

Sally Ewers – Assistant Treasurer - Ex-officio

Rachel Basch

Cathy Bloye

Sarah Branwhite\*

Nicola Clare

Nigel Cox

Joanne Dunstan

Gavin Johnstone

Julie Lowes

John Owen (appointed 21 April 2024)

Tony Porter

Andrew Watkinson

\* 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 2024 (CONTINUED)**

**Parish Administrator :** Pui San Apling

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

Telephone 01707 694191  
e-mail – [admin@stfranciswgc.org.uk](mailto:admin@stfranciswgc.org.uk)  
Website – [www.stfranciswgc.org.uk](http://www.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  
AL8 6BQ

*Until 1 December 2024*

CAF Bank Ltd  
25 Kings Hill Avenue  
West Malling  
ME19 4JQ

*From 19 July 2024*

**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 2024**

**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 in England and Wales. 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 2024. 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, stewardship, fund raising, environmental issues, events, financial deficit, 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**

## **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.

## **Investment Committee**

Looks after the Church's investments in conjunction with the Finance Team.

## **Finance Team**

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

## **Communications Committee**

Plans and coordinates the range of communication initiatives that are required, including the website, social media pages, pew leaflet, notice boards, posters, banners etc – to ensure that everyone in the Church and the wider community has easy access to the information they need about the Church, our worship and about the events/activities run throughout the year. The committee is also responsible for disseminating information about data protection.

### **3. Risk Review**

The PCC do not consider that there are any significant financial exposures for the upcoming year, as significant steps were taken in 2024 to stabilise income and reduce costs. The PCC policy on Unrestricted Reserves is to have reserves equating to not less than 6 weeks of ordinary expenditure. At 31 December 2024, the Unrestricted Reserves (undesignated) amounted to around 7 weeks of average 2024 expenditure, while overall unrestricted funds represent 27 weeks of expenditure.

The Maintenance Committee seeks to identify any risks associated with the Church property and ensures 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 PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY**

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 under the Data Protection Act 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 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 (average 15 attending) and Frankie's at 5 (our contemporary worship service with an average of 25 attending) once a month.

The church's audio visual investment means that funeral services can now be livestreamed and Sunday services are shared on YouTube. A prayer group via Zoom is held once a week with 9 regular attendees. All of this enables minister to our current congregation and also to reach out to new worshippers online.

There were generally two Services held each Sunday – 8:00am Said Eucharist with an average attendance of 8, and Parish Communion at 9:15am which has an average combined attendance (adults and children) of 73. Choral Evensong is held once a month with an average attendance of 61 including the choir. Attendance at these services is broadly similar to 2023.

A single 10am Service is held when the main Festivals are celebrated. Attendance at these services is about 5% lower across the year than in 2023 but Easter and Christmas saw an encouraging increase:

	<b>2024</b>	<b>2023</b>
Mothering Sunday	94	116
Easter Sunday	183	158
Pentecost	97	86
Harvest Festival	121	134
Christmas Day	135	102

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

The special Christmas services also saw a small reduction on 2023:

	2024	2023
Advent Carols	126	117
Nine Lessons	172	174
Christingle & Crib Service	256	287
Midnight Mass	110	130

The Church continues to hold mid-week Eucharists on Tuesday evenings and Wednesday mornings. These attract between 4 and 16 people with the higher numbers on the Wednesday, which is followed by the social “Coffee for All” fellowship time in the Parish Room.

In addition to these Services there were 4 Baptisms, 2 Memorial Services (all at the church), 8 Funerals (6 at the church and 2 elsewhere), and 4 Interment of Ashes (all at the church).

The Church’s Electoral Roll changed from 181 to 168 as of 31 December 2024.

In 2024 we held one major fundraiser, the Christmas Tree Festival, which generated over £10,000 for the church and, despite very poor weather, was attended by around 2,100 visitors.

### 6. Maintenance

An annual Deanery inspection by Fr Darren Collins took place in September and he was pleased and his report found everything to be in order.

Church roof repairs due to winter storms in January 2024 were covered by insurance.

The Quinquennial Inspection took place in August 2023. The resulting report identified several tasks to be done urgently, some being minor repairs to the roof. The repairs to the main Church roof have been completed, the Hall roof work remains to be done. It should be noted that the contractor reported that the roof (in common with many other roofs in the town) is not in good condition and that further repair works would soon be necessary. We are currently looking at whether complete replacement of the roof would be a sensible long-term strategy as opposed to spending money on ever increasing repairs. We are also investigating the possibility of applying for grants.

In the gardens we have managed to keep on top of the growth with the support of the probation service’s Community Payback Team who have been helping on a regular basis since March 2024. The pergola in the prayer garden needs some attention and we will see if this can be done as part of the work.

New bins have been installed in Frankie’s Garden (thanks to Craig Lowes and his group). There has been a huge reduction in the amount of litter in the garden and general disturbance in this area.



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

In the warmer months we had a new development in another area of the garden in the form of a man regularly sitting on the bench near the cross. A substantial amount of litter including beer cans collected around the bench. To make this area less hidden the trees and hedge were cut back. This has in the most part stopped during the wet and cold winter months.

Frankie's Garden's safety check was carried out by ROSPA in May, and a new delivery of play bark was spread over the area in July 2024.

The brick memorial plinth in the Prayer Garden was damaged and has been repaired.

The usual annual servicing and safety check of gas appliances was carried out and no problems were found. This covers the central heating for the Church, Parish Room, and Hall and also the separate water heater for the Hall kitchen sink taps.

The hot water urn in the kitchen was serviced in September 2024 by Stephen Long at J&P Vending.

In September 2024 we discovered a leak in the cellar caused by the rainwater downpipe/hopper being blocked and causing rainwater to pour down into the cellar via a disused but not sealed manhole cover above an old coal shaft.

In December 2024 we found that the water heater that supplies kitchen taps was not working. Repair has been scheduled for January 2025.

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

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

A faculty has been granted to replace the Clare Chapel windows and external door. The first phase of the work - a new external door and door surround together with a concrete access ramp - has been completed. The work to replace the windows was delayed until it was clear that funds were available. The faculty takes this into account – we are granted 30 months from February 2024 to complete the project. The work is due for completion in 2025.

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

2024 was a challenging year financially, following on from five years of sustained deficits due to increased costs and a steady reduction in income.

The PCC agreed that action needed to be taken, as previous requests to the church membership to find ways to boost income have not led to a material change, and maintaining an ongoing annual deficit at the current rate would lead to the church being unable to meet its obligations under its reserves policy within two years.

Various actions have been taken in the last six months:

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

The Diocesan Board of Finance was notified that the church cannot meet its Parish Share request for 2024 of £105,708 and it was agreed that this would be reduced to £79,283 in the period, with a further reduction to £60,000 in 2025. A dialogue is now underway with the Deanery to agree future funding as the current metric to calculate Parish Share is not sustainable given current income. Had the Parish Share been paid in full in 2024 it would have amounted to a claim of over 70% of income.

Historically, the church has operated a range of bank accounts with large current account balances earning no interest. During the year, these have been rationalised, and accounts with HSBC, NatWest, Scottish Widows, Skipton Building Society and Redwood Bank have all been closed and day to day banking is with CAF Bank and funds are held on deposit with CCLA in the CBF Church of England Deposit Fund. This action has reduced bank charges and a daily sweep ensures deposit credit balances are maximised. Use of CAF's dual signatory system means all payments are signed digitally by two authorised signatures. Balances are now split to ensure no one bank's exposure exceeds the Financial Services Compensation Scheme aggregate limit of £85,000.

The church moved to the Church of England approved Parish Giving Scheme from October 2024 transferring all congregational giving to this third party scheme. Payment is managed by Direct Debit with an annual indexation option, and Gift Aid is settled monthly. This simplifies accounting, reduces any risk of Gift Aid processing errors and boosts cash flow. Migration was smooth, and the church has seen a 10% increase in giving, together with the scheme's adoption by more members.

In addition to Parish Giving, the church supports Just Giving for online card payments (again, Gift Aid is managed on our behalf), and Easy Fund Raising for commission payments from online retail. The payment device in the foyer has had its value thresholds changed and is regularly used for contactless payments with a Gift Aid option.

Like many churches, cash remains a payment option, although steps have been taken to reduce the volume processed by the introduction of SumUp contactless readers for events and Sunday coffee. Cash management has been reviewed and all cash transactions are now recorded in the accounts at the time they are counted, prior to banking, improving the accuracy of records.

The main drivers for the 2024 deficit were maintenance and major repairs (£28,717) including replacing the fire exit in the Clare Chapel. Additionally, over £15,000 of Chris Lake's estate has been held by the church in restricted funds due to be paid to the church in Zimbabwe. This has now been done through Southwark Cathedral's connections.

Historically, budgeting has focused on unrestricted funds, failing to recognise that other funds have been depleted leading to recent years' deficits. Going forward, the budget presented to the PCC, for approval at the Annual Parochial Church Meeting will include all income and expenditure to give a clear view of the church's operation and allow for accurate monthly variance reports so remedial action can be taken where needed.

It is recognised that moving from a deficit position to a surplus immediately is impractical, and the budget proposed, and shown below, assumes a small continuing deficit for 2025,

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

with the expectation that subsequent years can achieve a balanced budget. This will be contingent on an acceptable Parish Share agreement being reached.

### **8. 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:

Date:

Rob Smith  
Vice Chair of the PCC

**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 2024, 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

Date:

**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 2024**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2024 £</b>	<b>2023 £</b>
<b>Incoming Resources (Note 2)</b>				
Voluntary income	90,111	1,177	91,288	99,496
Activities for generating funds	38,660	0	38,660	44,785
Investment income	2,084	170	2,254	4,201
Other incoming resources	11,238	2,191	13,429	16,198
<b>Total incoming resources</b>	<b>142,093</b>	<b>3,538</b>	<b>145,631</b>	<b>164,680</b>
<b>Resources Used (Note 3)</b>				
Cost of generating voluntary income	145,398	19,464	164,862	191,738
Fundraising and other costs	2,552	0	2,552	4,571
Charitable activities	1,391	717	2,108	4,208
Other resources used	23,146	0	23,146	5,918
<b>Total resources used</b>	<b>172,487</b>	<b>20,181</b>	<b>192,668</b>	<b>206,435</b>
<b>Net incoming/outgoing resources</b>	<b>(30,394)</b>	<b>(16,643)</b>	<b>(47,037)</b>	<b>(41,755)</b>
<b>Net fund transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net movement in funds</b>	<b>(29,062)</b>	<b>(17,975)</b>	<b>(47,037)</b>	<b>(41,755)</b>
<b>Total funds brought forward</b>	<b>122,371</b>	<b>32,232</b>	<b>154,603</b>	<b>196,358</b>
<b>Total funds carried forward</b>	<b>93,309</b>	<b>14,258</b>	<b>107,567</b>	<b>154,603</b>

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

**BALANCE SHEET AS AT 31 DECEMBER 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>		
Debtors ( <b>Note 4</b> )	0	11,306
Cash at bank & in hand	<u>107,567</u>	<u>143,298</u>
<b>NET ASSETS</b>	<b><u>107,567</u></b>	<b><u>154,604</u></b>
 <b>FUNDS</b>		
Unrestricted Funds	19,737	25,408
Designated Funds	73,572	96,963
Restricted Funds	<u>14,258</u>	<u>32,233</u>
<b>TOTAL FUNDS</b>	<b><u>107,567</u></b>	<b><u>154,604</u></b>
 <b>REPRESENTED BY</b>		
 <b><u>Unrestricted Funds</u></b>		
General Fund	17,266	12,610
Hall Fund	<u>2,471</u>	<u>12,798</u>
	<b><u>19,737</u></b>	<b><u>25,408</u></b>
 <b><u>Designated Funds</u></b>		
Capital Projects Fund	46,244	70,735
Children's and Families' Worker Fund	10,091	12,963
Toddle Time	666	1,153
Maintenance Fund	7,879	3,853
Music Fund	<u>8,692</u>	<u>8,258</u>
	<b><u>73,572</u></b>	<b><u>96,962</u></b>
 <b><u>Restricted Funds</u></b>		
Choir Fund	10,633	11,666
Special Collections Fund	2,703	19,578
Thanksgiving Fund	494	494
Youth & Children's Church Fund	<u>428</u>	<u>495</u>
	<b><u>14,258</u></b>	<b><u>32,233</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 2024**

**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.

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.

**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. 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.

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

## Payments to Trustees

Trustees received payments totalling £15,762 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.

<b>2. Incoming Resources</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Voluntary Income</b>		
Tax efficient planned giving	53,185	60,670
Other giving	8,105	7,463
Collections at services	6,248	5,261
Sundry donations	6,927	9,106
Income tax refund	15,823	16,996
Legacies received	1,000	0
	<b>91,288</b>	<b>99,496</b>

### **Activities for Generating Funds**

Fundraising events <sup>1</sup>	10,647	12,876
Fees	5,551	7,829
Rental income <sup>2</sup>	20,712	23,080
Non-recurring One-off grants	1,750	1,000
	<b>38,660</b>	<b>44,785</b>

<sup>1</sup>No summer fete was held in 2024, and fund raising events (with the exception of the Christmas Tree Festival) was limited to a quiz night.

<sup>2</sup>Reduced rental income was largely due to the loss of a regular NHS hire which ceased in September



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

**Investment Income**

Bank interest	<b>2,254</b>	<b>4,201</b>
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**Other Incoming Resources**

Other income	<b>13,439</b>	<b>16,197</b>
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**3. Resources Used**

**2024**

**2023**

**£**

**£**

**Cost of Generating Funds**

Parish share (Unrestricted Fund) <sup>1</sup>	79,283	102,007
Parish share (Curate Fund) <sup>2</sup>	0	5,055
Staff costs and honoraria	29,502	31,570
Disbursement of fees	3,878	4,276
Incumbent expenses	725	1,011
Church maintenance	9,906	10,856
Church administration	2,325	2,163
Churchyard upkeep	0	370
Upkeep of services	9,131	16,081
Hall running costs	6,325	5,405
Church utility bills	7,968	12,944
Exceptional Expenditure	15,819	0
	<b>164,862</b>	<b>191,738</b>

<sup>1</sup>The church agreed a reduced voluntary payment for the Parish Share, which continues in 2025.

<sup>2</sup>The church had no curate in 2024

**Fundraising Costs**

**2,552**

**4,570**

**Charitable Activities**

Donations	<b>2,108</b>	<b>4,208</b>
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**Other Resources Used**

Major maintenance and repairs and new building work	<b>23,146</b>	<b>5,918</b>
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**4. Debtors**

Income tax recoverable <sup>3</sup>	<b>0</b>	<b>11,306</b>
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# THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY

<sup>3</sup>The move to the Parish Giving Scheme for tax-efficient planned giving pays Gift Aid in full each month, removing the need to accrue income tax recoverable at the year end.

## 2025 Budget

In the past, budgeting has focused only on unrestricted, non-designated funds. This assumes that funds have their own reserves or sources of funding, but fails to recognise that their sources may have been depleted. As a result, budgets presented in the accounts and approved by the Annual Parochial Church Meeting have been unrealistic, and the resultant recent years' deficits were largely unbudgeted and unexpected.

Going forward, the budget presented to the PCC, for approval at the Annual Parochial Church Meeting will include all income and expenditure to give a clear view of the church's operation and allow for accurate monthly variance reports so remedial action can be taken where needed.

The budget figures shown below represent the total annual expected income and expenditure. The underlying monthly budget data includes greater granularity of seasonal costs and incomes, and the PCC reports will be generated based on this report rather than a distortive annual value.

	2025 Budget
<b>Income</b>	<b>£</b>
Collections at Services	6,500
Fees	4,500
Fundraising Events	12,700
Gift Aid	15,855
Gift Days and Sundry Donations	7,050
Interest	2,725
Other Giving	6,000
Other Income	5,400
Outreach Income	5,400
Rental Income	18,250
Tax Efficient Planned Giving	60,600
<b>Total Income</b>	<b>144,980</b>
<b>Expenditure</b>	
Administration	1,800
Bank Charge	300
Charitable Giving	0
Choir Pay	1,500
Cleaning	7,800
Disbursement of Fees	4,000
Fundraising Costs	3,800

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

Hall Running Costs	900
Incumbent Expenses	780
Insurance	2,640
Maintenance	12,000
Outreach Expenditure	6,000
Parish Share	60,000
Payment Processing Fee	420
Staff Costs	32,880
Upkeep of Services	3,000
Utility Costs	10,320
<b>Total Expenditure</b>	<b>148,140</b>
 <b>Net Income</b>	 <b>(3,160)</b>