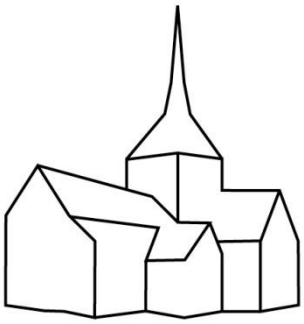

**Wheathampstead**

Parochial Church Council

# Annual Report & Accounts

**for the year ended**

**31st December 2015**

**2015: A year of Ups and Downs**

There are some real high points to celebrate from 2015; but there were some difficult moments and some concerning aspects in the life of our Church family. – In some ways Paul's words in 2 Corinthians 4:8 seem appropriate; "We are hard pressed… but not crushed."

Starting with the positive: Our outreach beyond the walls of our church into our community continues to flourish through the Credit Union and the Summer Hampers. I was especially moved by our response to the locally organised *Kos Christmas Refugee Appeal* which saw our church family provide direct aid to over 100 refugees in desperate need. We also had some cracking events including a Confirmation, a fun-filled, family Barn Dance, several stirring concerts and the real joy of Carol Hopper's Licensing as a Reader (Lay Minister).

Turning to the less positive, our autumn plans were knocked sideways by the expensive discovery of asbestos in the roof of the North Aisle. More worrying was the drop in income from planned giving. The harder trend to reverse will be the dramatic drop in the number of families and children worshipping with us. But most worrying for me is the declining attendance of our monthly prayer meetings.

It shouldn't surprise us that Church life is tough – after all, Jesus spoke of daily taking up our cross to follow him. Overcoming these challenges will demand creativity, sacrifice and commitment. BUT, with our great team of people applying our gifts, skills and resources together and with God's help, I am confident that we will once again flourish and grow as a Christian Community.

Paul concludes the chapter by setting his challenges in the light of eternity and all God has done for him. As we do the same, we remain "Relentlessly Optimistic" because in Paul's words, "our light and momentary troubles are achieving for us an eternal glory that far outweighs them all." (2 Cor 4:17). Please will you join me in saying a hearty, "Amen to that!"

Richard Banham, Rector & Rural Dean
14th April 2016

## Parish Vision and Strategic Planning

The PCC has identified five values that it feels reflect the views and aspirations of a large majority of our congregations and underlie the way we relate to each other and to our community.

*As followers of Jesus, inspired by God's amazing love:*

- *We **welcome,** care for and value everyone*
- *We are here to **serve** the whole village community*
- *We all **play our part** in the life of our church*
- *We **share** the Good News of Jesus Christ with all*
- *Our Christian **faith impacts** every aspect of our lives*

## Vision and Mission

The role and purpose of the church is summarised in our mission statement:

***Living and working for the glory of God in Wheathampstead and beyond.***

We launched our vision in September 2011.

***By 2016 St Helen's and St Peter's will be:***

- ***Vibrant centres for Christian worship***
- ***A community growing in Christian maturity***
- ***Deepening our connection with God through worship***

## Strategic Priorities

The mission and vision are translated into practical actions through the following five strategic priorities for development. For each of these priorities, a small team is continuously developing and working out practical plans.

- To strengthen our ***mission and outreach*** by providing ***practical, pastoral and spiritual support*** around the village
- To ***develop our worship*** with more variety and something for everyone
- To deepen our faith through ***small groups and teaching***, such as Bible study, prayer and Alpha
- Helping our **children and young people** to know, love and follow Jesus *(created as a vision area in October 2013)*
- Completing our ***Church Centre and re-ordering*** to provide buildings and facilities fit for the 21st Century (known as "Project 21")

During 2015 we began the process of **Refreshing the Vision** for the next five years. This has involved a review of our progress so far, a congregation survey, parish consultation meetings and conversations with the local community. The new **VISION** will be launched in Autumn 2016 and will continue to be set in the context of the Diocese of St. Albans Vision, **Living God's Love**, which is also being refreshed in 2016.

## The Parochial Church Council (PCC)

The combination of mission, vision and strategic priorities provides a framework within which the PCC evaluates our progress and promotes new initiatives for growth.

## Role

In accordance with the Church of England Rules, the Wheathampstead Parochial Church Council ("PCC") shares with the Rector and other Ministers the work of promotion in the Parish of "the whole mission of the Church, pastoral, evangelistic, social and ecumenical". It is responsible for the churches of St Helen's and St Peter's, Gustard Wood. The PCC is registered as Wheathampstead PCC with the Charity Commission (charity number 1132924) and can be contacted at the Parish Office, St Helen's Church, High Street, Wheathampstead, AL4 8AA. In planning the activities for the year, the PCC has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

## PCC Activities in 2015

The PCC has met on nine occasions since the last APCM. Meetings comprise devotions, decision-taking and discussions. In addition, the Ministerial Team, sub-committees and working groups have also met on several occasions and reported to the PCC during the year reflecting the many aspects of Church life.

## Membership

Members of the PCC are ex officio, co-opted or elected by the Annual Parochial Church Meeting. There are up to twelve elected lay members. The list of members who served in 2015 is elsewhere in this report. The PCC wishes to record their gratitude to all who have tirelessly assisted in maintaining the momentum of the progress of our vision for Wheathampstead and beyond.

In April 2015 Hilary Hollick stood down as Churchwarden and was succeeded by David Pangbourne and Linda Thomas. Peter Bailey, Kristian Gavan, Michael Hollick, Sayling Low and Isobel Poole retired from the PCC. Brian Golesworthy, Rosemary Nelson, Jenny Spurgeon and Stephen Wilson were elected and Simon Best and Hilary Hollick were re-elected. Michael Lea, Clare Mackay and Mark Pointer were co-opted and become eligible for election. Karl Fenwick, Sara Harnett and David Perch complete three years in April 2016 and are eligible for re-election. Vacancies exist for lay members to be elected either as Churchwardens at the Meeting of Parishioners or to the PCC at the APCM. Our grateful thanks go to all who have contributed to the governance and decision-making of the church and maintained the momentum of the progress towards our vision through their service on the PCC. The summary of our Vision is shown on the previous page and more detail is contained in our Annual Review document.

## List of PCC Members

The following members served on the PCC following the APCM in April 2015:

| Name | Capacity | Serving from | Serving to |
|---|---|---|---|
| Revd Richard Banham | Rector & PCC Chair | April 2010 | While in office |
| Mr David Pangbourne | Churchwarden<br>PCC Vice Chair<br>Deanery Synod Member | Elected April 2015 | April 2016 |
| Mrs Linda Thomas | Churchwarden | Elected April 2015 | April 2016 |
| Mr Simon Best | Diocesan Synod Member | Elected April 2015 | April 2018 |
| Mrs Madeleine Bigmore | Elected Lay Member<br>Hon. Treasurer | Elected April 2014 | April 2017 |
| Mr Karl Fenwick | Elected Lay Member | Elected April 2013 | April 2016 |
| Mr Brian Golesworthy | Deanery Synod member | Elected April 2015 | April 2018 |
| Mrs Sara Harnett | Elected Lay Member | Elected April 2013 | April 2016 |
| Mrs Hilary Hollick | Elected Lay Member | Elected April 2015 | April 2018 |
| Mrs Rosemary Nelson | Elected Lay Member | Elected April 2015 | April 2018 |
| Mr David Perch | Elected Lay Member | Elected April 2013 | April 2016 |
| Mrs Jenny Spurgeon | Elected Lay Member | Elected April 2015 | April 2018 |
| Mr Stephen Tudway | Elected Lay Member | Elected April 2014 | April 2017 |
| Mr Stephen Wilson | Deanery Synod Member<br>Hon. Secretary | Elected April 2015 | April 2018 |
| Mr Michael Lea | Co-opted Lay Member | Co-opted April 2015 | April 2016 |
| Mrs Clare Mackay | Co-opted Lay Member | Co-opted April 2015 | April 2016 |
| Mr Mark Pointer | Co-opted Lay Member | Co-opted April 2015 | April 2016 |

## Team of Ministers

As with so many areas of church life, we are fortunate to have such a capable and committed team of Ministers who lead our worship and do so much good work away from the spotlight of Sunday Services.

| Minister | Role |
|---|---|
| The Revd Richard Banham | Rector |
| The Rt Revd John Gladwin | Retired Bishop |
| The Revd Brian Gwinn | Retired Minister |
| The Revd Jill Hazelwood | Retired Minister |

| Minister | Role |
|---|---|
| Claire Banham | Reader |
| Carol Hopper | Reader |
| Pippa Legg | Reader |
| Roger Payne | Reader |
| John Grace | Retired Reader |
| Stephen Tudway | Ordinand |

# Working Groups, Committees and Sub-committees

The PCC appointed the following officers: Stephen Wilson as **Honorary Secretary,** Madeleine Bigmore as **Honorary Treasurer**, Kate Lloyd-Davies as **Electoral Roll Officer,** Hilary Hollick as **Safeguarding Officer**, Laurence Mallett as **Data Protection Officer**, and Michael Hollick as **Health & Safety Officer**.

The PCC elects a **"Standing Committee"** with power, subject to the directions of the PCC, to transact business between PCC meetings. Its members are Richard Banham, David Pangbourne, Linda Thomas, Madeleine Bigmore and Stephen Wilson.

The overall co-ordination of work is done by Simon Best who chairs the "**Vision Steering Group**".

The PCC is advised by a **"Fabric Committee"** which is chaired by Stephen Scowcroft.

## Financial Review

The Financial Statements of the PCC (see Pages 8 to 14 attached) show a surplus of £6,540. It should be noted that this figure includes donations and other receipts of over £17,000 to the Organ Restoration Fund in 2015, shown in note 10, and although there has been some expense of nearly £7,000 in 2015, shown in note 5, most of the cost of the project, less subsequent fund raising, will be included in the 2016 accounts.

The General, unrestricted, Fund shows an excess of expenditure over income for the year of £3,060 and when amounts of income and expenditure related to major fabric expenditure are excluded, there is a small surplus of income over the regular running costs of the church and its activities of £2,252. The PCC is anxious to ensure that we cover these costs with our income each year. This will be difficult to achieve without an increase in giving in the coming year as, among other things, our Parish Share will increase and our net income from weddings is expected to be lower. With this in mind and the small surplus in 2015 the PCC reluctantly decided to reduce our previous levels of outward giving as shown in note 3 to the accounts.

We are very grateful to all those in our congregation who commit to a regular amount. We are, however, asking those who do not contribute in this way to consider planned giving to enable us to cover annual expenses and restore our usual levels of donations outside the parish.

We would like to thank Madeleine Bigmore, our Treasurer, and her team of Christine Donnet, Brenda Mallett, Mel Tay, Jennie King and Bill Morris. We also thank Nick Dilworth for his work as Independent Examiner.

## Reserves Policy

The PCC follows the recommendations of the Diocese and sets aside funds to provide cover against a sudden loss of income and unforeseen capital expenditure. These reserves are shown in note 10 to the annual accounts as designated funds and currently stand at £73,527 for loss of income and the same amount for capital expenditure.

## Charitable Donations – Outward Giving Group

The **"Outward Giving Group"** (Vicky Baker, Karl Fenwick & Caroline Gill) reports to the PCC through the Mission & Outreach group. The PCC accepted their recommendation to support the following charitable organisations in 2015.

**National Beneficiaries:** Christians Against Poverty.

**International Beneficiaries:** Church Mission Society & Congo's Children Trust and Open Doors UK (support for the persecuted church).

**Support for Other charities:**
As a church we are also pleased to support several local charities through other methods:

The Children's Society - Christingle collections.
Watford & Three Rivers - Bi-monthly food donations.
St Albans & District Foodbank - Bi-monthly food donations.

During 2015 the group also organised a programme of visiting speakers from several of the different organisations that our church supported in 2014.

## Risk & Statutory Policies

As required by law, the PCC has considered the major risks within its responsibility and the systems designed to minimise those risks; this has included annual Health and Safety Inspections with recommendations reported to the PCC.

The PCC has in place statutory policies in the following areas:

- DBS checks;
- Safeguarding of children and vulnerable adults;
- Data protection;
- Race equality; and
- Health and safety.

Where appropriate, these are in line with Diocesan guidance and all are reviewed regularly by the PCC.

# Goods, Fabric and Ornaments

The annual inventory of Church goods, fabric and ornaments was completed during 2015 and all items found to be present and correctly accounted for. The main work of the Fabric Committee has been to take further the programme of redecoration and repairs at St. Helen's. A digital piano has been installed.

# Stewardship & Renewal

A new Stewardship Team has been formed to take forward this work. The Organ Working Group have organised a series of excellent concerts and other activities in 2015 and successfully raised a large part of the cost of repair and refurbishment of the St. Helen's organ in 2016. The PCC is grateful to the Friends of St. Helen's Church for its on-going generous support.

**The above report was approved by the Wheathampstead Parochial Church Council on the 14th March 2016.**

The Revd Richard Banham
Chairman

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### STATEMENT OF FINANCIAL ACTIVITIES - For the year ended 31 December 2015

| | Note | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL FUNDS 2015 £ | TOTAL FUNDS 2014 £ |
|---|---|---|---|---|---|---|
| **INCOME & ENDOWMENTS** | | | | | | |
| **Incoming resources from donors** | | | | | | |
| Planned giving (Gift Aid) | | 83,118 | | | **83,118** | **87,109** |
| Tax recoverable on planned giving | | 20,779 | | | **20,779** | **21,777** |
| Planned giving (non-Gift Aid) | | 11,071 | | | **11,071** | **19,461** |
| Collections: St Helen's | | 13,799 | | | **13,799** | **11,727** |
| Collections: St Peter's | | 809 | | | **809** | **760** |
| Tax recoverable on Small Donations Scheme | | 1,522 | | | **1,522** | **1,263** |
| Collections for specific purposes | | | | 1,808 | **1,808** | **2,432** |
| Collections for the Community Fund | | | | 1,490 | **1,490** | **430** |
| Legacies, donations etc. | **2** | 18,391 | 1,571 | 16,517 | **36,479** | **16,313** |
| | | **149,489** | **1,571** | **19,815** | **170,875** | **161,272** |
| **Income from investment** | | | | | | |
| Interest and dividends | | 650 | 1,017 | 209 | **1,876** | **1,869** |
| **Income from charitable trading/fees** | | | | | | |
| Magazine sales and advertising | | 2,941 | | | **2,941** | **3,018** |
| Coffee in the Chancel | | 3,075 | | | **3,075** | **2,918** |
| Charitable Trading | | 129 | | | **129** | **847** |
| Fees for weddings and funerals | | 21,875 | | | **21,875** | **14,830** |
| | | **28,020** | | | **28,020** | **21,613** |
| **Other incoming resources** | | | | | | |
| Christmas Fair | | 3,732 | | | **3,732** | **4,046** |
| Coffee after services | | 834 | | | **834** | **803** |
| Rental income | | 7,595 | | | **7,595** | **5,865** |
| VAT recovered on building works | | 712 | | | **712** | **17,939** |
| Flowers | | | | 2,325 | **2,325** | **980** |
| Other income (Retreats & Trips etc.) | | 760 | | 14 | **774** | **4,854** |
| | | **13,633** | | **2,339** | **15,972** | **34,487** |
| **Total incoming resources before transfers** | | **191,792** | **2,588** | **22,363** | **216,743** | **219,241** |
| Transfers between funds | **10** | (2,983) | | 2,983 | | |
| **TOTAL INCOMING RESOURCES** | | **188,809** | **2,588** | **25,346** | **216,743** | **219,241** |
| **EXPENDITURE** | | | | | | |
| Giving | **3** | 18,790 | | 2,490 | **21,280** | **25,615** |
| For the work of the Church | **5** | 152,629 | 1,571 | 14,273 | **168,473** | **245,508** |
| Church management and administration | **4** | 20,450 | | | **20,450** | **19,969** |
| **TOTAL RESOURCES USED** | | **191,869** | **1,571** | **16,763** | **210,203** | **291,092** |
| **NET INCOMING RESOURCES** | | **(3,060)** | **1,017** | **8,583** | **6,540** | **(71,851)** |
| Balance as at 1 January 2015 | **10** | 139,510 | 215,404 | 41,009 | 395,923 | **467,774** |
| **Balance as at 31 December 2015** | **10** | **136,450** | **216,421** | **49,592** | **402,463** | **395,923** |

**WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL**

**2015 Accounts**

**BALANCE SHEET - Year ended 31 December 2015**

| | Note | 2015 | 2014 |
|---|---|---|---|
| | | £ | £ |
| **FIXED ASSETS** | | | |
| Tangible fixed assets | **6** | - | 75 |
| Investments | **6** | 1,050 | 1,036 |
| | | **1,050** | **1,111** |
| **CURRENT ASSETS** | | | |
| Amounts receivable and prepayments | **7** | 30,833 | 21,504 |
| Cash at bank and on short term deposit | | 394,228 | 385,935 |
| | | **425,061** | **407,439** |
| **AMOUNTS PAYABLE WITHIN ONE YEAR** | **8** | **23,648** | **12,627** |
| **NET CURRENT ASSETS** | | **401,413** | **394,812** |
| **NET ASSETS** | | **402,463** | **395,923** |
| **FUNDS** | | | |
| Endowment | **10** | 1,050 | 1,036 |
| Restricted | **10** | 48,542 | 39,973 |
| | | **49,592** | **41,009** |
| Designated | **10** | 216,421 | 215,404 |
| Unrestricted | **10** | 136,450 | 139,510 |
| | | **402,463** | **395,923** |

**These financial statements were approved by the Parochial Church Council on 14th March 2016**

**Signed on behalf of the PCC**

Richard Banham

**The Revd Richard Banham**
**Chairman**

M. Bigmore

**Madeleine Bigmore**
**Treasurer**

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### NOTES TO THE ACCOUNTS - Year ended 31 December 2015

**1 ACCOUNTING POLICIES**

The financial statements are prepared in accordance with the Church Accounting Regulations 1997 together with applicable accounting standards and the 2005 Statement of Recommended Practice (SORP) for accounting for charities, SORP Financial Reporting Standard for Smaller Entities (FRSSE).
The historical cost convention is adopted except for investments, which are shown at market value at the balance sheet date.
The statements are prepared on the accruals basis.

**Funds**
Unrestricted funds are those available for the general purposes of the PCC. The purpose of restricted funds is noted in the statements. Interest, other income and tax recoverable related to amounts allocated to particular funds is credited to those funds.
The statements include transactions for which the PCC is responsible but not those of informal groups of members or of separately constituted bodies from which the PCC may benefit.

**Income and use of resources**
Collections, covenants, donations and similar income are recognised on receipt.
Income tax recoverable on covenants and donations is recognised when the income is recognised.
Funds raised by fairs, sales of magazines and coffee are shown as income. The related expenses are included within resources used. Grants and legacies are recognised in the period when they become due.

Expenditure is accounted for when incurred.

**Assets**
Consecrated and beneficed property is excluded from the statements by section 96(2) Charities Act 1993.
No value is placed on moveable church furnishings which require a faculty for disposal as these are considered to be inalienable property. Expenditure on consecrated or beneficed buildings and on furnishings is written off when incurred.

Depreciation is provided on equipment used by the PCC over the useful life of the asset. Items of equipment costing less than £1000 are written off when the expenditure is incurred.
Short term deposits include cash held in a Church of England Central Board of Finance account and at the bank.

**2 LEGACIES, DONATIONS, NAVE BOXES, ETC.**

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL FUNDS 2015 £ | 2014 £ |
|---|---|---|---|---|---|
| Donations, nave boxes etc. | 1,370 | | 25 | **1,395** | 2,863 |
| Legacies | 597 | 1,571 | | **2,168** | |
| Friends of St Helens | 12,676 | | | **12,676** | 2,596 |
| Donations for St Peter's Fund | | | | | 100 |
| Donations for Flower Fund | | | 300 | **300** | 300 |
| Donations for New Heating System | | | 180 | **180** | 5,810 |
| Donations for Organ | | | 14,086 | **14,086** | |
| Donations for Summer Hampers | 2,259 | | | **2,259** | 1,040 |
| Donations for Capers | 20 | | | **20** | 323 |
| Development Fund | | | | | 623 |
| Miscellaneous income | 213 | | | **213** | 1,030 |
| Income tax recoverable on donations | 1,256 | | 1,926 | **3,182** | 1,628 |
| | **18,391** | **1,571** | **16,517** | **36,479** | **16,313** |

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### NOTES TO THE ACCOUNTS - Year ended 31 December 2015

**3 GIVING**

| | From Parish income | | Special collections & Community Fund | |
|---|---|---|---|---|
| | 2015 £ | 2014 £ | 2015 £ | 2014 £ |
| **Overseas missions** | | | | |
| Church Mission Society | 11,000 | 11,000 | | |
| Congo's Children Trust | 1,500 | 3,000 | | |
| | 12,500 | 14,000 | | |
| **Home missions etc.** | | | | |
| Church Urban Fund | | | 70 | 200 |
| Payments from funeral collections | | | 262 | 587 |
| | | | 332 | **787** |
| **Other charities** | | | | |
| St Helen's School | 2,550 | 2,550 | | |
| St Helen's School Donation from Christmas Fair | 500 | 500 | | |
| The Royal British Legion | | | 480 | 553 |
| Bishop's Harvest Appeal | | | | 691 |
| Beds & Herts HCT | 40 | 40 | | |
| St Albans & District Bereavement Network | | | | 159 |
| The Children's Society | | 30 | | |
| Christians against Poverty | 1,600 | 1,600 | | |
| The Living Room | | 750 | | 30 |
| Open Doors UK | 1,600 | 1,600 | 620 | 211 |
| STEP | | 750 | | |
| Prison Fellowship | | 680 | | |
| Just Trading Scotland | | | 270 | |
| Kos Refugees | | | 106 | |
| Payments from Community Fund | | | 682 | 684 |
| | 6,290 | 8,500 | 2,158 | 2,328 |
| **TOTAL** | **18,790** | **22,500** | **2,490** | **3,115** |

Note: Giving to the Church Mission Society and St Helen's School is by standing order which is continuing into 2016.

**4 CHURCH MANAGEMENT AND ADMINISTRATION**

| | Unrestricted Funds £ | Designated Funds £ | Restricted Funds £ | TOTAL FUNDS 2015 £ | 2014 £ |
|---|---|---|---|---|---|
| Stationery, post, telephone, print | 6,191 | | | **6,191** | 5,397 |
| Staff salaries | 13,541 | | | **13,541** | 11,659 |
| NI Employer contribution | 221 | | | **221** | 246 |
| Payroll costs | 402 | | | **402** | 366 |
| Miscellaneous | 20 | | | **20** | 2,118 |
| Office equipment depreciation | 75 | | | **75** | 183 |
| | 20,450 | | | **20,450** | **19,969** |

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### NOTES TO THE ACCOUNTS - Year ended 31 December 2015

**5 RESOURCES USED FOR THE WORK OF THE CHURCH**

| | Unrestricted Funds | Designated Funds | Restricted Funds | TOTAL FUNDS 2015 | 2014 |
|---|---|---|---|---|---|
| | £ | £ | £ | £ | £ |
| Parish share to Diocese | 90,100 | | | **90,100** | 89,384 |
| Fees paid to Diocese | 5,050 | | | **5,050** | 3,443 |
| Wedding Disbursements | 3,985 | | | **3,985** | 1,320 |
| Funeral Disbursements | 770 | | | **770** | 330 |
| Plaques and other memorials | 335 | | | **335** | 217 |
| Ministry expenses | 1,091 | | | **1,091** | 2,221 |
| Electricity & Water (St Helens) | 1,912 | | | **1,912** | 2,365 |
| Electricity & Water (St Peters) | 627 | | | **627** | 817 |
| Gas (St Helen's) | 4,308 | | | **4,308** | 1,090 |
| Maintenance (St Helens) | 6,946 | | 3,399 | **10,345** | 3,966 |
| Maintenance (St Peters) | 913 | | | **913** | 1,123 |
| Insurance (St Helens) | 3,620 | | | **3,620** | 3,201 |
| Insurance (St Peters) | 562 | | | **562** | 485 |
| Mission and Outreach | 1,773 | | | **1,773** | 2,687 |
| Services | 1,327 | | | **1,327** | 1,721 |
| Choir and music | 1,519 | | | **1,519** | 687 |
| Casual organists for regular Church services | 1,380 | | | **1,380** | 1,768 |
| Groups & Teaching | 233 | | | **233** | 670 |
| Retreats & Trips | 633 | | | **633** | 5,030 |
| Children, Youth & Schools | 1,803 | | | **1,803** | 1,490 |
| Hospitality | 426 | | | **426** | |
| Training | 982 | | | **982** | |
| Magazine expenses | 2,719 | | | **2,719** | 2,902 |
| Coffee in the Chancel expenses | 640 | | | **640** | 1,120 |
| Charitable Trading expenses | 225 | | | **225** | 1,054 |
| Christmas Fair expenses | 248 | | | **248** | 925 |
| Stewardship costs | 334 | | | **334** | 236 |
| Hall Hire | 180 | | | **180** | 482 |
| Flowers | | | 2,319 | **2,319** | 1,572 |
| **Fabric and major expenditure** | | | | | |
| South Transept | | | | | 432 |
| North Aisle & Transept | 15,730 | | | **15,730** | 2,596 |
| South Porch | | 1,571 | | **1,571** | 1,047 |
| Project 21 | | | | | 1,251 |
| St Helen's Heating | 2,258 | | 1,606 | **3,864** | 105,662 |
| Pew Plinths | | | | | 756 |
| Churchyard Lighting | | | | | 1,458 |
| Organ | | | 6,949 | **6,949** | |
| | **152,629** | **1,571** | **14,273** | **168,473** | **245,508** |

**Notes**

No person connected with the PCC received any remuneration or benefit from the PCC.

The clergy and others engaged in the work of the church were reimbursed their working expenses.

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### NOTES TO THE ACCOUNTS - Year ended 31 December 2015

**6 FIXED ASSETS**

| **Tangible assets** | **2015** | **2014** |
|---|---|---|
| | **£** | **£** |
| Office equipment at cost | 4,174 | 4,174 |
| Sound system at cost | 7,476 | 7,476 |
| Depreciation on office equipment (10%) | (4,174) | (4,099) |
| Depreciation on sound system (20%) | (7,476) | (7,476) |
| **Net book value** | **-** | **75** |
| | | |
| **Investments at market value** | | |
| Central Board of Finance Investment Fund | 1,050 | 1,036 |
| | **1,050** | **1,036** |

**7 AMOUNTS RECEIVABLE**

| | **2015** | **2014** |
|---|---|---|
| | **£** | **£** |
| Income tax recoverable | 17,764 | 17,009 |
| From Friends of St Helens for funded works | 10,000 | |
| VAT recoverable on building works | 712 | 433 |
| Other amounts receivable | 282 | 1,921 |
| Prepayments | 2,075 | 2,141 |
| **TOTAL** | **30,833** | **21,504** |

**8 AMOUNTS PAYABLE**

| | **2015** | **2014** |
|---|---|---|
| | **£** | **£** |
| Accrued expenses | 16,628 | 2,933 |
| Amounts due to charities | 4,700 | 8,380 |
| Other amounts payable | - | 45 |
| Deferred income | 2,320 | 1,269 |
| **TOTAL** | **23,648** | **12,627** |

**9 COMMITMENTS**

As at 31 December 2015 major expenditure commitments contracted but not provided for in the accounts were as follows:

Restoration of fabric and various memorials in the north aisle and Lamer Chapel £59,000 during 2016 to which the Friends of St Helen's have agreed to contribute £52,000.

Repair and restoration of the organ £30,000 during 2016 for which there are funds of £19,000 available from the Organ Fund in note 10 and amounts raised subsequently.

These amounts exclude VAT which is expected to be recoverable

# WHEATHAMPSTEAD PAROCHIAL CHURCH COUNCIL

## 2015 Accounts

### NOTES TO THE ACCOUNTS - Year ended 31 December 2015

**10 FUNDS**

| | 1 Jan 2015 £ | Incoming Resources £ | Resources Used £ | 31 Dec 2015 £ |
|---|---|---|---|---|
| **Endowment funds** | 1,036 | 14 | | **1,050** |
| **Restricted funds** | | | | |
| Basil Burr Bequest | 26,935 | 119 | (3,399) | **23,655** |
| Community Fund | 7,091 | 1,526 | (682) | **7,935** |
| St Peter's fund | 120 | 26 | | **146** |
| Flower fund | 1,067 | 2,630 | (2,319) | **1,378** |
| Tots time | 262 | 1 | | **263** |
| Fabric fund | 410 | 2 | | **412** |
| Rwanda fund | 1,528 | 7 | | **1,535** |
| Rwanda/Congo fund | 631 | 3 | | **634** |
| Project 21 | 1,224 | 6 | | **1,230** |
| New AV system | 616 | 3 | | **619** |
| Heating System | | 1,606 | (1,606) | |
| Organ Fund | | 17,595 | (6,949) | **10,646** |
| Specific collections | 89 | 1,808 | (1,808) | **89** |
| | **39,973** | **25,332** | **(16,763)** | **48,542** |
| **Total restricted funds** | **41,009** | **25,346** | **(16,763)** | **49,592** |
| **Designated funds** | | | | |
| Designated Fabric Fund | 68,418 | 1,893 | (1,571) | **68,740** |
| Designated Income Reserve | 73,181 | 346 | | **73,527** |
| Designated Capital Reserve | 73,181 | 346 | | **73,527** |
| Designated Development Fund | 624 | 3 | | **627** |
| | **215,404** | **2,588** | **(1,571)** | **216,421** |
| **Unrestricted funds** | | | | |
| General fund | 139,510 | 188,809 | (191,869) | **136,450** |
| **TOTAL FUNDS** | **395,923** | **216,743** | **(210,203)** | **402,463** |

**Notes**

**Basil Burr Bequest**

This is a bequest from the estate of Mr Basil Burr to be used mainly for the upkeep of the churchyard at St. Helen's.

**Community Fund**

This fund is from collections at weddings and baptisms, and some donations, which are set aside to provide assistance to those in need mainly in the parish of Wheathampstead.

**St Peter's Fund** This represents monies received for the work and upkeep of that church.

**Fabric Fund** Donations received for the fabric of St. Helen's.

**Organ Fund**

The PCC agreed to transfer the net income from the Christmas Fair in 2015 to the Organ Restoration Fund

**Endowment Funds**

These are the Fenwick and Bracey bequests, the investment of which is mainly in the CBF Investment Fund shown in the Balance Sheet. Income from the Fenwick bequest is for the church and churchyard upkeep. These funds, and their annual movment in value, are included within the restricted funds.

**Designated Fabric Fund**

This is a legacy received in 2005 which the PCC has designated for use on any future major fabric expenditure. The legacy was made with no restriction as to its use and is therefore included in unrestricted funds.

**Designated Income Reserve and Designated Capital Reserve**

As the Diocese recommends, the PCC maintains designated funds as a reserve against sudden total loss of income and unforeseen capital expenditure. Reserves were set at an initial level of £60,000 each in 2005 with interest to be accrued to the funds as a prtection against inflation.

**Rwanda, Rwanda/Congo, Project 21**

These funds were set up to receive donations for these particular purposes.

**Independent Examiner's Report**

**Independent examiner's report to the Parochial Church Council of St Helen's and St Peter's, Wheathampstead**

I report on the accounts of the PCC for the year ended 31 December 2015, which are set out on pages 8-14.

**Respective responsibilities of trustees and examiner**

The members of the PCC are responsible for the preparation of the accounts. The members of the PCC consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as PCC members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
   - to keep accounting records in accordance with section 130 of the 2011 Act; and
   - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
   - have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nick Dilworth ACA
St Albans
1 April 2016

## Trustees of St Helen's School

## Wheathampstead

### Annual report for the Year ended 31st December 2015

The Rector and Churchwardens are trustees of a fund, the beneficiary of which is St Helen's School, Wheathampstead, and manage a fund invested with the Church of England Central Board of Finance (CBF) through CCLA. The income from the investment is used to contribute towards Governors' liability for the external repairs to the School.

During this year, the total income was £252. A payment of £1,000 was made to assist with external repairs of the school. According to the mid-market prices as per the statements provided by CCLA at 31st December 2015, the total value of the two funds at that date was £6,440. Together with cash held in the bank of £555, the total assets of the Trust stand at £6,995.

These accounts have been prepared based on the bank and investment statements by Jennie Griffiths, ACMA.

Revd Richard Banham, Linda Thomas and David Pangbourne
**Trustees**
**April 2016**

## Trustees of Wheathampstead Church School

## Accounts and Examiner's Report for the Year to 31st December 2015

### Fund Account for the year to 31st December 2015

| | Year ended 31st December 2015 | Year ended 31st December 2014 |
|---|---|---|
| **Dividends received:** | | |
| Fixed Interest Securities Fund | 76 | 76 |
| Income Investment Fund | 176 | 172 |
| | 252 | 248 |
| **Changes in market value of investments:** | | |
| Fixed Interest Securities Fund | (75) | 148 |
| Income Investment Fund | 62 | 259 |
| | (13) | 408 |
| **Payments from Barclays account:** | | |
| Payment to St Helen's school | (1,000) | - |
| | (1,000) | - |
| Net movement in funds during the year | £ (761) | £ 656 |

### Net Asset Statement as at 31st December 2015

| | 31st December 2015 | 31st December 2014 |
|---|---|---|
| Investments: | | |
| Cost: 1999 | £ 5,862 | £ 5,862 |
| At valuations: | | |
| Fixed Interest Securities Fund | 1,849 | 1,924 |
| Income Investment Fund | 4,591 | 4,529 |
| | 6,440 | 6,453 |
| Cash at bank | 555 | 1,303 |
| | £ 6,995 | £ 7,756 |

**Independent Examiner's Report**

I confirm that the above financial statements accord with the bank and investment records of the Trust.

**Jennie Griffiths ACMA**
9th April 2016

## Sidespersons & Welcomers

Our Welcoming team comprises both Sidespersons (being those on the electoral roll) and Welcomers (for those not on the electoral roll). The team has continued its vital work this year and will continue to provide the welcome we would all wish to have as we enter God's house.

**Sidespersons**

| | | |
|---|---|---|
| Mrs Kath ANDREWS | Mrs Jenny GOLESWORTHY | Mr Bill MORRIS |
| Mr Keith ANDREWS | Mrs Gill GWINN | Mrs Paula PAGE |
| Mrs Clare BANGE | Mrs Catherine HAWKEN | Mrs Alison PANGBOURNE |
| Mrs Maureen BERRY | Dr Ian HARNETT | Mr David PANGBOURNE |
| Mrs Madeleine BIGMORE | Dr Sara HARNETT | Mrs Jan PARKE |
| Mrs Jean BROWN | Mr David HARTLEY | Mr Mike PARKE |
| Mrs Jenny BULLOCK | Mrs Hilary HOLLICK | Mrs Margaret PEARCE |
| Mr Michael BULLOCK | Mrs Sarah HOLLOWAY | Mr Brian PEARCE |
| Mrs Gill BURLAND | Mr Tim HOLLOWAY | Mr David PERCH |
| Prof John BURLAND | Mrs Carol HOPPER | Mrs Ulla PERCH |
| Mr Chris CALLOW | Mrs Ruth JEAVONS | Mrs Rebecca POINTER |
| Mrs Elizabeth CARTER | Mrs Mary JONES | Mr Chris POOLE |
| Mrs Jacqueline CHASTON | Mrs Lilian KERR | Mrs Isobel POOLE |
| Mrs Eli CHEATLE | Mr Andrew LARGE | Mrs Margaret SIMPKINS |
| Mrs Margaret CLAPP | Mrs Rachel LINES | Mrs Sue SLATER |
| Mrs Lindy CLAY | Mrs Suzanne LOCKS | Mr Peter SLATER |
| Mrs Ruth COLES | Mr Rodney LOCKS | Mrs Sylvia SMITH |
| Mrs Brenda DAWES | Mr Sayling LOW | Mr Michael SMITH |
| Mrs Jean DOWLING | Mrs Clare MACKAY | Mrs Anne THOMPSON |
| Mrs Louise EDWARDS | Mrs Brenda MALLETT | Mr Stephen TUDWAY |
| Mr James FINLAY | Mr Laurence MALLETT | Mrs Margaret WALLACE |
| Mrs Rosemary FINLAY | Mrs Phyllis MITCHELL | Mrs Pam WALLER |
| Mrs Barbara GOODYER | Mrs Anne MORRIS | Mr Peter WOODS |
| Mrs Caroline GILL | Mr Ron MORRIS | Mrs Janet WOODS |
| Mr Brian GOLESWORTHY | Mrs Judith MORRIS | |

**Welcomers**

| | | |
|---|---|---|
| Mrs Angela BARNES | Mrs Katie KHAKPOUR-SMITH | Mrs Sabrina SHAFER |
| Mr Peter BARNES | Mrs Niki KIRBY | Mrs Justine SOOTHILL |
| Ms Britt DAHLE | Mrs Paula O'SULLIVAN | Mrs Hannah SMITH |
| Mrs Rachael GAVAN | Mr Nick PENFOLD | Mrs Wendy WILLANS |
| Mrs Elinor JOHNS | Mrs Kate PLAYLE | Mr Phil WILLANS |