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St Nicholas Church, Stevenage
Parochial Church Council



Registered Charity Number – 1161229

Trustees' Report and Accounts

Year Ended 31 December 2017

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017

The trustees present their report with the financial statements of the charity for the year ended 31 December 2017.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

OBJECTIVES AND ACTIVITIES

Aims and Purposes

St. Nicholas Church Parochial Church Council (PCC) has the responsibility of co-operating with the incumbent, the Reverend Dave Brown, in promoting the whole mission of the Church, pastoral, evangelistic, social and ecumenical in the ecclesiastical parish. The PCC is specifically responsible for the maintenance of the Church building of St Nicholas, Stevenage.

Resources

As well as many volunteers who willingly serve in many areas of church life, the parish is served by a full-time clergy employed by the Diocese of St. Albans: the Rector, Reverend Dave Brown, who has been in post since 2011. The Reverend Dan Freyhan was curate in the benefice between June 2014 and October 2017. Mrs Alison Hare is the Secretary to the PCC, she also provides administrative support to the clergy and receives an honorarium. The PCC pays the expenses of George Parsons who is Ministry Assistant, principally responsible for music in the church.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

OBJECTIVES AND ACTIVITIES (Cont'd)

Following a week of prayer and an away day in the autumn of 2016, the PCC confirmed that the following five statements would govern and direct our work in the church and the wider community:

Grounded in the Bible: *The Bible is our foundation.* We need to make sure we are reading it ourselves, in small groups, and reflecting on what is taught on Sundays. The Bible teaching we receive should be honest to the text, passionate in delivery and relevant to our lives.

Growing in number: *Evangelism is our mission.* As individuals and as a church we have a God-given mission to pass on the gospel message. We need to train and encourage each other to tell others about Jesus to make that witness more effective.

Glorifying God: *This is our watchword.* From our welcome to our music to our coffee, printed materials and online materials, everything we do needs to be done as well as we can because we are doing it for God and his glory.

Greater in likeness to Jesus: *This is our aim.* As individuals and as a church we want to grow more like Jesus in our character. We want to become mature disciple-making disciples whose lives reflect Jesus.

Glued together in a loving community: *This is our family.* We are not called to follow Jesus on our own but as a community. We want to love and serve each other and share our lives. We want to be a church where people eat, drink, celebrate, laugh, cry and mourn together, doing all in the presence of Jesus who is with us by his Spirit.

The trustees confirm that they have referred to the Charity's Commission's guidance on public benefit and that the PCC's Objectives are in accordance with the guidance.

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT

The Mission Action Plan (MAP) approved by the Annual Parochial Church Meeting (APCM) in April 2017 sets targets relating to each of the sections above. Some of our achievements over the last 12 months have been as follows:

- A very successful *Church Weekend at home* in May 2017.
- Support for three young people to attend Christian summer camps.
- Advancement of our plans for the reordering of the sanctuary through consultations with architects and the St Albans Diocesan Advisory Committee.
- Offering free Bible reading notes during Lent.
- A major evangelistic event on the St Nicholas Park under the *Love Stevenage* banner (see page 6 below).
- Three *Identity* courses to help people explore the claims of Jesus.
- Training events held for reading the Bible at home and in church and leading the intercessions
- Paid for a church-wide subscription to Right Now Media for a year.
- Appointed a ministry assistant with special responsibility for the music and sung worship in church

We have continued to see a small but steady rise in attendance at our regular main services although attendance at *Church: Reloaded* is erratic. The Christmas attendance at our Christingle and Nativity services increased by 1.4% over 2016 with 514 adults and children at the two services but the number at the Christmas Eve communion service fell from 137 to 126 so that total Christmas Eve attendance rose from 630 to 640. 134 people attended the Carol Service on the weekend before Christmas compared with 178 in 2016.

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St Nicholas Church, Stevenage
Parochial Church Council



**Report of the Trustees
For the Year Ended 31 December 2017
(Cont'd)**

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Worship and Prayer

Because people are different, our weekly schedule of services offers a range of services at different times to suit most tastes. The monthly pattern of services was reduced on 1 May to align with the availability of clergy during the Rector's sabbatical and following the completion of the curacy.

Sundays at 8am—a traditional communion service following the Book of Common Prayer. There's a short talk, prayers but no singing. The service lasts 35 minutes and is held twice a month.

Sundays at 9:30am—a longer service (usually about 75 minutes) with hymns and songs and a longer talk. Children go to their own groups after the first 10 minutes and rejoin us later. On at least two Sundays per month we end with Communion.

Sundays at 4:30pm—Church:RELOADED. Informal, interactive and aimed at families with young children, so this service might be a perfect place to start for those with young kids and little experience of church. There are lively songs, a short punchy talk and things to do and make. The service takes place twice a month and lasts 45 minutes and is followed by tea. Most baptisms take place in this service.

Tuesdays from 7-8am—an hour of corporate prayer for God's blessing on the church, the people and the wider world. People come for all or part of the time.

Wednesdays at 7pm—a short, quiet contemplative service of readings, prayers and reflections.

We have held special services during Lent, Holy Week and at Christmas. Four evenings of Prayer and Praise have been held during the year.

The Church Electoral Roll includes 117 parishioners, 64 of whom are non-resident within the parish. The average weekly attendance of adults and children, counted during October, was 88 a reduction from 101 in 2016. This reflects the reduction in the number of services. The 2016 attendance at services retained in the 2017 service pattern averaged 83 adults and children per week.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and, through funeral services, friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. During the year we have celebrated 19 (2016: 25) baptisms, and there have been 21 (2016: 24) weddings and 4 (2016: 2) services where couples renewed their wedding vows. There were 29 (2016: 31) funerals in the church with the Rector and Curate taking 7 (2016: 11) more services at the crematorium or cemetery chapel.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Deanery Synod

Three members of the church have been elected to sit on the Stevenage Deanery Synod and are ex-officio members of the PCC. This provides the PCC with an important link between the parish and the wider structure of the church.

Church Buildings and Churchyard

In 2008 the will of the late Robert Hawkes created a trust from the residue of his estate for the maintenance of the St Nicholas church building. The PCC determines the scope of work to be undertaken and obtains the necessary consents and applies for grants from the trustees.

During 2017 the following sums were expended by the Trust on behalf of the PCC:

<i>Item</i>	<i>£</i>
Church buildings insurance (Ecclesiastical 90%)	3,573.00
General maintenance (painting & gutter clearance)	97.75
Lightning conductor maintenance and annual test	935.10
Septic tank emptying (twice) and inspect	790.00
Organ 2016 service (£375) fault repairs (£125)	500.00
CCTV maintenance, including ICO data protection registration	3,349.65
Lych-gate gates	3,191.16
Installation of replacement Boiler pump	1,095.54
Annual boiler service	114.00
Total	13,646.20

In addition the following expenditure has been approved during 2017, the following invoices are pending:

Clerestory repairs (quote)	£9,680
Organ tuning & repairs	£375
Boiler service/repair	£120



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Church Buildings and Churchyard (Cont'd)

The Hawkes Will Trustees have indicated that during 2018 they intend to continue their funding of church buildings maintenance using the Trust's funds. The PCC is expecting to submit the following requests for funding to the Hawkes Will Trustees:

<i>Item</i>	<i>£</i>
Minor maintenance and repairs for 2018:	
CCTV maintenance	1,500
Empty septic tank (three times)	825
Organ maintenance	600
Boiler maintenance	162
ICO data protection registration	40
Buildings and contents insurance	3,600
Lightning conductor test and maintenance	150
Miscellaneous minor repairs	500
Electrical wiring maintenance and inspection	150
Total	7,527

The scheduled full quinquennial inspection was conducted in the 3rd quarter of 2013. All the recommendations (that is Category 1 repairs) from the report have been completed. The architect has been commissioned to propose a schedule of works over the next five years with the long term goal of reducing maintenance levels to real-time wear and tear. The Hawkes trustees have agreed the principle of planned repairs and will release funds as they take place.

For many years the PCC received a grant of £6,000 annually from the Stevenage Borough Council (SBC) to maintain the churchyard which with other bequests met the cost incurred. In 2016, following a discussion of future funding arrangements with SBC, the PCC served notice under section 215 of the Local Government Act 1972 (requiring an authority to accept responsibility for the maintenance and upkeep of a churchyard). From 1 April 2017 SBC assumed full responsibility for the churchyard subject to the legal obligations of the PCC as landowner. In anticipation of the transfer the PCC met the cost of minor repairs to the boundary walls which are included in the Council's responsibilities.



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**Report of the Trustees
For the Year Ended 31 December 2017
(Cont'd)**

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Church Buildings and Churchyard (Cont'd)

Work carried out during the year included:

- Minor repairs and repainting of the boundary walls (PCC funded).
- Start of works to repair of the North clerestory windows, installation of external tile crease and associated guttering upgrade.

In August representatives of the St Albans Diocesan Advisory Committee visited the church to review the initial proposals for re-ordering the sanctuary. A church member, Anthony Taylor, has been appointed to manage the next stage of the process on behalf of the PCC.

The PCC thanks Bernie Matthews, Paul Drakes and Stuart Marshall who, as well as doing necessary jobs around the churchyard (and in the Church), have also arranged a number of working parties where members of the congregation have done supplemental tidy up work in the churchyard (grass and hedge cutting).

Use of church premises

On Monday and Wednesday mornings the Parish Room is used by two mother and toddler groups, *Happy Hedgehogs* and *Baby Bugs*; although neither of these groups are directly connected with church they are invited to church events such as *The Christmas Journey* (see below) when hosted at St Nicholas. Insufficient helpers were available to continue the church-based toddler group, *Little Lambs*, which meets on Friday mornings and it closed in July. A local *Brownies* pack also meets weekly in the Parish Room on Thursday evenings.

The monthly 'Snack and Chat' lunch club continued in 2017 attracting elderly people and fulfilling a need to deepen our pastoral care within this age group. The December lunch was attended by 32 people.

In 2017 the church building has hosted a number of non-church service events such as our Easter Fayre, the Easter and Christmas Journeys with Bridgebuilders, visits from various school groups and a number of visiting Bell Ringing teams. As in previous years, two local schools, Almond Hill and Trotts Hill, held their Christmas Carol services in the church and a third, The Leys, did so for the first time.

The church hosted the Bridge Builders *Easter* and *Christmas Journey* presentations in 2017 when about 240 Year 6 children saw a presentation on the events of Easter and 320 Year 2 children saw one on the events of Christmas.

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT (Cont'd)

Mission and Evangelism

The continuing work of mission and evangelism is a major part of our life as a church which seeks to proclaim the gospel of Jesus across our parish and across the town. Through events such as the Christmas and Easter journeys, school visits, assemblies taken by clergy in school and the Easter Fayre, we have continued to spend a lot of effort on reaching families and children with the good news of Jesus. Having reduced our Reloaded service to once a fortnight, we have been able to take the service on the road several times and have plans for more in the spring and summer of 2018. Throughout the year we have continued to deliver around 150 copies of our monthly magazine to homes in our parish, and this has enabled us to publicise our termly courses designed to enable people to investigate the claims of Jesus for themselves. As part of our initiative to increase our witness and presence on the St Nicholas estate, we again ensured delivery of Christmas invitations there, supported by a fifth annual quiz night with carol singing at the St Nicholas Tavern.

We also worked with churches across the town on Love Stevenage 2017, this year taking part in litter picking, small household jobs and in supporting the town wide fun day which was attended by almost a 1,000 people. The Rector has also been a frequent visitor to the Cygnet Hospital where he provides monthly pastoral visits, and with a team of volunteers we have run monthly services in Pine Lodge Care Home. We additionally supplied musicians for their annual Christmas carol sing along. We also held carol services at the Truro Court and Norman Court sheltered accommodations.

The mission of the wider church is supported by donations to four external Christian charities: Church Mission Society (CMS) Tear Fund, Bridge Builders and UCCF: The Christian Unions.

Ecumenical Relationships

Whilst we work most closely with other Anglican churches across the Stevenage area our strongest link is with St Mary's Church in Graveley, with whom we are a joint benefice. Sermon series are shared, both churches engaged in the weekend at home and baptism, marriage preparation and the Christmas Choir also span both churches.

We are also part of Churches Together in Stevenage and are seeking to deepen our working relationships with other churches who share our vision for mission and evangelism. As part of this we have continued our partnership with Grace Community Church and Longmeadow Evangelical Church in putting on two events aimed at strengthening the witness of individual Christians, and these have been very worthwhile evenings.

During 2017 the church became a supporter of the worldwide Anglican movement GAFCON and the UK based RENEW movement which is working for the renewal of the Church of England and the growth and planting of Bible-teaching Anglican Churches.

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St Nicholas Church, Stevenage
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**Report of the Trustees
For the Year Ended 31 December 2017
(Cont'd)**

FINANCIAL REVIEW

Full details of the financial situation are provided in pages 11 – 16 of this report.

Total receipts of unrestricted funds were £106,054. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Planned giving	54,008
Unrestricted voluntary donations	6,136
Collections in church	10,761
Wedding and funeral fees	7,912
HMRC tax refund	16,317
Contribution from St Mary's, Graveley towards the Parish	10,585
Share and clergy	
Other Income	335

Total receipts of restricted funds were £2,367. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Restricted voluntary donation	2,367

Compared to 2016, *our planned giving increased by 10.4%, and collections in church by 10.5%.*

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

FINANCIAL REVIEW (Cont'd)

The PCC wishes to record its thanks to all those who, through their generous financial giving, demonstrate our growing commitment to the work that God is doing in this corner of his kingdom.

Provision has been made in our balance sheet for the following monetary assets:

- £7,781 for gift aid reclaim from HMRC for the period July – December 2017
- £559 for funeral and wedding fees for the period September – December 2017
- £1,700 for overpayments to rent of the curate's house (which was be recovered in January 2018)

£103,541 was spent from unrestricted funds to provide the Christian ministry from St. Nicholas' Church, including the contribution of £56,133 to the diocesan parish share that largely provides the stipends and housing for the clergy. The amounts that the churches in the deanery have to find are shared between the churches according to a formula that is based mainly on a headcount of the congregations, and local demography. We have to find more of the total required at our church in relation to others because of our location in the town.

£7,830 was spent from the unrestricted funds on the four charities (CMS, Tear Fund, Bridge Builders and UCCF) selected by the PCC. £305 was spent on the upkeep of the Churchyard from restricted funds.

Provision has been made in our balance sheet for the following liabilities:

- £630 for the independent examination fee of the accounts for 2017 (due in 2018)
- £520 for Mission Giving Charities from Christmas collections
- £789 for an additional payment towards the Parish Share after an amendment to the Parish Share due to the curate leaving

The result for the year was an excess of income over expenditure of £2,513 on unrestricted funds, and an excess of £4,575 in overall funds. Adding bank and deposit balances brought forward at the beginning of the year, together with outstanding assets and liabilities, there **net reserves** of £27,201 to carry forward at 31st December 2017.

Reserves policy

It is our practice to maintain a balance in the current account of approximately £8,000 to cover the monthly forecast of planned expenditure.

As at 31st December 2017, £11,743 is held on easy access deposit to smooth out fluctuations in cash flow and to meet emergencies.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The method of appointment of PCC members is set out in the Church Representation Rules. At St Nicholas Church, the membership of the PCC consists of the incumbent (our rector), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish, including deciding on how the funds of the PCC are to be spent.

The full PCC met six times during the year with an average attendance of 77%. Given its wide responsibilities the PCC has a number of committees, each of which deals with a particular aspect of parish life. These committees, which include worship, pastoral, giving and support for mission, finance, buildings and fabric, social and hospitality, are all responsible to the PCC and report back to it as appropriate with notes of their meetings and decisions. The full PCC discusses and ratifies any decisions as necessary.

Risk Management Policy

The Rector and Churchwardens on behalf of the PCC have considered the risks to which it is exposed. They relate to the following major areas:

<i>Risk Area</i>	<i>Nature of Risk</i>	<i>Management Arrangements</i>
Financial Risks	Fraudulent misappropriation of PCC assets and funds	Financial controls are in place including oversight of bank accounts and payment processes. Insurance cover against theft
Damage to buildings	The church may be damaged by weather, neglect, external abuse	Insurance cover against the usual perils backed by a bequest for the maintenance of the building
Health and safety of people using church premises	Users of the building may suffer injury as a consequence of an incident on the premises	Regular reviews of safety arrangements backed by public liability insurance
Abuse to children and vulnerable adults	Children or vulnerable adults may be abused by members of the church in the context of church activities	Care policy in place with screening of individuals by the <i>Disclosure and Barring Service</i>

A surveyor appointed by Ecclesiastical Insurance visited the Church and submitted a formal Risk Management Report in July 2015. This inspection is required every 5 years. The following two actions have been completed:

- A church *Health and Safety Policy* has been compiled in the format supplied by Ecclesiastical Insurance
- An asbestos register has been generated.

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2017 (Cont'd)

STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd)

Volunteers

We would like to thank all the volunteers who work so hard to maintain our church as a lively and vibrant community. In particular we want to mention:

- Our churchwardens, Steve Bamford and Nigel Brown, and their team of assistant wardens.
- Our Treasurer, Arrie Branders, and his team of volunteers.

They have all worked tirelessly on our behalf.

Administrative Information

St Nicholas Church is situated in Rectory Lane, Stevenage, Herts SG1 4DA. It is part of the Diocese of St Albans within the Church of England. The correspondence address is St Nicholas House, 2A North Road, Stevenage, Herts SG1 4AT.

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and is registered with the Charity Commission.

PCC members who have served at any time between 1st January and 31 December 2017 are:

Ex-Officio members:

Clergy and Chairman:

Revd Dave Brown
Revd Dan Freyhan (until October 2017)

Churchwardens:

Steve Bamford
Nigel Brown

Deanery Synod Representatives:

Peter Gordon (and Vice Chair) (until 23 April 2017)
Jayne Hale (until 23 April 2017)
Stephen Lovelock (from 23 April 2017)
Helen Leisk (from 23 April 2017)
Roisin Schimmel (from 23 April 2017)

CTIS Representative

Peter Gordon (and Vice Chair) (from 23 April 2017)

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St Nicholas Church, Stevenage
Parochial Church Council



**Report of the Trustees
For the Year Ended 31 December 2017
(Cont'd)**

STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd)

Administrative Information (Cont'd)

Elected Members:

Arrie Branders – Treasurer
Alison Hare – Secretary
Philip Walker
John Knight
Sarah Metcalf (Safeguarding Officer from 23 April 2017)
Christine Chambers (from 23 April 2017)
Martin Bailey (from 23 April 2017)
Graham Squires (from 23 April 2017)

Approved by the PCC on 25th September 2018 and signed on their behalf

D. BROWN

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Revd Dave Brown (PCC Chairman)

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St Nicholas Church, Stevenage
Parochial Church Council



**Independent Examiner's Report to the Trustees of
St Nicholas Church, Stevenage, Parochial Church Council**

I report to the trustees on my examination of the accounts of the St Nicholas Church, Stevenage, Parochial Church Council, for the year ended 31 December 2017.

Responsibilities and basis of report

As the charity trustees of the St Nicholas Church, Stevenage, Parochial Church Council, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the St Nicholas Church, Stevenage, Parochial Church Council's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the St Nicholas Church, Stevenage, Parochial Church Council as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part on an independent examination

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

C Wilkinson FCCA
Barker Wilkinson Limited
108, High Street
Stevenage
Hertfordshire
SG1 3DW

25th September 2018

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St Nicholas Church, Stevenage
Parochial Church Council



Income and Expenditure Account
(Incorporating Statement of Financial Activities)
Year Ended 31 December 2017

	Note	2017 Unrestricted £	2017 Restricted £	2017 Total £	2016 Total £
INCOMING RESOURCES					
Income from:					
Voluntary Income					
Planned Giving		54,008	-	54,008	48,922
Collections		10,761	-	10,761	9,738
Gift Aid Recovered		16,317	-	16,317	14,073
		81,086		81,086	72,733
Other activities	2	6,136	2,367	8,503	4,061
Investment Income		2	-	2	4
Church Activities	3	7,912	-	7,912	7,063
Other Income	4	10,918	-	10,918	16,927
TOTAL		106,054	2,367	108,421	100,788
RESOURCES EXPENDED					
Expenditure on:					
Charitable Activities					
Parish Share		56,133	-	56,133	54,583
Clergy & Staffing Costs		17,176	-	17,176	14,662
Church Running Expenses	5	19,115	305	19,420	29,576
AV system depreciation	6	3,180	-	3,180	3,180
Church Improvements		-	-	-	-
Mission Giving and Donations	7	7,830	-	7,830	8,050
Deanery and CTIS		107	-	107	144
TOTAL		103,541	305	103,846	110,195
EXCESS OF EXPENDITURE OVER INCOME					
		2,513	2,062	4,575	(9,407)
Transfers between funds		275	(275)	-	-
Net movement in funds	12	2,788	1,787	4,575	(9,407)
Total funds brought forward		21,831	795	22,626	32,033
Total funds carried forward		24,619	2,582	27,201	22,626

The notes on pages 17 to 27 form part of these accounts

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St Nicholas Church, Stevenage Parochial Church Council



Balance Sheet At 31 December 2017

	Note	2017	2017	2017	2016
		Unrestricted	Restricted	Total Funds	Total Funds
		£	£	£	£
Fixed Assets	6	3,180	-	3,180	6,360
Cash Funds					
General Current Account		4,175	-	4,175	8,106
General Reserve Account		9,163	2,582	11,745	2,742
Weddings Current Account		2,973	-	2,973	4,198
Churchyard Account		-	-	-	564
Total Cash Funds		16,311	2,582	18,893	15,610
Other debtors					
Curate housing overpayment	8	1,700	-	1,700	-
Fees accrued	9	559	-	559	-
Gift Aid – Recoverable		7,781	-	7,781	7,149
TOTAL CURRENT ASSETS		26,349	2,584	28,933	22,759
Creditors: amounts falling due within one year					
Independent Examiner Fee		630	-	630	630
Mission Giving Creditors	10	520	-	520	-
Accruals	11	789	-	789	-
Hawkes Bequest		-	-	-	1,377
Chancel Lighting		-	-	-	288
Wedding Deposits		2,973	-	2,973	4,198
TOTAL LIABILITIES		4,912		4,912	6,493
NET CURRENT ASSETS		24,619	2,582	27,201	22,626
TOTAL FUNDS	12	24,619	2,582	27,201	22,626

The notes on pages 17 to 27 form part of these accounts

Approved by the PCC on 25th September 2018 and signed on their behalf:

Arrie Branders
Treasurer

A. BRANDERS

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Steve Bamford
Churchwarden

S. BAMFORD

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Nigel Brown
Churchwarden

N. BROWN

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St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2017

1. Accounting Policies

The accounts for the year ended 31 December 2017 have been prepared using the accruals basis of accounting.

Basis of preparing the financial statements

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared under the Church Accounting Regulations 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

The financial statements 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 affiliation to another body, nor those that are informal gatherings of church members.

The trustees are not aware of any material uncertainties about the charity's ability to continue and therefore the Charity's financial statements have been prepared on a going concern basis.

Incoming resources

Planned giving, collections and similar donations are recognised when received.

Tax refunds are recognised when the incoming resource to which they relate is received.

Grants and legacies are recognised when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are reliably quantifiable.

Interest as and when accrued by the payer.

All incoming resources are accounted for gross.

Resources expended

Grants and donations are recognised when paid, or when awarded, if that award creates a binding or constructive obligation on the PCC.

The diocesan parish share expected to be paid over is recognised when due.

All other expenditure is generally recognised when it is incurred.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2017 (Cont'd)

1. Accounting Policies (Cont'd)

Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s10(2)(a) and (c) of the Charities Act 2011.

Individual items of equipment with a purchase price in excess of £1,000 are capitalised and depreciation is charged from the year of acquisition on a straight-line basis over the estimated useful lives.

AV System - 3 Years

Fund accounting

Restricted funds comprise revenue donations or grants for specific PCC activities intended by the donor.

Unrestricted funds are income funds which are to be spent for the PCC general purposes'.

Designated funds are unrestricted funds set aside by the PCC trustees for use in the future.

Project funds are unrestricted funds designated for particular projects or for administration purposes only. Designated funds remain unrestricted and the PCC will transfer any surplus/deficits to/from other general funds and the end of the designated project.

Financial Instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at settlement value.

2. Other Activities

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Donations	6,136	2,367	8,503	4,061



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2017 (Cont'd)

3. Church Activities

	2017 Unrestricted £	2017 Restricted £	2017 Total £	2016 Total £
Weddings, Funerals & Other Fees	7,912	-	7,912	7,063

4. Other Income

	2017 Unrestricted £	2017 Restricted £	2017 Total £	2016 Total £
Graveley PCC (Parish Share)	9,685	-	9,685	9,552
Graveley PCC (Clergy)	900	-	900	900
Other Income	333	-	333	175
Churchyard Grant	-	-	-	6,000
Deanery Grants – books	-	-	-	300
	10,918	-	10,918	16,927



St Nicholas Church, Stevenage
Parochial Church Council



Notes to the Financial Statements
Year Ended 31 December 2017
(Cont'd)

5. Church Running Expenses

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Books, Wafers, Wine etc	613	-	613	1,162
Churchyard maintenance	-	305	305	5,436
Cleaning Materials	-	-	-	90
Copyright Licences	609	-	609	351
Fire Safety, Security & Insurance	375	-	375	354
Flowers	136	-	136	259
Gas, Electricity & Water	4,271	-	4,271	4,505
General expenses	1,794	-	1,794	400
Independent Examiner's Fee	630	-	630	540
Kitchen Upkeep	89	-	89	608
Mission Action Plan	2,801	-	2,801	7,525
Parish Administrator	4,560	-	4,560	4,543
Refreshments	284	-	284	625
Repairs & Maintenance	2,404	-	2,404	1,034
Safeguarding	95	-	95	38
Stationery/Printing	330	-	330	1,523
Sunday Club & Youth Work	124	-	124	300
Website	-	-	-	283
	19,115	305	19,420	29,576



St Nicholas Church, Stevenage Parochial Church Council



6. Fixed Assets

The new AV system is depreciated over three years

	£
Cost	
At 1 January 2017 and 31 December 2017	<u>9,540</u>
Depreciation	
At 1 January 2017	3,180
Depreciation for year	<u>3,180</u>
	<u>6,360</u>
Net Book Value	
At 31 December 2017	<u>3,180</u>
At 31 December 2016	<u><u>6,360</u></u>



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2017 (Cont'd)

7. Mission Giving and Donations

	2017	2017	2017	2016
	Unrestricted	Restricted	Total Funds	Unrestricted
	£	£	£	£
Church Overseas				
Church Mission Society	1,560	-	1,560	1,560
Tear Fund	1,560	-	1,560	1,560
UCCF	1,560	-	1,560	1,560
Barnabas Fund	1,560	-	1,560	1,560
General Charities				
Bridge Builders	1,590	-	1,590	1,810
	7,830	-	7,830	8,050

Restricted Special Collections

When special collections simply pass through the PCC's bank account, but the funds do not belong to the PCC, then neither the receipt nor the payment is recorded in the Income and Expenditure Accounts). Details of these collections in 2017 are as follows:

	2017	2016
	£	£
Central Church Societies		
Ordination Training	125	-
St Albans Diocese Harvest Appeal		150
Church Overseas		
Embrace the Middle East (Biblelands)	123	162
J & K Rocks	166	227
General Charities		
Bridge Builders	-	420
Tear Fund – Haiti appeal	-	20
Children's Society	231	201
Barnabas Fund	166	1,128
	811	2,308

FINAL



St Nicholas Church, Stevenage
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Notes to the Accounts
Year Ended 31 December 2017
(Cont'd)

8. Curate Housing Overpayment

There was an overpayment for the curate housing for the period November – December 2017 of £1,700 (2016 - £Nil). This amount was recovered from the curate in January 2018.

9. Fees Accrued

The fees accrued at the year-end of £559 (2016 - £Nil) relate to wedding and funeral fees for quarter 4 of 2017.

10. Mission Giving Creditors

Part of the collections received over the Christmas period are donated to the following charities:

	2017	2016
	£	£
50% of cash at the Carol Service to 'Embrace the Middle East'	123	-
50% of cash at the Christingle Services to the Children's Society	231	-
Donations in lieu of Christmas cards to Jimmy & Katia Rocks (our mission partners in Brazil)	166	-
	520	-

11. Accruals

The Parish Share contribution was amended when the curate left St Nicholas Church and this resulted in £789 that was outstanding for 2017. This amount was paid in January 2018.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2017 (Cont'd)

12. Movement in Funds

	At 1 st January 2016	Net Moveme nt in Funds	Transfers Between Funds	At 31 st December 2017
	£	£	£	£
Unrestricted Funds				
General Fund	21,831	2,513	275	24,619
Restricted Funds				
Churchyard	564	(305)	(259)	-
Deanery	75	-	-	75
Little Lambs	16	-	(16)	-
Building	140	-	-	140
Music Fund	-	2,367	-	2,367
Total Funds	22,626	4,575	-	27,201

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources Expended	Gains and Losses	Movement in Funds
	£	£	£	£
Unrestricted Funds				
General Fund	106,054	103,541	-	2,513
Restricted Funds				
Churchyard	-	305	-	(305)
Deanery	-	-	-	-
Little Lambs	-	-	-	-
Building	-	-	-	-
Music Fund	2,367	-	-	2,367
Total Funds	108,421	103,846	-	4,575



St Nicholas Church, Stevenage
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Notes to the Accounts
Year Ended 31 December 2017
(Cont'd)

12. Movement in Funds (Cont'd)

Transfers between funds

The churchyard fund is a restricted fund for the specific maintenance and upkeep of the Churchyard which up until 1 April 2017 was the responsibility of the PCC. Since the 1 April 2017 the responsibility was transferred to the local council. In anticipation of the transfer the PCC met the cost of minor repairs to the boundary walls which are included in the council's responsibilities. Given this expenditure the remaining balance in the churchyard fund of £259 has been transferred to the general fund.

The little lambs fund is a restricted fund for expenditure on the little lambs toddler group. The toddler group closed in July 2017 and the remaining funds of £16 have been transferred to the general fund.

UNRESTRICTED FUNDS

General fund

The general funds are available for the furtherance of the PCC's charitable objectives.

General funds are largely maintained by members donations and collections.

RESTRICTED FUNDS

Churchyard

The churchyard funds are available for the maintenance and upkeep of the churchyard.

The Churchyard fund is maintained by a grant from the local council.

This fund has now closed

Deanery

The deanery funds are available for expenditure on new mugs.

The deanery fund was set up in 2016 by a grant from the deanery.



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Notes to the Accounts
Year Ended 31 December 2017
(Cont'd)

12. Movement in Funds (Cont'd)

RESTRICTED FUNDS (Cont'd)

Little Lambs

The little lambs funds are available for expenditure on the little lambs toddler group.

This fund has now closed.

Building

In 2016 a donation of £1,000 was received from Friends of St Nicholas and their deeds of trust states that donations made are for '*preservation repair maintenance restoration improvement extension and ornamentation of the fabric of the Parish Church of St Nicholas Stevenage aforesaid and its immediately adjacent parish buildings and property*'.

Music Fund

The music funds are available for expenditure on musical scores, fees for organist and possible fees of a music director to produce a full choral evensong.

The fund was set up in 2017 by a grant from The St Nicholas Church Choir.

13. Trustees Remuneration and Related Party Transactions

During the period under review, Alison Hare (a member of the PCC) received £4,560 in payments and expenses for administrative support.

For the first 10 months of the year, a monthly housing allowance of £850 per month was paid to the curate and his wife with 75% of this received via a reduction in our Parish Share.

The Revd. D. Brown and Revd. D. Freyhan are in receipt of a monthly allowance for broadband, computer depreciation and hospitality. Revds. D. Brown and D. Freyhan cover the cost of their mobile phones and are responsible for updating their computers, laptops and printers as and when needed. The amounts paid in 2017 were £1,265 and £774 respectively.

The Revd. D. Brown and Revd. D. Freyhan are in receipt of reimbursed expenses incurred on the PCC's behalf as agents. The amounts paid in 2017 were £2,723 and £1,072 respectively.



St Nicholas Church, Stevenage

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Notes to the Accounts

Year Ended 31 December 2017

(Cont'd)

14. Comparatives for the statement of Financial Activities

	Unrestricted £	Restricted £	Total Funds £
INCOMING RESOURCES			
Income from:			
Voluntary Income			
Planned Giving	48,922	-	48,922
Collections	9,738	-	9,738
Gift Aid Recovered	13,998	75	14,073
	72,658	75	72,733
Other activities	2,661	1,400	4,061
Investment Income	4		4
Church Activities	7,063		7,063
Other Income	10,627	6,300	16,927
TOTAL	93,013	7,775	100,788
RESOURCES EXPENDED			
Expenditure on:			
Charitable Activities			
Parish Share	54,583	-	54,583
Clergy & Staffing Costs	14,662	-	14,662
Church Running Expenses	22,596	6,980	29,576
AV system depreciation	3,180	-	3,180
Church Improvements	-	-	-
Mission Giving and Donations	8,050	-	8,050
Deanery and CTIS	144	-	144
TOTAL	103,215	6,980	110,195
EXCESS OF EXPENDITURE OVER INCOME	(10,202)	795	(9,407)