

**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 2022

Registered Charity Number 1129849

CONTENTS

Page

1. Legal and administrative information	3
2. Report of the Trustees for the year ended 31 December 2022	5
3. Independent examiner's report	13
4. Statement of financial activities for the year ended 31 December 2022	14
5. Balance sheet as at 31 December 2022	15
6. Notes forming part of the financial statements for the year ended 31 December 2022	16

**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 2022**

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

The Reverend Rachel Wakefield
Assistant Curate - Ex-officio

Amanda Williams*
Church Warden
Ex-officio

Rob Smith*
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 *

Stuart Richardson - Assistant Warden*; Cathy Bloye (appointed 24 April 2022); Graham Bloye (appointed 24 April 2022); Anthony Boon; Sarah Branwhite* (appointed 24 April 2022); Fiona Burke; Nicola Clare; Nigel Cox; Montse Day; Rachel Hickey; Carol Jager; Julie Lowes; Louise Lucas; Tony Porter; Andrew Watkinson.

Mr Callum Williams (resigned 24 April 2022).

*** 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 2022
(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

Website - stfranciswgc.org.uk

Facebook -

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

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

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

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31
DECEMBER 2022**

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
Francis

Working Name: PCC of St

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 2022. In the past year the PCC has worked together to maintain all aspects of Church life including the pattern of daily offices, support for our Church family and developing our work with the local community, Deanery and Diocesan partners.

2. Organisation

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

Standing Committee

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

|

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

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31
DECEMBER 2022
(CONTINUED)**

Charities Committee

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

Stewardship Committee

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

Maintenance Committee

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

Events Committee

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

Investment Committee

Looks after the Church's investments.

Finance Team

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

Lettings Team

Handles the letting out of all Church properties.

Communications Committee

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

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

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31
DECEMBER 2022
(CONTINUED)**

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 2022, the Unrestricted Reserves equated to over 8 weeks of average 2022 expenditure. (Diocesan recommendation 6 - 12 weeks.)

The 2023 budget shows a significant annual deficit and a projected position by year end of only 3 weeks of ordinary expenditure. The PCC recognises that this breaches its policy and is undertaking a critical review in order to address the situation as soon as possible. Firstly, an aggressive stewardship campaign is planned for the second quarter, focusing concurrently on increasing volunteering (to bring down costs) and increasing financial support where affordable (to increase income). Secondly, the PCC, working with the congregation will explore new forms of income generation within the church setting. As part of the latest effort, a new contactless terminal has been placed by the church entrance as a means to receive donations from casual church users. More fundamentally, the PCC has formed a task force to review capital projects that could lower expenditure from Unrestricted Funds whilst reducing the church's environmental impact.

The PCC has formed an expectation that the church's utility bills will fall, but not until at least 2024.

In the meantime, the PCC will step up its ongoing monitoring of its unrestricted finances during 2023 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.

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

4. Objectives and Activities

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

5. Achievements and Performance

The church building has been fully reopened this year, following Covid. We continue to find new ways to engage with the community and have started 'Wild Church' once a month. This has been building slowly and has an average attendance of 4 or 5 families. We have seen families return for baptism and we also had our confirmation service at which 11 children and 1 adult were confirmed by the Bishop of St Albans. 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.

There were generally two Services held each Sunday - an 8:00am Said Eucharist with an average attendance of 10, and Parish Communion at 9:15am which has an average combined attendance (adults and children) 89. Choral Evensong is held once a month with an average attendance of 67 including the choir. Attendance at

these services still remains lower than before the Covid pandemic in 2019 however it is a little higher than in 2021.

A single 10am Service is held when the main Festivals are celebrated. Attendance at these services remains lower than in 2019, however it is higher than in 2021:

Mothering Sunday (27 March) - 100 people

Easter Day (17 April) - 200 people

Pentecost (5 June) - 128 people

Harvest Festival (25 September) - 124 people

Christmas Day (25 December) - 114 people

**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 2022
(CONTINUED)**

The annual Carol Services have remained popular although attendance was understandably still lower than 2019. Advent Carols on 27 November attracted 145 people; Family Carols on 17 December, 94 people; Nine Lessons and Carols on 18 December, 144 people. Similarly, the two Christingle Services on Christmas Eve had a total attendance of 278 people, whilst the later Midnight Mass attracted 105.

The Church continues to hold mid-week Eucharists on Tuesday evenings and Wednesday mornings. These attract between 6 and 16 people with the higher numbers usually on the Wednesday, which is followed by the social "Coffee for All" event in the Parish Room.

In addition to these Services there were 7 Baptisms, 12 Confirmations, 8 Funerals (all at the church) and 9 Interment of Ashes (all at the church).

The Church's Electoral Roll changed from 186 to 182 as of 31 December 2022.

In 2022 we held our two big fundraisers, the Summer Fete the Christmas Tree Festival. Attendance remains lower than in 2019, however people were very generous. These two fundraisers generated c£7,450 for the church. We are extremely grateful to all organisers, performers, helpers, attendees and sponsors.

Nikki Clare (Children's and Families' Worker), assisted by Rachel Hickey have continued to run many and varied groups attracting lots of young families since reopening after Lockdown. Due to their popularity, numbers often had to be limited due to the capacity of the Hall. Nikki and Rachel have continued to organise online 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.

Maintenance

Routine Fire Risk Assessments and Premises Safety Checks have been carried out by the Wardens.

The two lapel microphones were replaced and now operate on dedicated radio frequencies. This should eliminate interference from other users of wireless equipment in the vicinity of the

Church. The microphones are provided with rechargeable batteries and a charging station. We also purchased an annual wireless microphone license.

The halogen ceiling lights in the Parish Room have been replaced by low wattage LEDs to provide greater output for a greatly reduced electricity usage.

The wooden fence at the side of Frankie's Garden suffered accidental damage and has been completely replaced, including the gate to the children's play area, and the double gates to the side of the Hall.

Three faulty external PIR (movement activated) lights at the side of the Hall and one outside the exit by the kitchenette were replaced by new LEDs.

**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 2022
(CONTINUED)**

Three faulty Emergency light fittings were replaced - in the Clergy Vestry, just inside the Parkway door, and at the top of the stairs to the Song School.

Contractors carried out the following work:

Gardening - regular lawn mowing, leaf blowing, hedge cutting. Hall cleaning has reverted to twice weekly as per pre-pandemic. Monthly Church cleaning, twice-yearly window cleaning, annual gutter inspection and cleaning, annual Portable Electrical Appliance Testing, annual ROSPA safety inspection of Frankie's Garden, annual gas safety inspection and servicing - there are three separate gas central heating boilers and a water heater.

CCLI licenses are obtained annually - to allow use of copyright material by the Church for various purposes e.g. music sung by the choir or for live streaming services.

The contract for the Parish Office photocopier was renewed for a 5-year period.

A 'Bug Hotel' has been constructed in the main lawn area adjacent to the hedgerow.

6. Treasurer's Financial Review

2022 was supposed to be a more stable year than of late, but was beset with new headwinds in the form of high inflation. Not only did this inevitably push costs up, but it put pressure on people's home finances and many were simply unable to support the church as generously as they had previously. Society asked a lot of people during the 2020 and 2021 covid years, physically, mentally and financially and with that backdrop it was imperative that we continued to provide all the normal support mechanisms that

people look to us for. The negative 2022 budget showed that we accepted that would come at a cost, but we did not anticipate the soaring cost of energy into that calculation and how that would affect everybody's economics.

We ended the year with an actual deficit in our unrestricted funds of just under £10,000; despite the circumstances this could be seen as relatively successful - but however you view it, it 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.

Overall support for the church from individuals (i.e. giving, collections, sundry donations, gift aid) in 2022 was £5,000 less than 2021 and £6,000 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 got close to its all-time high at around £24,500 (which was 25% above budget) - potentially showing the benefit of the new AV system. Additionally, the church has received three one-off grants from the Diocese. Two of the grants were for heating and winter warmth, these have been split equally between 2022 and 2023. The third grant for outreach will be spent in 2023.

**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 2022
(CONTINUED)**

Expenditure for 2022 was slightly lower than budgeted, offsetting the shortfall in income, at around 3% higher than 2021 (though of course the years themselves were very different). The main areas of note include Church Maintenance being nearly 70% overbudget (due to a new annual maintenance fee for the AV system and increased costs for garden care that used to be covered by volunteers) and the spike in utility bills of nearly 30% (though this is masked by a pre-payment of water costs in 2021 that meant no water bills to record in 2022 - look out for even greater impact in 2023).

Over the course of the year, around £2,000 was paid out to worthy causes, through collections undertaken by members of the congregation. Our Lent (Ukraine) and Harvest appeals were successful raising c.£670 and c.£310 respectively. Christingle and Crisis donations remain lower than in pre Covid years but higher than 2021, raising c.£970.

In conclusion, 2022 has been the most difficult financial year in a very long time, but we must take pride in what we managed to achieve in the circumstances. Although giving fell, (in financial and volunteering terms) income overall was up. A huge thank you goes out to all members and the community for the support we had. Inflation is predicted to stay high, and problematic, for 2023 and we must take steps during the year to minimise the damage that could cause us.

We look forward to 2023 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 2022
(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: 16 April 2023

**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 2022, 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: 16 April 2023

**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 2022

	Unrestric ted Funds¹ £	Restrict ed Funds £	Total £	Prior Year £
Incoming Resources (Note 2)				
Voluntary income	99,903	2,844	102,747	165,328
Activities for generating funds	43,569	1,015	44,584	38,448
Investment income	1,487	23	1,510	1,550
Other incoming resources	9,240	8,741	17,981	30,763
Total incoming resources	154,199	12,623	166,822	236,089
Resources Used (Note 3)				
Cost of generating voluntary income	183,936	9,708	193,644	176,020
Fundraising and other costs	4,321	0	4,321	3,276
Charitable activities	1,846	2,476	4,322	4,345
Other resources used	8,289	0.00	8,289	66,476
Total resources used	198,392	12,184	210,576	250,117
Net incoming/outgoing resources	(44,193)	439	(43,754)	(14,028)
Net fund transfers	(304)	304	0	0
Net movement in funds	(44,497)	743	(43,754)	(14,028)
Total funds brought forward	208,603	31,509	240,112	254,140
Total funds carried forward	164,106	32,252	196,358	240,112

¹ Includes Designated Funds

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

BALANCE SHEET AS AT 31 DECEMBER 2022

	2022	2021
	£	£
CURRENT ASSETS		
Debtors (Note 4)	11,994	12,684
Cash at bank & in hand	<u>184,364</u>	<u>227,428</u>
NET ASSETS	<u>196,358</u>	<u>240,112</u>
 FUNDS		
Unrestricted Funds	23,846	33,958
Designated Funds	140,260	174,645
Restricted Funds	<u>32,252</u>	<u>31,509</u>
TOTAL FUNDS	<u>196,358</u>	<u>240,112</u>
 REPRESENTED BY		
<u>Unrestricted</u>		
General Fund	17,453	16,930
Hall Fund	<u>6,393</u>	<u>17,028</u>
	<u>23,846</u>	<u>33,958</u>
<u>Designated</u>		
Capital Projects Fund	90,751	87,362
Children's and Families' Worker Fund	25,638	42,802
Curate Fund	10,093	18,660
Designated	1,393	1,406
Maintenance Fund	4,131	8,415
Music Fund	<u>8,254</u>	<u>16,000</u>
	<u>140,260</u>	<u>174,645</u>
<u>Restricted</u>		
Choir Fund	11,197	11,284
Special Collections Fund	20,106	19,165
Sundry Collections Fund	0	0
Thanksgiving Fund	494	605
Youth & Children's Church Fund	<u>455</u>	<u>455</u>
	<u>32,252</u>	<u>31,509</u>

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH**

OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. Accounting Policies

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

Funds

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

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

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

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

The PCC does not normally invest separately for each fund.

Incoming Resources

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

recognised when it is received. All incoming resources are accounted for gross.

**PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH**

OF ST FRANCIS OF ASSISI, WELWYN GARDEN CITY

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022
(CONTINUED)**

Resources Expended

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

Payments to Trustees

Trustees received payments totalling £11,182 for services provided as Parish Administrator and Personal Assistant to the Rural Dean and for being a member of the Children's and Families Team.

Fixed Assets

Consecrated land and buildings and moveable Church furnishings

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

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

Other fixtures, fittings and office equipment

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

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

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022
(CONTINUED)**

2. Incoming Resources

Voluntary Income	2022	2021
	£	£
Tax efficient planned giving	65,508	70,843
Other giving	7,228	6,575
Collections at services	4,564	2,342
Sundry donations	7,122	4,655
Income tax refund	17,825	18,945
Legacies received	500	61,968
	102,747	165,328
Activities for Generating Funds	2022	2021
	£	£
Fundraising events	12,012	8,437
Fees	6,213	6,686
Rental income	24,580	7,049
Magazine and Bookstall	0.00	0
Non-recurring One-off grants	1,779	16,276
	44,584	38,448
Investment Income	2022	2021
	£	£
Bank interest	1,510	1,550
Other Incoming Resources	2022	2021
	£	£
Other income	17,921	30,763
Church box	60	0
	17,981	30,763

**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 2022
(CONTINUED)**

3. Resources Used

Cost of Generating Funds	2022	2021
	£	£
Parish share (Unrestricted Fund)	100,862	100,075
Parish share (Curate Fund)	7,500	7,500
Staff costs and honoraria	34,495	27,226
Disbursement of fees	2,665	4,136
Incumbent expenses	1,896	1,328
Church maintenance	10,232	8,447
Church administration	2,705	2,014
Churchyard upkeep	1,070	305
Upkeep of services	17,667	12,833
Hall running costs	6,850	8,762
Church utility bills	7,702	3,394
	193,644	176,020

	2022	2021
	£	£
Fundraising Costs	4,321	3,276

Charitable Activities	2022	2021
	£	£
Donations	4,322	4,345

Other Resources Used	2022	2021
	£	£
Major maintenance and repairs and new building work	8,289	66,476

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

4. Debtors	2022	2021
	£	£
Income tax recoverable	11,994	12,684

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

	2023 Budget	2022 Actual
INCOME	£	£
Covenants and Gift Aid	60,600	65,508
Uncovenanted	6,700	7,228
Collections	5,000	3,858
Sundry Donations	5,000	2873
Gift Aid Tax Rebate	19,650	17,535
Grants	2,000	764
Fundraising Events	12,000	9,812
Fees	7,000	6,213
Rental Income	25,000	24,580
Dividends and Interest	0	1
Other Income	5,500	4,176
Church Box	0	60
	148,450	142,608
EXPENDITURE		
Parish Share ²	102,007	100,862
Salaries/Honorarium ³	10,959	9,586
Disbursement of Fees	4,200	2,665
Incumbent Expenses	1,000	830
Church Maintenance	7,500	8,451
Church Administration	3,250	2,705
Upkeep of Churchyard	1,000	1,070
Upkeep of Services	6,000	5,891
Hall Running Costs	7,500	6,850
Church Utility Bills	12,000	7,702
Major Repairs and Maintenance	2,000	1,840
Fundraising Costs	2,500	2,121
<u>Charitable Giving</u>		
Budgeted	2,000	1,846
Unbudgeted	0	0
		152,418
	161,916	
Surplus/Deficit	(13,466)	(9,810)
Unrestricted Funds 1 January 2023		23,846
Projected Surplus 31 December 2023		(13,466)
<u>Projected Unrestricted Funds as at 31 December 2023</u>		10,380
<u>Weekly Expenditure Covenant</u>		3
PCC Policy		Minimum 6
Diocese Recommendation		6 to 12

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

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