

Signed

Registered Charity No: 1134035

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 2017

**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2017**

Trustees:

Reverend Canon Jo Loveridge - Chair
Jonathan Bates
Colin Bird
Janet Bird
Rosemary Bolton
Marion Hassell
Wendell Newbold
Janet Oldham
Martin Penny
Andrew Povey-Richards
Dorothy Toyn
Richard Toyn
Helen Wright
Anne Stephens-Jones (appointed 30 April 2017)
Cheryl Massey (appointed 30 April 2017)
Julia Gough (appointed 30 April 2017)
Edwin Godfrey (resigned 30 April 2017)
Judy Oughton (resigned 30 April 2017)
Kay Povey-Richards (resigned 30 April 2017)

Secretary:

Tricia Heaster

Bankers:

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

Independent Examiner:

Geoffrey Rice

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2017**

The Trustees are pleased to submit their annual report and financial statements for the year ended 31 December 2017.

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 have a steadily growing congregation;
- 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 Colin Bird and Richard Toyn, who are elected for overlapping four year terms 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 our assistant priest Doug Loveridge and our Lay Readers Janet Bird and Geoffrey Oates.

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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TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2017

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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.

Summary of our regular activities

As regards our services, we celebrate Holy Communion at 8.00 am every Sunday, and at 11.00 am on Thursdays. On Sundays at 10.00 am, we hold 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 has been a particularly successful innovation, 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 remaining Sundays. From February 2018 the service on the second Sunday evening is a quiet reflective service 'Be still and know'.

We run a "Messy Church" session 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.

All Saints has a very strong musical tradition, and we have a Choir of boys, girls 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 the Soundbites 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 choirs. We have introduced 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.

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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 such as (in 2016) a Wreath Festival, 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 hold occasional social events for the whole family of the church, with supper and some form of entertainment, which builds up the fellowship amongst us, and we hold coffee mornings in the church on Saturday mornings at frequent intervals, which raise awareness of the church in the town and also collect money not only for the church but often also for other charities. We are continuing with our "Send a Cow" campaign for Africa, and our major festivals in the past have included sharing the net proceeds with an outside charity, to reflect our conviction that we should be committed to helping others, beyond our own church community. The notes to the accounts list the charities to which we have contributed during the year.

Our church building is also of considerable importance as one of the focal points of the town of Hertford. It is one of the largest church buildings in the county, and is the setting for many civic services, as well as special services held for Remembrance Sunday and for bodies such as the Scouts and the Fire Service, as well as Christmas Carol Services for nearly all of the local schools. The church is used as the venue for the concerts of the Hertford Choral Society, and its size and acoustics have also made it ideal for many very high standard professional concerts. Other groups such as U3A also meet at the church and it is in significant use for events arranged on a Diocesan-wide basis.

As will be seen from the above, we believe that we have an active and lively church, which delivers many and varied benefits, both to church members and to the wider community of which we form an essential part. However, we are always actively looking for further ways to develop and grow as a church, in furtherance of our belief in serving God and our neighbours in the widest possible sense.

Review of 2017

The financial position is set out in more detail in the following sections of this report. Fortunately the drain on our resources from having to repair our large building was less this year. Repairs totalled £6,000 as against £30,000 in 2016. Our general income remained steady with a generous response to an appeal for general funds at our Patronal Festival on All Souls Day. As a consequence we are able to maintain all our activities, and at the same time make in full our requested charitable contribution to the Diocese of St. Albans as well as supporting a variety of charitable organisations and causes. In this connection, we would mention particularly our funding of choir scholarships and teaching grants to encourage the development of the musical talents of young people.

As well as the regular activities of the church, which are described in outline in the preceding section of this report, a number of services were held to mark special events. In the first half of the year, the principal events were the Churches Together Service of Prayer for Christian Unity held in January, the annual Civic Service in May, which was well attended and much appreciated, and participation, with our colleagues at St Andrew's, in the Celtic Team Service, in June. In addition our work with schools included 3 days presenting The Easter Journey.

In the second half of the year, a special and moving service was held in July to mark the 100th anniversary of the St Julien offensive, during which the Hertfordshire Regiment suffered horrendous losses. We celebrated 250 years of the Hertford College Youth Bellringers, and remembered the marvelous contribution to churches and the Hertford community of those who ring the bells by hosting a regional Bell Striking Competition in September. Bringing together the anniversary of important times with music, we remembered the 500th year since the Reformation with a performance of Bach's Cantata 80 in October. The Christmas period is always a busy time, and we conducted some 14 carol services, with a total attendance in the order of 7,000,

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TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2017

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Music, as ever, continues to bring people and financial support to All Saints. Aside from the marvelous and well attended weekly programme of Soundbites concerts, we hosted the Hertfordshire Festival of Music which meant we had three concerts in All Saints over a full weekend of concerts.

We celebrated Lay Reader Janet Bird's award of a British Empire Medal for service to the community in Hertford and the achievements of our Soundbites Organ Scholar Michael Stephens-Jones whose first place in a London competition and his gap year scholarship to Dean Close, as well as his admission to ARCO, again reminded us of his and his family's commitment to music at All Saints and our support for our young musicians.

Continuing on from 2016, there was a significant programme of spiritual reflection and pastoral activity on where we are and what the future might hold. We joined HeartEdge (a new network formed under the auspices of St Martins-in-the-Field) which developed a major new thematic programme in our efforts to nurture our church for the future. Starting with an open meeting on Growing the Church, and then the production of a strategic report to HeartEdge on our present position and the challenges for the future, this continuing initiative will lead to further consideration with HeartEdge of the future of All Saints in 2018. Our aim is to ensure we have a sustainable community presence for many years to come.

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. 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.

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 general funds. The Trustees have set a budget for 2018 which will maintain adequate reserves for the operation of the charity.

The Trustees confirm that risks are reviewed on an ongoing basis and systems and procedures are brought into place in order 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

Mr Geoffrey Rice has been reappointed as Independent Examiner to the charity.

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TRUSTEES' REPORT continued...
FOR THE YEAR ENDED 31 DECEMBER 2017**

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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

Tricia Heaster

11th April 2018

**T Heaster
Secretary**

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ALL SAINTS HERTFORD PCC
FOR THE YEAR ENDED 31 DECEMBER 2017**

I report on the accounts of the charity for the year ended 31 December 2017 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.


Geoffrey Rice

11th April 2018

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	16,253	8,138	24,391	22,782
Incoming resources from charitable activities	4	100,023	1,538	101,561	114,121
Investment income	5	696	5	701	622
Other income	6	-	1,232	1,232	1,232
Total incoming resources		116,972	10,913	127,885	138,757
Resources expended					
Charitable activities:					
Grants and donations	7	73,684	3,170	76,854	78,803
Church services	8	33,405	8,373	41,778	62,255
Administration		8,608	-	8,608	8,378
Total resources expended		115,697	11,543	127,240	149,436
Net incoming resources before transfers		1,275	(630)	645	(10,679)
Gross transfers between funds		(500)	500	-	-
Net movement in funds		775	(130)	645	(10,679)
Reconciliation of funds					
Total funds at 1 January 2017		34,140	39,195	73,335	84,014
Total funds at 31 December 2017		34,915	39,065	73,980	73,335

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

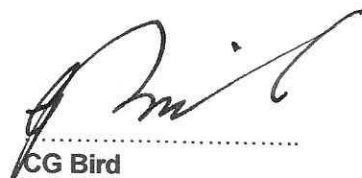
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**BALANCE SHEET
AS AT 31 DECEMBER 2017**

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets		-	-
Current assets			
Cash		706	100
Cash at bank		72,804	72,765
Diocesan Special Deposit Account		470	470
		<hr/>	<hr/>
		73,980	73,335
		<hr/>	<hr/>
Net assets		73,980	73,335
Funds		<hr/>	<hr/>
Restricted funds	9	35,065	39,195
Unrestricted funds:			
General fund	9	38,915	34,140
		<hr/>	<hr/>
		£73,980	£73,335
		<hr/>	<hr/>

Approved by the trustees on: 11th April 2018
and signed on their behalf by


CG Bird


T Heaster

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

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

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. The Trustees are confident that these activities will continue at a level which will ensure that the Charity will continue to operate for the foreseeable future.

The accounts have therefore been prepared on a going concern basis.

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 2017 (2016: 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 2017**

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 £	2017 Total £	2016 Total £
Donations				
St John's Hall	7,000	-	7,000	6,000
Concerts	-	8,138	8,138	7,104
Fundraising	9,253	-	9,253	9,678
	<u>16,253</u>	<u>8,138</u>	<u>24,391</u>	<u>22,782</u>
Grants				
	-	-	-	-
Gifts in kind				
	-	-	-	-
Total voluntary income	<u>16,253</u>	<u>8,138</u>	<u>24,391</u>	<u>22,782</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	2017 Total £	2016 Total £
Planned giving	48,544	-	48,544	47,886
Donations	20,686	1,538	22,224	32,175
Income tax reclaimed	16,764	-	16,764	20,099
Baptisms, weddings and funerals	9,998	-	9,998	8,215
Collections for missions and charities	4,031	-	4,031	5,746
	<u>100,023</u>	<u>1,538</u>	<u>101,561</u>	<u>114,121</u>

5 Investment income

	2017 £	2016 £
Interest on short term deposits and dividends	701	622

6 Other income

	2017 £	2016 £
Cull bequest	<u>1,232</u>	<u>1,232</u>

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**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017****7 Grants and donations**

	2017 £	2016 £
St Albans Diocesan Board of Finance	69,634	68,209
Teaching awards	2,600	3,440
Choir scholarships	570	1,408
Royal British Legion	630	672
Bishop's Harvest Appeal	355	610
The Children's Society	308	357
Keech Hospice Care	406	268
The Fire Fighters' Charity	164	140
Police Charity	164	-
Isabel Hospice	95	123
Aschiana UK	726	-
Holiday Homes Trust	410	-
Crisis	277	-
Sarcoma UK	190	-
Christian Aid	153	-
Age UK	142	-
Brain Appeal	30	-
The Islington Centre for Refugees and Migrants	-	1,338
Air Ambulance	-	755
The Scout Association	-	360
DEC Yemen Appeal	-	294
Women's World Day of Prayer	-	191
The Parkinson's Society	-	183
Alzheimers UK	-	162
The Salvation Army	-	144
Mission to Seafarers	-	100
Hertford Disability Support Group	-	29
The Mothers' Union	-	20

76,854**78,803**

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2017

8	Church Services				2017	2016
					£	£
	Heating				9,802	7,568
	Electricity and water				2,222	2,124
	Insurance				6,793	6,414
	Altar requisites and other costs				2,258	1,963
	Repairs and maintenance				6,141	6,561
	Music				13,562	13,250
	Piano (2016 Vestry roof replacement)				1,000	24,375
					<u>41,778</u>	<u>62,255</u>
9	Movements in funds					
		At 1 January	Incoming	Outgoing	At 31 December	
		2017	resources	resources	Transfers	2017
		£	£	£	£	£
	Restricted funds					
	Fabric Fund	18,085	1,053	(6,141)	2,500	15,497
	Music Development Fund	10,949	8,141	(4,170)	(3,500)	11,420
	Organ Fund	7,478	487	-	1,500	9,465
	Heating Fund	2,683	-	-	-	2,683
	Cull Heating Income Fund	-	1,232	(1,232)	-	-
	Total restricted funds	39,195	10,913	(11,543)	500	39,065
	Unrestricted funds					
	General Fund	34,140	116,972	(115,697)	(500)	34,915
		<u>73,335</u>	<u>127,885</u>	<u>(127,240)</u>	<u>-</u>	<u>73,980</u>

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2017**

- 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:

	2017 No:	2016 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 (2016: 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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