

**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 2020**

**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Trustees:**

Reverend Canon Jo Loveridge - Chair  
Andrew Belfield  
Colin Bird  
Janet Bird  
Rosemary Bolton  
Nerine Chalmers  
Julia Gough  
Cheryl Massey  
Wendell Newbold  
Martin Penny  
Mary Penny  
Andrew Povey-Richards  
Ann Stephens-Jones  
Dorothy Toyn  
Leo Ajao (appointed 11 October 2020)  
Helen Briggs (appointed 11 October 2020)  
Verity Tranter (appointed 11 October 2020)  
Jonathan Bates (term of office ended 11 October 2020)  
Fiona Earle (term of office ended 11 October 2020)  
Shanti Gordon (term of office ended 11 October 2020)  
Janet Oldham (term of office ended 11 October 2020)

**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 2020**

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The Trustees are pleased to submit their annual report and financial statements for the year ended 31 December 2020.

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 Leon Ajao 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 the Rural Dean for Hertford & Ware Deanery and team rector of the Hertford Team Ministry, which includes, as well as All Saints,



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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 first quarter of the year, we celebrated Holy Communion at 8.00 am every Sunday, 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 attendance and the opportunity for children's activities as well as worship.

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 continued, on the second Sunday evening, a quiet reflective service 'Be still and know'.

We continued our bi-weekly communion service at Bentley House, a local care home, which now ministers regularly to around 20 elderly residents who could not otherwise attend church and we ran "Messy Church" in St. John's Hall on the third Sunday of each month, which consists of arts and crafts activities for all the family, followed by tea and a short act of worship in the church.

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. We have a monthly musical session on the first Sunday of each month, which is led by a trained music teacher and which both encourages young musicianship and enhances the worship at the family service. 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



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 continued HeavenlyHarmonies, a monthly Saturday morning concert series, exploring well-loved classics of the sacred choral repertoire through word and song. Refreshments are served from 10.45 with a 45-minute concert from 11.15 to 12.00 noon. Admission is free to all.

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. We continued to host the HertsWise Tuesday café for those suffering from dementia and their carers, which includes keep fit and mental wellbeing activities as well as singing and reflection. On Monday afternoons we ran Hot Choc Stop, providing free refreshments to the many schoolchildren who pass by.

### **Impact of the Covid-19 pandemic**

Since the first lockdown on 23<sup>rd</sup> March 2020 we have been greatly restricted in our ability to run our normal programmes. As a consequence we implemented a programme of telephone one to one contact with the vulnerable members of our regular congregation and others in our community as well as helping them with shopping and accessing vital services. From an early point in the lockdown we created services online, with services on Tuesdays and Sundays, which have also been published on our social media channels. We made strenuous efforts to ensure that our church building was made Covid secure and opened for private prayer when allowed, and during the periods where physical services were able to be conducted, we held socially distanced, mainly said services on Thursdays and Sundays. The church was once again closed when the second lockdown was announced in November and we have continued the programme of online services and community support.

Weekly zoom or live streamed YouTube services were produced, videos and music and word reflections created and put online to keep people connected and worshipping as a community. Daily blogs to enable people to reflect spiritually and positively have been published online and on the Church website since the beginning of the first lockdown. A prayer course was held online helping people to grow in their knowledge of spirituality and deepen their faith. The churchyard had an Advent and Christmas trail which was educational, musical, artistic, and uplifting. This was created as a community project with schools, local artists, and young families. 'Christmas in a bag' was also a new project, with fun, faith and education in mind for young families, and a messy church was held to draw this together on Zoom.

Our Zoom services have meant that the housebound, those in our care homes and members of the congregation who had moved away and abroad have been able to join us. Music for our online services was produced by choristers and musicians at home and was very popular with the online congregation, seen as a great highlight of the week.

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 2020**

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. We estimate that we have lost over £20,000 in such income since March 2020; however we have also managed to reduce costs considerably, 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. The result for the year is a deficit of just over £17,000 which has reduced our general reserves at the year end to just over £11,500. Steps have been taken early in 2021 to restore our general reserves to £30,000 by redesignating a range of other reserves, to enable us to see through to the end of restrictions, hopefully later in the year.



Despite the financial impact of the pandemic, 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; however in the absence of fund-raising events and services we were not able to support other charities as would normally have been able to do.

Last year 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 has been entered into and work commenced in February 2021.

### **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, 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 2021 the trustees will be looking at 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:

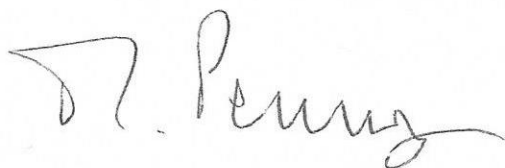
- there is no relevant information of which the charity's independent examiner is unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

**ALL SAINTS HERTFORD PCC**  
**TRUSTEES' REPORT continued...**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

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Registered Charity No: 1134035

By order of the trustees

A handwritten signature in black ink, appearing to read 'M. Penny', with a stylized flourish at the end.

**Mary Penny**

**Secretary**

**22nd March 2021**

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF ALL SAINTS HERTFORD PCC  
FOR THE YEAR ENDED 31 DECEMBER 2020**

I report on the accounts of the charity for the year ended 31 December 2020 which are set out on pages 8 to 15.

**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.

**Alixe Bainbridge-Spring****17<sup>th</sup> February 2021**



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	3	4,679	3,632	8,311	31,584
Incoming resources from charitable activities	4	90,111	6,798	96,909	146,349
Investment income	5	791	71	862	924
Other income	6	1,232	-	1,232	6,533
<b>Total incoming resources</b>		<b>96,813</b>	<b>10,501</b>	<b>107,314</b>	<b>185,390</b>
<b>Resources expended</b>					
Charitable activities:					
Grants and donations	7	78,657	570	79,227	83,207
Church services	8	27,572	16,751	44,323	53,394
Administration		8,531		8,531	9,034
<b>Total resources expended</b>		<b>114,760</b>	<b>17,321</b>	<b>132,081</b>	<b>145,635</b>
<b>Net incoming resources</b>					
<b>before transfers</b>		<b>(17,947)</b>	<b>(6,820)</b>	<b>(24,767)</b>	39,755
Gross transfers between funds		875	(875)	-	-
Net movement in funds		(17,072)	(7,695)	(24,767)	39,755
<b>Reconciliation of funds</b>					
Total funds at 1 January 2020		28,763	87,622	116,385	76,630
<b>Total funds at 31 December 2020</b>		<b>11,691</b>	<b>79,927</b>	<b>91,618</b>	<b>116,385</b>

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

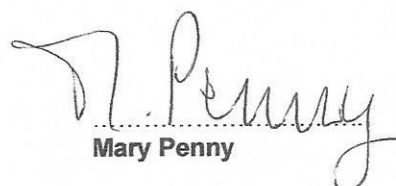
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2020**

	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible fixed assets		-	-
<b>Current assets</b>			
Cash		100	100
Cash at bank		91,039	115,811
Diocesan Special Deposit Account		480	474
		<u>91,619</u>	<u>116,385</u>
<b>Net assets</b>		<u>91,619</u>	<u>116,385</u>
<b>Funds</b>			
Restricted funds	9	70,428	87,622
<b>Unrestricted funds:</b>			
Designated funds		9,500	
General fund	9	11,691	28,763
		<u>£91,619</u>	<u>£116,385</u>

Approved by the trustees on: 22<sup>nd</sup> March 2021  
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 2020**

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**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 2020**

**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 £	2020 Total £	2019 Total £
<b>Donations</b>				
St John's Hall	1,500	-	1,500	6,000
Concerts	-	2,672	2,672	9,590
Fundraising	3,179	-	3,048	15,994
	<u>4,679</u>	<u>2,672</u>	<u>7,220</u>	<u>31,584</u>
<b>Grants</b>	-	960	960	-
<b>Gifts in kind</b>	-	-	-	-
Total voluntary income	<u>4,679</u>	<u>3,632</u>	<u>8,180</u>	<u>31,584</u>



**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**4 Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	2020 Total £	2019 Total £
Planned giving	51,889	-	51,889	47,345
Donations	16,131	6,075	22,206	67,104
Income tax reclaimed	17,656	723	18,379	22,526
Baptisms, weddings, and funerals	4,149	-	4,149	5,974
Collections for missions and charities	286	-	286	3,400
	<u>90,111</u>	<u>6,798</u>	<u>96,909</u>	<u>146,349</u>

**5 Investment income**

	2020 £	2019 £
Interest on short term deposits and dividends	928	924
	<u>928</u>	<u>924</u>

**6 Other income**

	2020 £	2019 £
Cull bequest	1,232	1,232
Insurance claim	-----	5,301
	<u>1,232</u>	<u>6,533</u>

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

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**7 Grants and donations**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
St Albans Diocesan Board of Finance	<b>78,371</b>	75,853
Teaching awards	<b>570</b>	3,423
Bishop's Harvest Appeal	<b>286</b>	-
Choir scholarships	-	531
Royal British Legion	-	587
The Children's Society	-	258
The Fire Fighters' Charity	-	150
Police Charity	-	150
Bishop's Ordination Fund	-	178
UNICEF	-	150
Red Cross	-	177
Christian Aid	-	243
RNLI	-	175
Christians against Poverty	-	75
Alzheimer's Society	-	975
Send a Cow	-	252
Mudlarks	-	30
	<b><u>79,227</u></b>	<b><u>83,207</u></b>



**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

8	Church Services				2020 £	2019 £
	Heating				7,472	10,898
	Electricity and water				2,349	3,388
	Insurance				6,124	5,848
	Altar requisites and other costs				2,044	3,854
	Repairs and maintenance				9,069	15,216
	Music				10,556	14,190
	Box organ				6,052	
	Defibrillator				657	
					<u>44,323</u>	<u>53,394</u>
9	Movements in funds					
		At 1 January 2020 £	Incoming resources £	Outgoing resources £	At 31 December Transfers £	2020 £
	Restricted funds					
	Bells Fund	21,089	723	(7,299)	0	14,513
	Fabric Fund	24,493	1,025	(1,771)	0	23,747
	Music Development Fund	13,114	2,718	(1,543)	(875)	13,414
	Choir Legacy Fund	18,444	5,075	(6,051)	0	17,468
	Organ Fund	9,091	0	(0)	0	9,091
	Defibrillator Fund	-	960	(656)	0	304
	Heating Fund	1,391	0	(0)	0	1,391
	Cull Heating Income Fund	-	1,232	(1,232)	-	-
	Total restricted funds	87,622	11,733	(18,552)	(875)	79,928
	Unrestricted funds					
	General Fund	28,763	96,813	(114,760)	875	11,691
		<u>116,385</u>	<u>108,546</u>	<u>(133,312)</u>	<u>0</u>	<u>91,619</u>

**NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 DECEMBER 2020**

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- 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:

	<b>2020 No:</b>	<b>2019 No:</b>
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 (2019: 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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