

Annual Report
and
Financial Statements
of the
Parochial Church Council
of the Ecclesiastical Parish
of Welwyn and Woolmer Green

for the year ended 31 December 2019

Team Rector:

The Rev'd Dr David Munchin
The Rectory
2 Ottway Walk
Welwyn
Herts
AL6 9AS

Bank:

Barclays Bank plc
The Welwyn Group
12/12A The Howard Centre
Welwyn Garden City
Herts
AL8 6ER

Independent examiner:

Peter McKay BSc FCA
Nicholsons, Chartered Accountants
1st Floor, Bridge House
25 Fiddlebridge Lane
Hatfield
Herts
AL10 0SP

Registered Charity no. 1130415

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Annual Report for the year ended 31 December 2019

Aim and purposes

The PCC of the parish has the responsibility of co-operating with the incumbent, the Rev'd Dr David Munchin, in promoting in the ecclesiastical parish the whole mission of the Church, including its pastoral, evangelistic, social and ecumenical vision. It also has the maintenance responsibilities for St Mary the Virgin, Welwyn, St Michael and All Angels, Woolmer Green, St Michael's House and Church House.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship in our two churches and to become part of our parish community. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer, scripture, music and sacrament.

When planning our activities for the year, the incumbent and the PCC considered the Commission's guidance on public benefit and, in particular, the specific guidance for charities on the advancement of religion. Primarily, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.

To facilitate this work, it is important that we maintain the fabric of our two churches, St Michael's House and Church House.

In setting their objectives and determining their activities, the trustees have given careful consideration to the Charity Commission's general guidance on public benefit.

Response to the Global Pandemic

The trustees believe the Covid-19 virus has affected the charity in the following ways:

- Religious services - these ceased in a physical sense on the 23rd of March but continue via the internet.
- Donations - the collections and donations have been affected. Some people who gave during services are now giving via standing orders or Virgin Money Giving accessed via the website. The net decline is probably £200/Sunday. Standing orders continue as before, which are by far the greatest source of income for St Mary's.
- Office staff - these have been furloughed, with the balance of payroll costs being met by St Mary's.
- Expenses - with the church and, especially, New Church House closed, there is a reduction in running costs. Utility costs have fallen, as very little use has been made of utilities, and maintenance costs are negligible.
- Going Concern - the Trustees believe that the charity is a going concern for at least the next twelve months. This belief is grounded in the receipt of a generous legacy of £34,000 and a one-off gift of £15,000, both received after 31 December 2019. Additionally, the view is supported by the reduced cost base, no fall-off in standing order income, and unrestricted funds (including designated funds - other reserves) amounting to almost £200,000 (represented by cash).

Plans for the future

When the PCC is permitted, and after careful consideration and planning, the churches will re-open and the religious services, together with all our other activities will resume. The main focus of the Mission Action Plan, which has been set up to formulate plans for the future, is to encourage a younger demographic to join the congregation and community.

Achievements and Performance

Worship and Prayer

All are welcome to attend our regular services. At present, there are 300 parishioners on the Church Electoral Roll. Average Sunday attendance at St Mary's was 152 adults and 10 children, and at St Michael's 26 adults and 4 children, but numbers increased greatly at festivals such as Easter and Christmas.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Annual Report for the year ended 31 December 2019 (continued)

Achievements and Performance (continued)

Worship and Prayer (continued)

The PCC is keen to offer a range of services during the week that our community finds both beneficial and spiritually fulfilling. Quiet spoken Eucharist services are held on weekdays and on Sunday mornings. Sung Eucharist services are held every Sunday morning and on major festivals. Evensong services are held in St Mary's on the second, fourth and fifth Sundays of each month, with this generally being choral on the second Sunday. Services especially aimed at families and young children are held on a regular basis, usually in the more informal setting of Church House, such as the monthly 40-minute pram service. Monthly services are held at various care homes and day centres for the elderly throughout the parish.

Special preparation classes are run for those who wish to get married in the churches and for those wishing to have their children baptised. Baptisms take place during normal Sunday morning services, enabling families to be welcomed by the church community. This is usually on the third Sunday of the month.

We have a notable choral tradition, which enhances worship.

Pastoral Care

There is a trained team within the congregation to provide Baptism preparation and a team to welcome newcomers and visitors. Pastoral care is largely provided by the clergy, and informally by members of the congregation on an ad hoc basis.

A Memorial service is held annually in November at St Mary's for those who have been bereaved during past years. This is followed by refreshments and a time for fellowship and support.

Mission and Outreach

The PCC has a policy of facilitating donations to charities, both in this country and overseas, equivalent to at least 15% of St Mary's annual voluntary giving. This is generally exceeded, thanks to the efforts and generosity of the congregation.

Each year the parish produces 10 issues of the Welwyn Magazine, which contains both church and local information. It is sold widely throughout the parish. The parish also maintains a website at www.welwyn.org.uk.

The Welwyn Community Café, set up in November 2009 in conjunction with the Welwyn Parish Action Plan Group and in line with the Welwyn Parish Plan, has continued to be successful. The café runs most Tuesday mornings from 9:30 am until noon in Church House. Church House also provides a venue for other community groups, such as a twice weekly sewing and knitting group, a bridge club and a monthly community lunch.

There are many opportunities for Bible Study and other forms of Christian education; the website and the weekly pew bulletin give extensive details of these.

We also take a key role as participant and venue in Welwyn Week. In addition, the parish runs a walking group, two book groups, a theatre group, Ladies' Luncheons and Men's Breakfasts events, which are open to church and non-church members. Each year the church produces a pantomime. Further details of activities and up to date information can be found on our marvellous website.

Financial Review

There was a surplus on Unrestricted Funds of £13,833 (2018: a deficit of £4,609) for the year. This situation resulted from a generous donation of £15,000, plus Gift Aid, on top of the donor's regular giving. In addition, a legacy of almost £28,000 from Barbara Davies greatly improved the position. Also, there was a transfer from Restricted Funds of £13,691, arising from the completion of the Organ upgrade for £12,941 and the installation of boiler controls for £750.

Restricted funds grew by £10,968 (2018: £3,033) before the transfer just mentioned, with just over £10,000 raised for the Organ upgrade alone and more than £750 for the Restoration Fund, which now stands at £52,312.

St Michael's House was revalued at £625,000, with the reduction of £50,000 being reflected in the accounts.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Annual Report for the year ended 31 December 2019 (continued)

Reserves policy

The PCC's Reserves policy is to hold sufficient funds to cover at least four months' operating expenses, which they believe will provide stability for the charity; therefore they are satisfied with its overall results for the year.

Reserves are that part of unrestricted funds that is freely available to spend on any of its purposes. On this basis, the Reserves were approximately £109,000 at the year-end, thereby meeting the Reserves policy. This figure is arrived at by deducting restricted funds of £57,000, and designated reserves of £707,000 (detailed in note 7 to the accounts), from the PCC's total funds of £873,000. The Reserves are held in cash.

Risk Assessment Policy

The PCC are actively involved in the day-to-day running of the charity. They have assessed the major risks to which the charity is exposed and have satisfied themselves that systems have been established, or that other appropriate measures have been taken, to mitigate those risks, insofar as is reasonably practicable, but it is recognised that systems cannot give absolute assurance that risks have been eliminated. Training of trustees and volunteers has been provided to mitigate the safeguarding risks associated with young people. Matters associated with financial losses arising from a declining congregation have been identified as a risk too. The PCC continue to keep these risks under review, including consideration of any other major risks that might be present from time to time.

Volunteers

The PCC appreciates and thanks all the volunteers, at both St Mary's and St Michael's, who give their time and effort so willingly.

Structure, governance and management

Members of the PCC are either ex-officio or elected at the Annual Parochial Church Meeting in accordance with the Church Representation Rules. 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. Given its wide responsibilities, the PCC operates through a number of action groups and committees, most of which meet on a regular basis.

Standing Committee:

This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

Fabric Action Group:

Deals with the maintenance, repair and development of the church buildings, St Michael's House and Church House.

Giving Action Group:

Deals with the allocation of donations to chosen charities, both at home and abroad, and is responsible for encouraging parishioners to commit to regular giving, both of time and money, to ensure the well-being of the church and its functions.

Craftea:

Meets once a fortnight on a Monday when toddlers, with a parent, participate in craft work and are given a picnic style meal. This is growing into a successful endeavour.

Church House Management Action Group:

Responsible for the management, maintenance and usage of Church House.

St Michael's Meeting:

Acts like an Action Group and deals with all matters relevant to St Michael's Church.

As the PCC has ultimate responsibility for a wide range of matters affecting the parish, it is important that the PCC adopts appropriate training procedures. Training courses arranged by the diocese are attended by a PCC representative who reports back to the PCC as a body, and any relevant reading matter is distributed.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Annual Report for the year ended 31 December 2019 (continued)

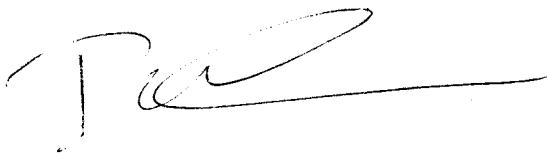
Administrative information

The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006). The Charities Act 2006 removed 'excepted status' from charities with incomes over £100,000 and therefore, during 2010, the PCC was required to register as a charity with the Charity Commission; its registration number is 1130415. The PCC's administrative office is located at St Mary's Church, Church Street, Welwyn, AL6 9LX.

During 2019, the following served as members of the PCC:

<i>Incumbent:</i>	Rev'd Dr David Munchin	Chairman
<i>Clergy:</i>	Rev'd Dominic Holroyd-Thomas	
<i>Readers:</i>	Mr Colin Hull (Deanery Synod Rep.) Mrs Usha Hull	
<i>Church Wardens:</i>	Mr John Burnapp Mr Stuart Westley Mrs Diane Jenkin Mrs Susan Keach (at St Michael's)	
<i>Deanery Synod Reps.:</i>	Ms Kathryn Alford Mrs Vernonne Allan Mrs Shoena Eggington (at St Michael's)	
<i>Elected Members:</i>	Mr Don Bell (Treasurer) Mrs Jacqueline Davis Mrs Gillian Blewett Mrs Jane Carr Mr Stuart Carr Mrs Debbie Coupland Mrs Joan Shelley Mr Geoffrey Cummings Mrs Gina Beck Mrs Wendy Lawrence Mrs Su Blanch Mr Daniel Holroyd-Thomas (Secretary) Mrs Gloria Jean Perriman Mr Emmanuel Emmanuel-Odiachi	Resigned 3 April 2019 Resigned 3 April 2019 Appointed 3 April 2019

Signed on behalf of the PCC by



The Rev'd Dr David Munchin (Chairman)

12 July 2020

Independent Examiner's Report to the members/trustees of the Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

I report to the charity's trustees on my examination of the accounts of the PCC for the year ended 31 December 2019.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the Trust's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement

Since the charity's gross income exceeded £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust, as required by section 130 of the 2011 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 of 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.



Peter McKay BSc FCA
Nicholsons, Chartered Accountants
1st Floor, Bridge House
25 Fiddlebridge Lane
Hatfield
Herts AL10 0SP

12 July 2020

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Statement of Financial Activities

For the year ended 31 December 2019

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2019 £	2018 £
INCOME AND ENDOWMENTS FROM:						
Donations and legacies	2a	193,813	11,454	-	205,267	168,406
Charitable activities	2b	23,292	-	-	23,292	24,314
Other trading activities	2c	25,770	-	-	25,770	32,321
Investments	2d	1,163	135	-	1,298	405
TOTAL		244,038	11,589	-	255,627	225,446
EXPENDITURE ON:						
Raising funds	3a	1,008	-	-	1,008	253
Charitable activities	3b	227,197	621	-	227,818	224,769
Other	3c	2,000	-	-	2,000	2,000
TOTAL		230,205	621	-	230,826	227,022
NET INCOME/(EXPENDITURE)		13,833	10,968	-	24,801	(1,576)
TRANSFER BETWEEN FUNDS		13,691	(13,691)	-	-	-
OTHER RECOGNISED GAINS AND LOSSES:						
Gain on investment assets		-	-	730	730	(59)
Loss on revaluation of fixed assets		(50,000)	-	-	(50,000)	-
NET MOVEMENT IN FUNDS		(22,476)	(2,723)	730	(24,469)	(1,635)
RECONCILIATION OF FUNDS:						
TOTAL FUNDS BROUGHT FORWARD		838,231	55,035	3,899	897,165	898,800
TOTAL FUNDS CARRIED FORWARD		815,755	52,312	4,629	872,696	897,165

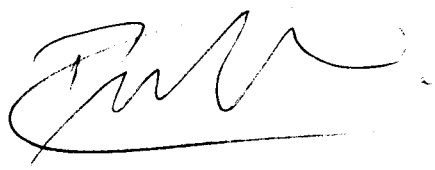
The notes on the pages following the balance sheet form part of these accounts

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Balance Sheet at 31 December 2019

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible fixed assets	6a	656,974	700,454
Investment assets	6b	4,629	3,899
		<u>661,603</u>	<u>704,353</u>
CURRENT ASSETS			
Stock		887	1,603
Debtors	8	24,174	88,895
Short term deposits		35,988	27,968
Cash at bank and in hand		162,972	83,462
		<u>224,021</u>	<u>201,928</u>
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	9	(12,928)	(9,114)
NET CURRENT ASSETS		<u>211,093</u>	<u>192,814</u>
TOTAL NET ASSETS		<u>872,696</u>	<u>897,167</u>
FUNDS OF THE CHARITY			
Endowment	7	4,629	3,899
Other restricted funds		52,312	55,035
Total restricted funds		<u>56,941</u>	<u>58,934</u>
Designated funds			
- Fixed assets revaluation reserve		625,000	675,000
- Other reserves		82,376	85,886
Total designated funds		<u>707,376</u>	<u>760,886</u>
Unrestricted funds		108,379	77,345
TOTAL CHARITY FUNDS		<u>872,696</u>	<u>897,165</u>

Approved by the Parochial Church Council on 12 July 2020 and signed on its behalf by:



The Rev'd Dr David Munchin (Chairman)

The notes on the pages following the balance sheet form part of these accounts

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements

For the year ended 31 December 2019

1 ACCOUNTING POLICIES

The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, together with 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 (FRS 102) (effective 1 January 2019) ('the SORP'). The PCC is a public benefit entity within the meaning of the Charities SORP.

The financial statements have been prepared under the historic cost convention, modified by the revaluation of investments, and land and buildings which are shown at fair value.

The presentation currency of the financial statements is the Pound Sterling (£).

Going concern

The trustees have a reasonable expectation that the charity will continue to operate for the foreseeable future, even given the impact of Covid-19, and so these financial statements are again prepared on the going concern basis.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Restricted funds are those funds that must be spent for restricted purposes and details of the funds held and restrictions are provided in Note 10. Endowment funds, where the capital must be retained, are explained in Note 10.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, or those that are informal gatherings of church members.

Income and Endowments

The following details how and when income is included in the statement of financial activities ('SOFA'):

Donations and legacies

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under Gift Aid is recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants, legacies and endowment income to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

Gift Aid Tax claims are included at the same time as the cash donations to which they relate.

Donated services are included in income (and at the same time in resources expended) at the estimated value to the PCC of the service received.

Charitable and other trading activities

Funds raised by social events are accounted for gross, after the event has taken place.

Sales of books and magazines from the church bookstall are accounted for gross, when received.

Rental income from letting church premises is recognised when the rent becomes due.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

1 ACCOUNTING POLICIES (continued)

Income and Endowments (continued)

Income from investments

Dividends are accounted for when due and payable. Interest is accounted for when received.

Gains and losses on investments

Realised gains and losses are recognised when investments are sold. Unrealised gains and losses are accounted for on the revaluation of investments at 31 December.

Expenditure

The financial statements have been prepared under the accruals basis, inclusive of any irrecoverable VAT. Expenditure and any related liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

Donations

Donations are recognised when a commitment has been made externally.

Other costs

Governance costs include the cost of the independent examination of these accounts, the costs of trustee meetings and any legal advice to trustees on governance or constitutional matters.

Pensions

The charity contributes to a defined contribution pension scheme for its staff members. Contributions payable to the scheme are charged to the SOFA as incurred.

Fixed assets

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by section 10(2)(a) and (c) of the Charities Act 2011.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property, unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time. For inalienable property acquired prior to 2001, there is insufficient cost information available and therefore such assets are not valued in the accounts.

Items acquired since 1 January 2001 have been capitalised and depreciated in the accounts over their currently anticipated useful economic life on a straight line basis. All expenditure incurred in the year on consecrated or beneficed buildings, or individual items costing less than £1,000, or on the repair of movable church furnishings acquired before 1 January 2001, is written off when incurred.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

1 ACCOUNTING POLICIES (continued)

Freehold land and buildings

Freehold land and buildings owned by the PCC are carried at fair value based on an open market valuation. Any changes in the valuation are credited or charged to the SOFA.

Other fixtures, fittings and office equipment

Equipment used within the church premises is depreciated on a straight line basis over five years for office equipment and ten years for Church House and church equipment. Individual items of equipment with a purchase price of £250 or less are written off when the asset is acquired. The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the SOFA. An impairment review is carried out at each year-end and any resultant loss identified and included in expenditure for the year.

Investments

Investments are valued at market value at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors, less a provision for amounts that may prove uncollectable.

Stock is stated at the lower of cost and year end fair value.

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks. Short term deposits consist of cash held on deposit with the CBF Church of England Funds or other PCC-approved institutions.

Financial instruments

The PCC has elected to apply the provisions of Section 11 'Accounting for financial assets and financial liabilities' of Charities SORP to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors, are initially measured at transaction price, including transaction costs, and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

2 INCOME AND ENDOWMENTS	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS	
				2019 £	2018 £
<i>2a Donations and Legacies</i>					
Planned giving:					
Gift Aid donations	118,377	9,593	-	127,970	109,250
Other planned giving	1,800	-	-	1,800	4,046
Collections (open plate) at all services	9,671	756	-	10,427	8,013
Sundry donations	3,503	-	-	3,503	3,313
Income tax recoverable	31,741	1,105	-	32,846	33,781
Grants received	750	-	-	750	-
Legacies	27,971	-	-	27,971	10,003
	<u>193,813</u>	<u>11,454</u>	<u>-</u>	<u>205,267</u>	<u>168,406</u>
<i>2b Charitable Activities</i>					
Arpeggios	130	-	-	130	80
Bell Ringers	1,250	-	-	1,250	1,741
Choir Income	25	-	-	25	180
Church Women's Fellowship	193	-	-	193	880
Coffee	563	-	-	563	586
Flowers	2,996	-	-	2,996	3,940
Parish Magazine Sales	4,879	-	-	4,879	4,347
Fees for Weddings, Funerals etc	13,256	-	-	13,256	12,560
	<u>23,292</u>	<u>-</u>	<u>-</u>	<u>23,292</u>	<u>24,314</u>
<i>2c Other trading activities</i>					
Parish Magazine Advertisements	7,672	-	-	7,672	7,862
Church and Church House lettings etc.	6,399	-	-	6,399	7,198
Bookstall	396	-	-	396	458
Fair Trade	7,724	-	-	7,724	10,207
Fetes, bazaars and other fund-raising events	3,579	-	-	3,579	6,596
	<u>25,770</u>	<u>-</u>	<u>-</u>	<u>25,770</u>	<u>32,321</u>
<i>2d Investments</i>					
Dividends and interest	1,163	135	-	1,298	405
TOTAL INCOME AND ENDOWMENTS	<u>244,038</u>	<u>11,589</u>	<u>-</u>	<u>255,627</u>	<u>225,446</u>

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

3	EXPENDITURE	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL FUNDS 2019 2018 £ £	
<i>3a Raising funds</i>						
	Fetes, bazaars, other fund-raising events	1,008	-	-	1,008	253
<i>3b Charitable activities</i>						
	Missionary and charitable giving:					
	Relief and development agencies	-	-	-	-	1,100
	Home missions and other Church Societies	2,611	-	-	2,611	-
	Secular charities	5,229	-	-	5,229	4,807
	Ministry: Diocesan parish share	120,240	-	-	120,240	119,151
	Clergy expenses	4,427	-	-	4,427	4,091
	Church – running expenses	34,444	-	-	34,444	34,501
	Church maintenance	6,339	-	-	6,339	7,392
	St Michael’s House, London Road	3,787	-	-	3,787	2,430
	Upkeep of services	6,991	-	-	6,991	8,633
	Upkeep of churchyard	1,424	621	-	2,045	1,428
	Training and Mission	350	-	-	350	175
	Major Repairs/Replacements	2,503	-	-	2,503	(5,475)
	Remuneration – Organist, Verger	9,491	-	-	9,491	7,660
	Depreciation of New Church House equipment	456	-	-	456	390
	Depreciation of Church equipment	6,716	-	-	6,716	10,925
	Bell Ringers costs	1,381	-	-	1,381	1,404
	Choir Expenditure	896	-	-	896	956
	Bank charges	340	-	-	340	-
	Flowers costs	2,525	-	-	2,525	2,948
	Church House costs	5,838	-	-	5,838	8,822
	Church Women’s Fellowship costs	345	-	-	345	418
	Youth costs	240	-	-	240	459
	Parish Magazine costs	3,598	-	-	3,598	3,487
	Bookstall costs	354	-	-	354	397
	Fair Trade costs	6,674	-	-	6,674	8,670
		<u>227,197</u>	<u>621</u>	<u>-</u>	<u>227,818</u>	<u>224,769</u>
<i>3c</i>	Other cost	2,000	-	-	2,000	2,000
	TOTAL EXPENDITURE	<u>230,205</u>	<u>621</u>	<u>-</u>	<u>230,826</u>	<u>227,022</u>

During the year, two clergymen (2018: two) were reimbursed expenses totalling £4,427 (2018: £4,091), relating mainly to travel and other costs incurred on behalf of church ministry.

The PCC receives the services of the Independent Examiner as a gift in kind which it values at £2,000 (2018: £2,000). This gift has been recognised in the financial statements as revenue and a cost and thus has a neutral impact on the results.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

4 MISSIONARY AND CHARITABLE GIVING

The policy of charitable giving continued to aim at 15% of normal giving, as in the previous year. Also, to minimise the administrative burden of collecting Gift Aid, the PCC adopts a policy of acting as a 'post box' for paying over earmarked collections to the receiving charities for them to claim the Gift Aid. In terms of SORP disclosure, such transactions are not reflected in the accounts. Including £7,840 (2018: £5,907) reflected below, the total giving, including Gift Aid, amounted to £13,733 (2018: £23,343).

	Donations		No. of institutions/ individuals	
	2019 £	2018 £	2019	2018
Support of disadvantaged people - UK	4,209	1,327	12	11
Support of disadvantaged people - Overseas	3,239	4,298	5	3
Natural disaster appeals - Overseas	392	282	2	1
Total donations to Institutions	7,840	5,907	19	15

5 STAFF COSTS

	2019 £	2018 £
Wages and salaries	10,937	12,582
Social security costs	6	12
Employer pension contributions	235	129
	11,178	12,723

For the whole year, the PCC employed two people. During the year, the PCC also contracted for the services of an organist and verger, who are paid on a contractor basis on presentation of their invoices. No one on the payroll, and neither the organist nor verger, earned £60,000 pa or more. The average number of employees during the year was 2 (2018: 3).

There were no other disclosable transactions in respect of PCC members, persons closely connected with them or other related parties.

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

6 FIXED ASSETS FOR USE BY THE PCC

<i>6a Tangible fixed assets</i>	Freehold land and buildings £	Office equipment £	Church House equipment £	Church equipment £	TOTAL £
ACTUAL COST OR VALUATION					
At 1 January 2019	675,000	6,641	35,673	109,314	826,628
Additions	-	-	-	13,691	13,691
Revaluation	(50,000)	-	-	-	(50,000)
At 31 December 2019	<u>625,000</u>	<u>6,641</u>	<u>35,673</u>	<u>123,005</u>	<u>790,319</u>
DEPRECIATION					
At 1 January 2019	-	6,122	34,740	85,311	126,173
Charge for the year	-	364	456	6,352	7,172
At 31 December 2019	<u>-</u>	<u>6,486</u>	<u>35,196</u>	<u>91,663</u>	<u>133,345</u>
NET BOOK VALUE					
At 31 December 2019	<u>625,000</u>	<u>155</u>	<u>477</u>	<u>31,342</u>	<u>656,974</u>
At 31 December 2018	<u>675,000</u>	<u>519</u>	<u>933</u>	<u>24,003</u>	<u>700,455</u>

The freehold land and buildings are St Michael's House, London Road, Woolmer Green, which is used as accommodation for the curate. St Michael's House was last valued in May 2020, at £625,000, by Stuart Carnegie, an experienced valuer. The house was built in the 1950s and its historical cost had not been reflected in the accounts.

6b Investment fixed assets

	£
Movements in the year:	
Market value – 1 January 2019	3,899
Increase in annual revaluation	730
Market value – 31 December 2019	<u>4,629</u>

Holdings at 31 December 2019: 242 shares in the CBF Church of England Investment Fund

7 ANALYSIS OF NET ASSETS BY FUND CATEGORY AT 31 DECEMBER 2019

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £
Fixed Assets for Church use	656,974	-	-	656,974
Investment Fixed Assets	-	-	4,629	4,629
Current Assets	171,709	52,312	-	224,021
Current Liabilities	(12,928)	-	-	(12,928)
Fund Balances	<u>815,755</u>	<u>52,312</u>	<u>4,629</u>	<u>872,696</u>

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

8 DEBTORS

	2019	2018
	£	£
Income tax recoverable	20,965	88,043
Other debtors	3,209	852
	<u>24,174</u>	<u>88,895</u>

9 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Deferred income	554	554
Other creditors	12,374	8,560
	<u>12,928</u>	<u>9,114</u>

10 FUND DETAILS

Endowment funds are for St Michael's Churchyard. The St Michael's Churchyard Endowment is a permanent endowment that requires income to be spent on the grave of Stanley Victor Sales.

The Charity's restricted reserves at the year-end and their movements during the year were as follows:

- St Michael's Church Yard – was set up to cover emergency costs for its repairs and maintenance
- St Mary's Restoration – was set up to raise funds to finance the quinquennial work and other significant fabric projects. During the year, £756 was raised for this purpose as a further response to the 2017 appeal. A transfer of £1,875 from the designated fund 'Light for stained glass' was made to this fund following permission received from the original donor. Also, boiler controls were installed during the year at a cost of £750. These costs were capitalised and a transfer was made to unrestricted reserves for this amount.
- Memorial Garden – was set up to cover the cost of new tools and gardening equipment
- St Mary's Organ – was set up to cover its repair costs. During the year, the organ was refurbished at a cost of £12,941. This cost was capitalised and a transfer was made to the unrestricted reserves for this amount.
- St Michael's Piano or Organ Fund – was set up to cover their repair costs

The designated funds include the John Sainsbury legacy that stood at £9,000 at the beginning of the year, which is to be used to create a memorial to John Sainsbury. £2,200 was spent during 2019 and it is anticipated it will be quite some time before the memorial is completed.

In previous years, the trustees designated some of the unrestricted funds for specific purposes. The planned use of material designated funds is as follows:

- St Michael's – for emergency repairs at St Michael's Church
- Parish Magazine - to fund working capital for the Welwyn Parish magazine
- St Mary's – a reserve for emergency works required to the fabric of St Mary's
- St Michael's House – a reserve for emergency works
- John Sainsbury Legacy - set aside for completing the memorial, as referred to above
- Youth - a reserve for spending on youth work of all ages

Fund balances and movements for the year are shown on the next page (note 10 continued).

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements for the Financial Year ended 31 December 2019

Note 10 FUND DETAILS (continued)

Fund Name	Opening Balances 1/1/19			Movements during the year			Closing balances 31/12/19				
	Unrestricted	Restricted	Endowment	Unrestricted	Restricted	Endowment	Transfers	Unrestricted	Restricted	Endowment	Total
Arpeggios Hand Bell Ringers	158	-	-	130	-	-	-	288	-	-	288
Bell Ringers	4,112	-	-	(131)	-	-	-	3,981	-	-	3,981
Bookstall	979	-	-	42	-	-	-	1,021	-	-	1,021
Fixed Assets- Buildings	675,000	-	-	(50,000)	-	-	-	625,000	-	-	625,000
St Michaels Church Yard	-	463	3,899	-	(463)	730	-	-	-	4,629	4,629
St Michaels Fabric	1,818	-	-	-	-	-	-	1,818	-	-	1,818
St Marys Restoration Fund	-	48,400	-	1,875	756	-	(750)	1,875	48,406	-	50,281
St Marys Flowers	1,489	-	-	(529)	-	-	-	960	-	-	960
General Fund	77,345	-	-	17,343	-	-	-	94,688	-	-	94,688
General Fund transfers	-	-	-	13,691	-	-	-	13,691	-	-	13,691
Memorial Garden	-	508	-	-	(23)	-	-	-	485	-	485
St Marys Organ	-	3,406	-	-	10,698	-	(12,941)	-	1,163	-	1,163
Parish Magazine	10,157	-	-	71	-	-	-	10,228	-	-	10,228
St Michaels Piano or Organ	-	2,258	-	-	-	-	-	-	2,258	-	2,258
Reserve for St Marys	40,003	-	-	-	-	-	-	40,003	-	-	40,003
St Michaels House	10,000	-	-	-	-	-	-	10,000	-	-	10,000
Sainsbury Legacy	9,000	-	-	(2,200)	-	-	-	6,800	-	-	6,800
Light for stained glass	1,875	-	-	(1,875)	-	-	-	-	-	-	-
Womens Fellowship	690	-	-	(152)	-	-	-	538	-	-	538
Youth	2,935	-	-	(240)	-	-	-	2,695	-	-	2,695
Fair Trade	2,670	-	-	(502)	-	-	-	2,168	-	-	2,168
Totals	838,231	55,035	3,899	(22,477)	10,968	730	(13,691)	815,755	52,312	4,629	872,696

Parochial Church Council of the Ecclesiastical Parish of Welwyn and Woolmer Green

Notes to the Financial Statements (continued)

For the year ended 31 December 2019

11. POST BALANCE SHEET EVENTS

Since the balance sheet date, the charity has been affected by the global pandemic, Covid-19, and has had to temporarily close its centres and suspend its missions. The full financial impact of this will not be known for some time but the trustees believe that the charity will be able to continue for the foreseeable future.

