

ALL SAINTS HERTFORD PCC

**(THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF
ALL SAINTS WITH ST JOHN, HERTFORD)**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

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

Trustees:

Reverend Canon Jo Loveridge - Chair
Leo Ajao (resigned 25 April 2021)
Andrew Belfield
Colin Bird
Janet Bird
Rosemary Bolton (resigned 3 March 2022)
Nerine Chalmers
Julia Gough
Wendell Newbold
Martin Penny
Mary Penny
Andrew Povey-Richards
Ann Stephens-Jones (resigned 25 April 2021)
Dorothy Toyn (resigned 4 March 2022)
Helen Briggs
Verity Tranter
Cheryl Massey (resigned 25 April 2021)

Secretary:

Mary Penny

Bankers:

National Westminster Bank plc
104 Fore Street
Hertford
Hertfordshire
SG14 1YY

Independent Examiner:

Alix Bainbridge-Spring

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

The Trustees are pleased to submit their annual report and financial statements for the year ended 31 December 2021.

Legal and administrative information set out on page 1 forms a part of this report. The financial statements comply with current statutory requirements and are prepared on a cash receipts and payments basis.

Objects and policy

The objective and responsibility of All Saints Hertford PCC is to promote, in co-operation with the incumbent, the Reverend Canon Jo Loveridge, the whole mission of the Church of England in Hertford, including in particular:

- Seeking to make new disciples of Jesus Christ
- Reaching more widely into the local community; and
- Deepening our faith.

Organisation

The members of the PCC are elected for three-year terms by those persons whose names appear on the electoral roll, which is revised annually, and is open to everyone who is a member of the Church of England and lives in the parish or who regularly worships at All Saints. The PCC is chaired by the incumbent, the Reverend Canon Jo Loveridge, who is an ex officio member of the PCC, and is led on behalf of the laity by two of its members, currently Nerine Chalmers and Janet Bird who have been elected as churchwardens. The parish also sends elected representatives to the Deanery Synod, which is the next level of church government.

The PCC is responsible for:

- Setting the vision and strategy for the Charity.
- Maintaining the fabric of the All Saints church building and of the neighbouring St. John's Hall.
- The finances of the church, including the raising of funds to support the activities of All Saints and to provide the charitable contribution to the Diocese of St. Albans which is essential to finance the training, stipends, and pensions of the ordained ministry across the diocese.
- Maintaining the regular worship of All Saints, including church services and music, subject to the guidance of the incumbent; and
- Social and charitable activities, which are designed both to strengthen the community spirit of All Saints and to reach out to our neighbours in the wider community of Hertford and in the world in general.
- Implementing the policies of the House of Bishops relating to the safeguarding of children and vulnerable adults.

In addition to the incumbent, some church services have been led by Rev'd Doug Loveridge and our Lay Reader Janet Bird.

In addition to being the priest in charge of All Saints, the Reverend Canon Jo Loveridge is Team Rector of the Hertford Team Ministry, which includes, as well as All Saints,

ALL SAINTS HERTFORD PCC
TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2021

Registered Charity No: 1134035

the Church of England parishes of St. Andrew, Hertford; Holy Trinity, Bengoe; Little Amwell; and Hertingfordbury.

How our activities deliver public benefit

In common with the Church of England in general, we believe that our church exists for the benefit of all who wish to take advantage of what it can offer, both in spiritual terms and in all other respects. Those benefits are offered without restrictions or conditions and, although we always welcome contributions to our finances, such benefits are with few exceptions offered free of charge. We therefore seek to be outward-looking and inclusive in all that we do.

At the heart of our activities are the benefits offered by the pastoral mission of the Church, in which we are involved in our own local area. These benefits of course include spiritual support in the great landmark events of life, such as baptisms, confirmations, weddings, and funerals. However, they extend much more widely than this, and include support for the sick and elderly and others in special need, and the spiritual and social benefits of regular or occasional attendance at church services.

Grouped around this core activity of mission are numerous other activities which deliver public benefit in a variety of different ways. More details can be found in the next following section of this Report, but the range of such activities can be summarised as including in particular musical activities, social activities and activities directed at particular groups, such as children and young families, all of which are open to all.

Our regular activities

During the latter part the year when we were able to open up, albeit with restrictions due to the pandemic, we celebrated Holy Communion at 8.00 am on an occasional basis, and at 11.00 am on Thursdays. On Sundays at 10.00 am, we held an "All the Family Service" on the first Sunday of the month, a Family Eucharist on the third Sunday, and Parish Communion on the remaining Sundays. The Family Service was particularly successful, with growing involvement of our young people.

Our Sunday evening service at 6.30 pm is a Choral Communion on the first Sunday and Choral Evensong according to the Book of Common Prayer on the third and fourth Sundays. We have introduced, on the second Sunday evening, a service of choral compline.

When circumstances permitted, we continued with weekly services at Bentley House, a local care home, which now ministers regularly to around 20 elderly residents who could not otherwise attend church and we continued "Messy Church" in St. John's Hall.

All Saints has a very strong musical tradition, and we have a Choir of young people and adults, which is open to anyone wishing to make a regular commitment to leading the congregation in singing at services, and to learn about the rich variety of sacred music. We believe that the musical training involved has strong educational benefits, and many of our former choir members have gone on to achieve success both in music and in other walks of life.

Our Director of Music, Martin Penny, the Assistant Director of Music, and our Visiting Organ Scholar play the church's fine "Father Willis" organ, and also have a leading role in encouraging the young and enthusiastic atmosphere of our Choir. Another activity for which All Saints is well known in the town is our regular series of "Soundbites" concerts on Wednesday lunchtimes, which cater for all ages, but mainly retired people, and are free of charge, although donations are encouraged. These concerts are of a high standard, and often feature promising young

ALL SAINTS HERTFORD PCC
TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2021

Registered Charity No: 1134035

professional musicians who are just starting their careers. They are also highly popular, and some of the regular attenders comment on how friendly and welcoming they are, and how they are a great social service to the town, as well as a musical one. We were able to reintroduce a programme of concerts in the Autumn, albeit with no catering provision.

We also value highly the social and other activities connected with the church. Many special groups exist in the church, for a variety of purposes, and although they are largely attended by members of the church community, they are open to all without distinction. Apart from the activities already mentioned above, we have a Mothers' Union which meets monthly, a Flower Club which both arranges flowers in the church building, including for weddings, and organises occasional special events, an Art Group which has held a number of exhibitions, a Work Party to undertake essential maintenance tasks and an active group of bellringers, which we share with St. Andrew's Church.

Impact of the Covid-19 pandemic

For much of the year, we have been greatly restricted in our ability to run our normal programmes, but we continued our programme of telephone one to one contact with the vulnerable members of our regular congregation and others in our community. When services were able to be reintroduced in the church, we introduced a weekly Morning Prayer service online to continue our online ministry.

Throughout we have used digital means to create and publish weekly newsletters which have been circulated to a confirmed 'audience' of over 30 paper recipients, more than 110 via email, some 400 social media followers (across Facebook, Instagram & Twitter) and have had hundreds of downloads from our website.

Review of 2021

The financial position is set out in more detail in the following sections of this report. The impact of the pandemic on our ability to raise funds from special services and events has been severe, but we have also managed to continue to reduce costs, mainly on utilities. In addition we have been supported by our regular givers, all of whom have continued their donations, and some have managed to increase their support during the lockdowns. During the year our operating deficit was £18,600, which together with losses in 2020 meant that we had to somehow cover losses totalling around £43,000 in order to maintain adequate unrestricted reserves. Early in the year we transferred designated funds totalling £9,500 from our Fabric and Organ Funds and received grants of £10,500 from our Hall funds and from legacies. Additionally we held a special Gift Day in July which raised over £24,000 and express our grateful thanks to supporters for their generosity. Being able to open the church for events in the Spring and in the last quarter for concerts and events in the last quarter produced a total of over £15,000 towards general funds. We are particularly grateful to Hertford Choral Society, the Phoenix Jazz Band and Simon Balle School, each of whom donated the proceeds of concerts to the church, in order to help us through this difficult time. The result for the year is a surplus on unrestricted funds of £25,500 which has restored our unrestricted reserves to acceptable levels at the end of 2021.

We were able to make in full our requested charitable contribution to the Diocese of St. Albans which effectively pays for the costs of the Ministry, as well as supporting the Bishop's Harvest Appeal. Other charities have benefited from us being open for part of the year to occasional services, in particular funerals and a wedding.

Previously we reported that some £25,000 will have to be spent on repairs and maintenance of the bells. As the appeal, led by our bellringers, raised the required sum, a contract for the work was entered into and a deposit paid in 2020. Work commenced in February 2021 and was completed by June 2021 at a total cost of £24,330, of which £17,032 was paid in the 2021 financial year.

**ALL SAINTS HERTFORD PCC
TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2021**

Registered Charity No: 1134035

Financial Position

The independently examined accounts of the PCC are attached to this report and full details of the financial position are contained therein together with the examiner's report to the Trustees. With the action taken early in 2021 to restore the general reserves and the encouraging outcome for the year, they are satisfied that the charity's overall funding is such that it will be able to meet its obligations as they fall due in the ordinary course and accordingly the accounts have been drawn up on a going concern basis using the receipts and payments convention.

During 2022 the trustees hope to put forward plans for the future to put the charity on a sound financial footing.

Reserves policy and risk management

Donations and grants that are provided for specific purposes are treated as Restricted Funds. All other reserves are held in Unrestricted funds, some of which have been designated for special purposes. The Trustees will be reviewing the level of reserves once it has become clear when restrictions can be lifted to allow services and events to recommence, or mid-year, whichever is earlier.

The Trustees confirm that risks are reviewed on an ongoing basis and systems and procedures are brought into place to manage those risks.

Recruitment and training policy for new Trustees

Trustees are elected at the Annual Parochial Church Meeting or are co-opted by the Trustees. The persons entitled to vote at the APCM in order to elect the Trustees are those on the Electoral Roll of All Saints Church, Hertford. Training of new trustees takes the form of individual briefings and copies of the guidance for trustees issued by the Charities Commission.

Independent Examiner

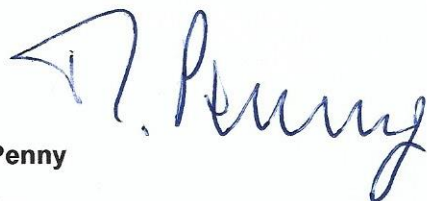
Alix Bainbridge-Spring has been appointed as Independent Examiner to the charity.

Statement of disclosure of information to the Independent Examiner

We, the trustees who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant information of which the charity's independent examiner is unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

By order of the trustees



Mary Penny

Secretary

6th April 2022

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ALL SAINTS HERTFORD PCC
FOR THE YEAR ENDED 31 DECEMBER 2021**

I report on the accounts of the charity for the year ended 31 December 2020 which are set out on pages 8 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act.
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

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

A Bainbridge Spring

Alix Bainbridge-Spring

8th February 2022

ALL SAINTS HERTFORD PCC

Registered Charity No: 1134035

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	25,726	-	25,726	8,311
Incoming resources from charitable activities	4	102,108	4,607	106,715	96,909
Investment income	5	773	6	779	862
Other income	6	1,232	-	1,232	1,232
Total incoming resources		129,839	4,613	134,452	107,314
Resources expended					
Charitable activities:					
Grants and donations	7	78,741	880	79,621	79,227
Church services	8	27,184	18,893	46,077	44,323
Administration		7,906	-----	7,906	8,531
Total resources expended		113,831	19,773	133,604	132,081
Net incoming resources					
before transfers		16,008	(15,160)	848	(24,767)
Gross transfers between funds		9,500	(9,500)	--	-
Net movement in funds		25,508	(24,660)	848	(24,767)
Reconciliation of funds					
Total funds at 1 January 2021		11,691	79,927	91,618	116,385
Total funds at 31 December 2021		37,199	55,267	92,466	91,618

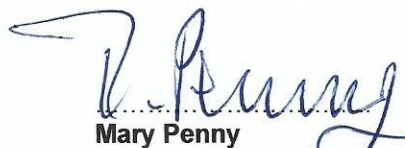
The notes on pages 10 to 15 form part of these accounts.

BALANCE SHEET
AS AT 31 DECEMBER 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible fixed assets		-	-
Current assets			
Cash		-	100
Cash at bank		91,986	91,039
Diocesan Special Deposit Account		480	480
		<u>92,466</u>	<u>91,619</u>
Net assets		<u>92,466</u>	<u>91,619</u>
Funds			
Restricted funds	9	55,267	70,428
Unrestricted funds:			
Designated funds		-	9,500
General fund	9	37,199	11,691
		<u>£92,466</u>	<u>£91,619</u>

Approved by the trustees on: 6th April 2022
and signed on their behalf by


.....
Colin Bird


.....
Mary Penny

The notes on pages 9 to 15 form part of these accounts.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Trustees' responsibilities

Charity law 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, including the income and expenditure, of the charity for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent.
- state whether applicable UK 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 inappropriate to presume that the charity will continue in operation.

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 regulations applicable to Smaller Charities preparing their accounts on a cash receipts and payments basis. 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.

2 Accounting policies**2.1 Accounting convention and standards**

The financial statements have been prepared under the receipts and payments convention.

2.2 Basis of preparation

The Charity relies on voluntary donations from regular givers, collections at church services and fund-raising activities. These have been severely curtailed during the Covid-19 pandemic; however with the action taken early in 2021 to restore the general reserves, the trustees are satisfied that the charity's overall funding is such that it will be able to meet its obligations as they fall due in the ordinary course and accordingly the accounts have been drawn up on a going concern basis using the receipts and payments convention.

2.3 Fixtures, fittings, and equipment

Fixtures, fittings, and equipment are depreciated over their useful economic life of three years on a straight-line basis. There were none at 31 December 2020 (2019: none).

2.4 Resources expended

Expenses have been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of the resources.

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2.4 Resources expended (continued)

Charitable activities are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

2.5 Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when received and the charity is legally entitled to the income.

2.6 Taxation

The charity is exempt from tax on its income and gains to the extent that income and gains are applicable to and are applied for charitable purposes only.

2.7 Investment income

Income from investments is included in the statement of financial activities in the year in which it is received.

2.8 Gifts in kind

Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

2.9 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

From time to time, the trustees designate monies for a particular use and transfer funds from the General Fund to other Funds.

3 Voluntary income

Voluntary income for the year falls into the following categories:

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Donations				
St John's Hall	7,500	-	7,500	1,500
Concerts	7,626	-	7,626	2,672
Fundraising	7,600	-	7,600	3,048
	<u>22,726</u>	<u>-</u>	<u>22,726</u>	<u>7,220</u>
Grants	<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>960</u>
Gifts in kind	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total voluntary income	<u>25,726</u>	<u>-</u>	<u>25,726</u>	<u>8,180</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2021 Total £	2020 Total £
Planned giving	50,358	-	50,358	51,889
Donations	26,913	552	27,465	22,206
Income tax reclaimed	18,172	-	18,172	18,379
LPW Grant for bells	-	4,055	4,055	
Baptisms, weddings, and funerals	4,640	-	4,640	4,149
Collections for missions and charities	2,025	-	2,025	286
	<u>102,108</u>	<u>4,607</u>	<u>106,715</u>	<u>96,909</u>

5 Investment income

	2021 £	2020 £
Interest on short term deposits and dividends	<u>779</u>	<u>928</u>

6 Other income

	2021 £	2020 £
Cull bequest	<u>1,232</u>	<u>1,232</u>

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

7 Grants and donations

	2021 £	2020 £
St Albans Diocesan Board of Finance	76,717	78,371
Teaching awards	880	570
Bishop's Harvest Appeal	271	286
MS Society	767	-
Isabel Hospice	301	-
Royal British Legion	351	-
Age UK	167	-
Friends of Aschiana UK	162	-
Practical Action	<u>5</u>	-
	<u>79,621</u>	<u>79,227</u>

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2021

8	Church Services	2021 £	2020 £
	Heating	6,243	7,472
	Electricity and water	1,958	2,349
	Insurance	6,358	6,124
	Altar requisites and other costs	2,851	2,044
	Repairs and maintenance	18,824	9,069
	Music	9,843	10,556
	Box organ	0	6,052
	Defibrillator	0	657
		46,077	44,323

9	Movements in funds	At 1 January 2021 £	Incoming resources £	Outgoing resources £	At 31 December 2021 £
				Transfers	
	Restricted/designated funds				
	Peregrine Falcons Webcam Fund	0	500	0	500
	Bells Fund	14,513	4,055	(17,032)	1,536
	Fabric Fund	23,747	2	(1,791)	15,458
	Music Development Fund	13,414	55	(950)	12,519
	Choir Legacy Fund	17,468	0	(0)	17,468
	Organ Fund	9,091	0	(0)	6,091
	Defibrillator Fund	304	0	(0)	304
	Heating Fund	1,391	0	(0)	1,391
	Cull Heating Income Fund	-	1,232	(1,232)	-
	Total restricted funds	79,928	5,844	(21,005)	55,267
	Transfers from related activities	-	10,500	-	-
	Unrestricted funds				
	General Fund	11,691	119,339	(113,831)	37,199
		91,619	135,683	(134,836)	92,466

NOTES TO THE ACCOUNTS**FOR THE YEAR ENDED 31 DECEMBER 2021**

- 10** The Trustees received no reimbursement of expenses during the year for their services as trustees. The Vicar receives reimbursement of working expenses incurred in this role.

The average weekly number of employees during the year was made up as follows:

	2021 No:	2020 No:
There were no employees during the period and therefore there are no staff employed who earn more than £60,000 per annum	0	0
	<hr/>	<hr/>

- 11** During the year, the Trustees neither received nor waived any emoluments for their services as trustees (2020: Nil). The Parish Administrator, who is also a trustee, receives a small honorarium for services in that role and the Director of Music, who is also a trustee, receives fees for services in that role.

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