



St Nicholas Church, Stevenage
Parochial Church Council



Registered Charity Number – 1161229

Trustees' Report and Accounts

Year Ended 31 December 2018

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St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018

INTRODUCTION

The Parochial Church Council as trustees of St Nicholas Church, Stevenage presents its annual report and financial statements for the year ended 31 December 2018.

The 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.

Definitions

PCC	The Parochial Church Council comprising clergy and elected representatives, the trustees under the PCC powers measure 1956
Hawkes Trustees	The Rector and Churchwardens appointed trustees under the will of the late Robert Hawkes who died in 2008
Friends of St Nicholas	An independent charitable trust established to raise funds for the maintenance and improvement of St Nicholas Church Stevenage

OBJECTIVES AND ACTIVITIES

Aims and Purposes

In co-operation with the incumbent, the PCC has the responsibility of promoting the pastoral, evangelistic, social and ecumenical mission of the Church, in the ecclesiastical parish of St Nicholas, Stevenage. This includes the management of the Church building of Rectory Lane, Stevenage.

Resources

The parish is served by full-time clergy employed by the Diocese of St. Albans, the Rector, Rev. Dave Brown, who has been in post since 2011. 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. The mission of the church would not be fulfilled without the many volunteers who willingly serve in many areas of church life.

Objectives

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 the work of the church in 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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

Objectives (Cont'd)

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 PCC confirm that it has considered the provisions of Section 17(5) of the Charities Act 2011 and considers that its aims and objectives are for the public benefit.

ACHIEVEMENT AND PERFORMANCE IN DELIVERING PUBLIC BENEFIT

The Mission Action Plan (MAP) approved by the Annual Parochial Church Meeting (APCM) in April 2018 sets targets relating to each of the PCC objectives. Some of the achievements over the last 12 months have been as follows:

- Organised a 4-day mission with students from Cornhill Bible College
- A very successful *Church Weekend at away* in October 2018 with roughly 50 people in attendance.
- Advancement of our plans for the reordering of the sanctuary through consultations with architects and the St Albans Diocesan Advisory Committee.
- Offered free Bible reading notes during Lent.
- Playing an active part in the *Love Stevenage* event
- We ran 3 *exploring Christianity* courses to help people investigate the claims of Jesus.
- Training events held for reading the Bible at home and in church and leading the intercessions
- Launched two discipleship programmes, one for men, one for women.
- Established an after service 'prayer ministry' team
- Ran workshops on depression, leading small groups, and an Advent quiet day for the deanery entitled 'Bach, Beauty and Belief.'
- Held an Easter Fun Day at Easter and 3-day flower festival in the summer, attended by hundreds of people.
- Hosted an event to mark the 100th anniversary of the end of World War 1.

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 25% over 2017 with 644 adults and children at the two services and the number at the Christmas Eve communion service rose from 126 to 136 so that total Christmas Eve attendance rose from 640 to 780. 177 people attended the Carol Service on the weekend before Christmas compared with 134 in 2017.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

Worship and Prayer

Because people are different, the weekly schedule of services offers a range of services at different times to suit most tastes.

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 (up to 90 minutes) with hymns and songs and a longer talk. Children go to their own groups after the first 10 minutes and re-join the service later. On at least two Sundays per month the service includes Holy 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, 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 are invited to 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.

At 31 December 2018 the Church Electoral Roll included 132 parishioners, 75 of whom are not resident in the parish. The average weekly attendance of adults and children, counted during October, was 93 an increase from 88 in 2017.

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 11 (2017: 19) baptisms, and there have been 19 (2017: 21) weddings and 1 (2017: 4) service where couples renewed their wedding vows. There were 19 (2017: 29) funerals in the church with the Rector taking 2 (2017: 7) more services at the crematorium or cemetery chapel.

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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

Church Buildings and Churchyard

In 2008 the will of the late Robert Hawkes bequeathed the residue of his estate in trust to the Rector and Churchwardens for the maintenance of the St Nicholas church building. Under Canon Law the funds are held by the Diocesan Board of Finance as custodian trustee. The PCC determines the scope of work to be undertaken, obtains the necessary consents and applies for grants from the trustees. In previous years invoices for grant financed work were settled directly from trust funds. To avoid potential contractual difficulties, from 1 January 2018 the trustees agreed that all invoices should be approved by and settled from PCC funds. The expenditure is then reimbursed by the trustees.

During 2018 the following grants were made by the Hawkes Trust to the PCC in respect of recurring maintenance:

<i>Item</i>	<i>£</i>
Church buildings insurance (Ecclesiastical 90%)	3,477
General maintenance (painting & gutter clearance)	97
Lightning conductor maintenance and annual test (7/06/18)	142
Septic tank emptying twice (12/05/18 and 14/10/2018)	500
Organ service 5/01/18 (£375), fault repairs 10/04/18 (£125)	500
CCTV maintenance (£1,674), ICO data protection registration (£35), line rental & Broadband (£273)	1,982
Security light replacement	132
General (including parapet doors)	561

In addition, the following expenditure has been approved during 2018 and invoices are pending:

Organ tuning & repairs	375
Boiler service/repair (estimated)	120
Non-recurring expenditure in 2018	
Clerestory repairs	13,342



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

Church Buildings and Churchyard (Cont'd)

The Hawkes Will Trustees have indicated that during 2019 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 2019:	
CCTV maintenance	1,500
Empty septic tank (three times)	750
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	600
Electrical wiring maintenance and inspection	150
Organ blower asbestos removal	2,000

With the support of the Hawkes Trustees and the Friends of St Nicholas, a fund-raising body, The PCC has developed plans for the renewal of the floor, installation of underfloor heating and improvement of the lighting in the building together with the installation of a mezzanine floor in the Parish Room during 2019. The Hawkes Trustees have indicated that they will fund those works constituting maintenance within the terms of the Trust. Some funds have already been spent on the preparatory work for this project. The PCC is seeking to raise the balance of the funds required with the help of the Friends. A church member, Anthony Taylor, has been appointed to manage the process on behalf of the PCC.

The scheduled full quinquennial inspection was delayed until the completion of the repairs to the clerestory in November 2018 and has been completed in December 2018. All the recommendations (that is Category 1 repairs) from the 2013 report have been completed. The architect will be 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.

On 1 April 2017 Stevenage Borough Council assumed full responsibility under section 215 of the Local Government Act 1972 for the maintenance of the churchyard subject to the legal obligations of the PCC as landowner.

Work carried out during the year included the completion of works to repair of the North clerestory windows, installation of external tile crease and associated guttering upgrade.

The PCC thanks Bernie Matthews, Paul Drakes and Stuart Marshall who regularly inspect and carry out minor maintenance on the inside and outside of the building.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

Church Buildings and Churchyard (Cont'd)

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 the church, they are invited to church events such as *The Christmas Journey* (see below) when hosted at St Nicholas. Our church-based toddler group, *Little Lambs*, which meets on Friday mornings, has continued to thrive and we have continued to host a local *Brownies* pack, which meets weekly in the Parish Room on Thursday evenings.

The monthly 'Snack and Chat' lunch club continued in 2018 attracting elderly people and fulfilling a need to deepen our pastoral care within this age group. The December lunch was attended by 25 people.

In 2018 the church building has hosted a number of non-church service events such as the Easter Fayre, the Christmas Journey with Bridgebuilders, visits from various school groups and a number of visiting Bell Ringing teams. We were also delighted to host a concert by the Orpheus Choir. As in previous years, three local schools, Almond Hill, Trotts Hill, and The Leys held their Christmas Carol services in the church.

The church hosted the Bridge Builders *Christmas Journey* presentations in 2018 when over 240 Year 2 children attended. The team visited one school because of travel difficulties and presented to a further 60 children.

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.

The church has continued to run monthly services in Pine Lodge Care Home and this year have begun to support a fortnightly Bible Study at the Cygnet Hospital. We also held carol services at the Truro Court and Norman Court sheltered accommodations.

As part of our initiative to increase our witness and presence on the St Nicholas estate, we again ensured delivery of Christmas invitations to over 2,000 homes, supported by a sixth annual quiz night with carol singing at the St Nicholas Tavern.

We worked with churches across the town on Love Stevenage 2018, arranging a free car wash at the St Nicholas shopping precinct 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. The mission of the wider church is supported by donations to five external Christian charities: Church Mission Society (CMS), Tear Fund, Bridge Builders, the UCCF and the Barnabas fund

During 2018 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 healthy Bible-teaching Anglican Churches.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

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, and both churches engaged in the weekend away and share baptism and marriage preparation. Members of both PCCs spent a day together in December, reviewing our MAPs and considering the implications of the proposed building work at St Nicholas.

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.]

FINANCIAL REVIEW

Full details of the financial situation are provided in pages 13 – 14 of this report.

Total receipts of unrestricted funds were £112,098. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Planned giving	52,467
Unrestricted voluntary donations	11,057
Collections in church	9,063
Wedding and funeral fees	8,847
HMRC tax refund	17,888
Contribution from St Mary's, Graveley towards the Parish	
Share and clergy	12,338
Other Income	424
Investment Income	14

Total receipts of restricted funds were £57,957. This comprised the following:

<i>Source of funds</i>	<i>Amount (£)</i>
Restricted Collections	1,851
Restricted Donations	10,650
Hawkes Bequest	45,456



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

FINANCIAL REVIEW (Cont'd)

Compared to 2017, our planned giving decreased by 2.85% but collections in church increased by 10.65%. Overall, Voluntary Income was static in 2018.

The PCC wishes to record it's 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:

- £9,817 for gift aid reclaim from HMRC for the period July – December 2018

£117,914 was spent from unrestricted funds to provide the Christian ministry from St. Nicholas' Church, including the contribution of £66,930 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.

£7,800 was spent from the unrestricted funds on the five charities (CMS, Tear Fund, Bridge Builders, UCCF and Barnabas Fund) selected by the PCC.

£16,811 was spent on maintenance of the church building and £41,110 was spent on church improvements from restricted funds. £150 was spent from a restricted fund set up to help the Ministry Assistant buy study books.

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

- £720 for the independent examination fee of the accounts for 2018 (due in 2019)

The result for the year was a deficit of income over expenditure of £5,816 on unrestricted funds, and a deficit of £4,080 in overall funds. Adding bank and deposit balances brought forward at the beginning of the year, together with outstanding assets and liabilities, there are **net reserves** of £23,121 to carry forward at 31st December 2018.

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 2018 £10,306 and £4,318 was held in easy access bank accounts for unrestricted and restricted funds respectively.

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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

STRUCTURE, GOVERNANCE AND MANAGEMENT (Cont'd)

The full PCC met seven times during the year with an average attendance of 71%. 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.
- The Safeguarding Policy has been reviewed and updated.

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.



St Nicholas Church, Stevenage Parochial Church Council



Report of the Trustees For the Year Ended 31 December 2018 (Cont'd)

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 during the year ended 31 December 2018 are:

Ex-Officio members:

Clergy and Chairman:

Revd Dave Brown

Churchwardens:

Steve Bamford

Nigel Brown

Deanery Synod Representatives:

Stephen Lovelock

Helen Leisk (until 22 April 2018)

Mike Wilton (from 22 April 2018)

Roisin Schimmel

CTIS Representative

Peter Gordon (and Vice Chair)

Elected Members:

Arrie Branders – Treasurer

Alison Hare – Secretary

Philip Walker

John Knight

Sarah Metcalfe

Christine Chambers

Martin Bailey (Safeguarding Officer)

Graham Squires

Eunice Oballa (from 22 April 2018)

Co-opted Member:

Jason Cox (from 9 October 2018)

Approved by the PCC on 28th May 2019 and signed on their behalf

D. BROWN

.....
Revd Dave Brown (PCC Chairman)



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 2018 which are set out on pages 13-26.

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

28th May 2019



St Nicholas Church, Stevenage Parochial Church Council



Income and Expenditure Account (Incorporating Statement of Financial Activities) Year Ended 31 December 2018

		2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
	Note				
INCOMING RESOURCES					
Income from:					
Voluntary Income					
Planned Giving		52,467	-	52,467	54,008
Collections		11,057	851	11,908	10,761
Gift Aid Recovered		17,888	-	17,888	16,317
		81,412	851	82,263	81,086
Other activities	2	9,063	11,650	20,713	8,503
Investment Income		14	-	14	2
Church Activities	3	8,847	-	8,847	7,912
Other Income	4	12,762	45,456	58,218	10,918
TOTAL		112,098	57,957	170,055	108,421
RESOURCES EXPENDED					
Expenditure on:					
Charitable Activities					
Parish Share		66,930	-	66,930	56,133
Clergy & Staffing Costs		10,451	150	10,601	17,176
Church Running Expenses	5	18,677	16,979	35,656	19,420
AV system depreciation	6	3,180	-	3,180	3,180
Church Improvements		2,018	39,092	41,110	-
Mission Giving and Donations	7	7,800	-	7,800	7,830
Deanery and CTIS		158	-	158	107
Unrecoverable Fraud Scam	8	8,700	-	8,700	-
TOTAL		117,914	56,221	174,135	103,846
EXCESS OF EXPENDITURE OVER INCOME		(5,816)	1,736	(4,080)	4,575
Transfers between funds		-	-	-	-
Net movement in funds	9	(5,816)	1,736	(4,080)	4,575
Total funds brought forward		24,619	2,582	27,201	22,626
Total funds carried forward		18,803	4,318	23,121	27,201

The notes on pages 15 to 26 form part of these accounts



St Nicholas Church, Stevenage Parochial Church Council



Balance Sheet At 31 December 2018

		2018 Unrestricted £	2018 Restricted £	2018 Total Funds £	2017 Total Funds £
	Note				
Fixed Assets	6	-	-	-	3,180
Cash Funds					
General Current Account		7,765	-	7,765	4,175
General Reserve Account		1,941	4,318	6,259	11,745
Weddings Current Account		600	-	600	2,973
Total Cash Funds		10,306	4,318	14,624	18,893
Other debtors					
Curate housing overpayment		-	-	-	1,700
Fees accrued		-	-	-	559
Gift Aid – Recoverable		9,817	-	9,817	7,781
TOTAL CURRENT ASSETS		20,123	4,318	24,441	28,933
Creditors: amounts falling due within one year					
Independent Examiner Fee		720	-	720	630
Mission Giving Creditors		-	-	-	520
Accruals		-	-	-	789
Wedding Deposits		600	-	600	2,973
TOTAL LIABILITIES		1,320	-	1,320	4,912
NET CURRENT ASSETS		18,803	4,318	23,121	27,201
TOTAL FUNDS	9	18,803	4,318	23,121	27,201

The notes on pages 15 to 26 form part of these accounts

Approved by the PCC on 28th May 2019 and signed on their behalf:

Arrie Branders
Treasurer
A. BRANDERS

Steve Bamford
Churchwarden
S. BAMFORD

Nigel Brown
Churchwarden
N. BROWN



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2018

1. Accounting Policies

The accounts for the year ended 31 December 2018 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 2018 (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

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Donations	9,063	11,650	20,713	8,503



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2018 (Cont'd)

3. Church Activities

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Weddings, Funerals & Other Fees	8,847	-	8,847	7,912

4. Other Income

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Graveley PCC (Parish Share)	11,850	-	11,850	9,685
Graveley PCC (Clergy)	488	-	488	900
Other Income	424	-	424	333
Hawkes Bequest Fund	-	45,456	45,456	-
	12,762	45,456	58,218	10,918



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2018 (Cont'd)

5. Church Running Expenses

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Books, Wafers, Wine etc	632	-	632	613
Churchyard maintenance	-	-	-	305
Copyright Licences	528	-	528	609
Fire Safety, Security & Insurance	386	-	386	375
Flowers	187	275	462	136
Gas, Electricity & Water	3,841	-	3,841	4,271
General expenses	1,104	300	1,404	1,794
Independent Examiner's Fee	810	-	810	630
Kitchen Upkeep	820	-	820	89
Mission Action Plan	4,591	-	4,591	2,801
Parish Administrator	4,699	-	4,699	4,560
Refreshments	-	-	-	284
Repairs & Maintenance	407	16,404	16,811	2,404
Safeguarding	27	-	27	95
Stationery/Printing	629	-	629	330
Sunday Club & Youth Work	-	-	-	124
Website	16	-	16	-
	18,677	16,979	35,656	19,420



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Financial Statements Year Ended 31 December 2018 (Cont'd)

6. Fixed Assets

The new AV system is depreciated over three years

Cost	£
At 1 January 2018 and 31 December 2018	<u>9,540</u>
Depreciation	
At 1 January 2018	6,360
Depreciation for year	3,180
At 31 December 2018	<u>9,540</u>
Net Book Value	
At 31 December 2018	<u>-</u>
At 31 December 2017	<u>3,180</u>



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

7. Mission Giving and Donations

	2018	2018	2018	2017
	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	1,560	-	1,560	1,590
	7,800	-	7,800	7,830

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 Account. Details of these collections in 2018 are as follows:

	2018	2017
	£	£
Central Church Societies		
Ordination Training	-	125
Church Overseas		
Embrace the Middle East	205	123
J & K Rocks	152	166
General Charities		
Tear Fund – Haiti appeal	-	20
Children's Society	173	231
Barnabas Fund – Kerala Appeal	669	-
Barnabas Fund	-	166
GAFCON	144	-
	1,343	831



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

8. Unrecoverable Fraud Scam

On the 10/01/2018 the church treasurer received an email purporting to be from the Rector requesting and approving that the church treasurer should urgently pay £8,700 into a specified account at the Prepay Technologies bank for expenses incurred. The fraudster used a believable email address that masked its true origin and seemed to have originated from the Rector. This was shortly followed by a second approval for the payment purporting to be from one of the church wardens. The fraudster used another believable email address from the church wardens. Unfortunately, responding to the urgency of the words in the Rector's email the treasurer paid the requested £8,700 into a fraudulent account. Suddenly becoming suspicious, the treasurer realised that a fraud may have taken place. After confirming this with the rector and churchwardens, he immediately notified the police, recorded it via the Action Fraud website and notified Barclays Bank, the holder of the paying account. It was too late for the bank to stop the payment. They could do nothing to retrieve the money and had no process to reimburse the PCC. The PCC contacted the church insurers (Ecclesiastical) but the church is not insured against such an event. An anonymous donor subsequently reimbursed the PCC for this loss. The fraud has been reported to the Charity Commission.

9. Movement in Funds

	At 1 st January 2018 £	Net Movement in Funds £	Transfers Between Funds £	At 31 st December 2018 £
Unrestricted Funds				
General Fund	24,619	(5,816)	-	18,803
Restricted Funds				
Deanery	75	-	-	75
Music Fund	2,367	-	-	2,367
Building	140	(140)	-	-
New Development Fund	-	1,851	-	1,851
Judas Tree	-	-	-	-
Flower Festival	-	-	-	-
Ministry Assistant Books	-	-	-	-
Mothering Sunday Flowers	-	25	-	25
Hawkes Bequest Fund	-	-	-	-
Total Funds	27,201	(4,080)	-	23,121



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

9. Movement in Funds (Cont'd)

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	112,098	117,914	-	(5,816)
Restricted Funds				
Building Fund	10,000	10,140	-	(140)
New Development Fund	1,851	-	-	1,851
Judas Tree	200	200	-	-
Flower Festival	250	250	-	-
Ministry Assistant Books	150	150	-	-
Mothering Sunday	50	25	-	25
Hawks Bequest Fund	45,456	45,456	-	-
Total Funds	170,055	174,135	-	(4,080)

Transfers between funds

There were no transfers between funds in 2018.

UNRESTRICTED FUNDS

General fund

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

General funds are largely maintained by members donations and collections.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

9. Movement in Funds (Cont'd)

RESTRICTED FUNDS (Cont'd)

Deanery

Deanery funds are available for expenditure on new mugs.

The deanery fund was set up in 2016 by a grant from the deanery there remains £75 of unspent funds at 31st December 2018.

Music Fund

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 of £2,367 this remains unspent at 31st December 2018.

Building

In 2016 and 2018 donations of £1,000 and £10,000 respectively were received from Friends of St Nicholas and their deeds of trust state 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*'.

All funds have now been expended.

New Development Fund

The New Development Fund was established to receive gifts in anticipation of improvements to the building concurrently with or subsequent to the renovation of the floor and improvement of the lighting.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

9. Movement in Funds (Cont'd)

RESTRICTED FUNDS (Cont'd)

Mothering Sunday Fund

In 2018 a donation of £50 was received to fund flowers and posies for Mothering Sunday.

All funds will be expended in 2019.

Judas Tree

This was a single gift for the planting of a tree in the churchyard. The work was carried out by the Borough Council which is responsible for the maintenance.

All funds were expended during the year.

Flower Festival

A summer Flower Festival was held in the church and donations were received from various businesses to cover the costs of the festival.

All funds were expended during the year.

Ministry Assistant Books

A special fund was set up at the request of a few members of the church to support the Ministry Assistant in acquiring study books.

All funds were expended during the year.

Hawkes Bequest Fund

The Hawkes Bequest funds all maintenance costs of the church building of St Nicholas. The maintenance cost is paid by the PCC and then a request is made to the Trustees of the Hawkes Bequest for a grant to reimburse the expenditure.



St Nicholas Church, Stevenage Parochial Church Council



Notes to the Accounts Year Ended 31 December 2018 (Cont'd)

10. Trustees Remuneration and Related Party Transactions

During the period under review, Alison Hare (a member of the PCC) received £4,699 (2017 £4,560) in payments and expenses for administrative support. An inflation related increase in the honorarium for Alison Hare was approved at the PCC meeting of 20 March 2018.

The Revd. D. Brown is in receipt of a monthly allowance for broadband, computer depreciation and hospitality. Revd. D. Brown covers the cost of his mobile phone and is responsible for updating his computer, laptop and printer as and when needed the amounts paid in 2018 and 2017 were £901 and £1,265 respectively.

Trustees receive payment for reimbursed expenses incurred on the PCC's behalf as agent.

Peter Gordon and The Revd. D. Brown are trustees of The Friends of St Nicholas Church the PCC received a donation of £10,000 from The Friends of St Nicholas Church during the year.

The Revd. D. Brown, Stephen Bamford and Nigel Brown are trustees of The Hawkes Will Trust the PCC received grants of £46,456 from The Hawkes Will Trust during the year.



St Nicholas Church, Stevenage
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Notes to the Accounts
Year Ended 31 December 2018
(Cont'd)

11. Comparatives for the statement of Financial Activities

	2017 Unrestricted £	2017 Restricted £	2017 Total Funds £
INCOMING RESOURCES			
Income from:			
Voluntary Income			
Planned Giving	54,008	-	54,008
Collections	10,761	-	10,761
Gift Aid Recovered	16,317	-	16,317
	81,086	-	81,086
Other activities	6,136	2,367	8,503
Investment Income	2	-	2
Church Activities	7,912	-	7,912
Other Income	10,918	-	10,918
TOTAL	106,054	2,367	108,421
RESOURCES EXPENDED			
Expenditure on:			
Charitable Activities			
Parish Share	56,133	-	56,133
Clergy & Staffing Costs	17,176	-	17,176
Church Running Expenses	19,115	305	19,420
AV system depreciation	3,180	-	3,180
Mission Giving and Donations	7,830	-	7,830
Deanery and CTIS	107	-	107
TOTAL	103,541	305	103,846
EXCESS OF INCOME OVER INEXPENDITURE	2,513	2,062	4,575