

**Annual Report and Financial Statements**  
for the year ending 31st December 2020

**The Parochial Church Council of  
the Parish of St Andrew with St Etheldreda, Histon**

**Charity Registration Number: 1129167**

# The Parish of St Andrew with St Etheldreda, Histon

# The Parish of St Andrew with St Etheldreda, Histon

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# The Parish of St Andrew with St Etheldreda, Histon

# The Parish of St Andrew with St Etheldreda, Histon

## Report of the Parochial Church Council ('PCC')

The members of the PCC, who are the trustees of the charity for the purposes of the Charities Act 2011, present their Annual Report and the Financial Statements for the year ended 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

## Aims of the PCC

The PCC is a body elected by those eligible to vote at the Annual Parochial Church Meeting. The PCC (Powers) Measure 1956 states that the PCC is to co-operate with the minister in promoting in the parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. The PCC has taken regard of the Charity Commission's guidance related to public benefit and they believe the PCC's activities are in accordance with those guidelines.

The PCC is also responsible for the operation (room lettings and Café) of the Saint Andrew's Centre and Stepping Stones, which runs a playgroup, baby club and toddler group. The Café, within the Centre, is managed as an independent legal entity with its own board of directors—wholly owned and overseen by the PCC.

## Administrative Information

<b>Parochial Name:</b>	St Andrew with St Etheldreda, Histon
<b>Church Location:</b>	Church Street, Histon, Cambridge CB24 9EP
<b>Correspondence:</b>	Church Office, Saint Andrew's Centre, School Hill, Histon, Cambridge CB24 9JP
<b>Website:</b>	<a href="http://www.standrewshiston.org">http://www.standrewshiston.org</a>
<b>Email:</b>	<a href="mailto:office@standrewshiston.org">office@standrewshiston.org</a>
<b>Incumbent:</b>	Canon James Blandford-Baker
<b>Churchwardens:</b>	Mark Strivens Stephen Tromans
<b>PCC Secretary:</b>	Louise Vincent
<b>Treasurer:</b>	Erin Dickens
<b>Accountants:</b>	Ian Shipley, Prentis & Co LLP, 115c Milton Road, Cambridge CB4 1XE
<b>Banks:</b>	Unity Trust Bank, Nine Brindleyplace, Birmingham B1 2HB Cambridge Building Society, 2 High Street, Histon, Cambridge CB24 9LG CCLA Investment Management Ltd (The CBF Church of England Funds), 80 Cheapside, London EC2V 6DZ

## Charitable Status

Registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of St Andrew with St Etheldreda, Histon. Registered Charity Number 1129167

## Electoral Roll/Sunday Attendance

All are welcome to attend our regular services and at 31st December 2020 there were 215 people on the Electoral Roll (2019: 224). The figure for average Sunday attendance during October 2020 is not available due to the COVID-19 pandemic.

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## **Structure, Governance and Management**

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The method of appointment of PCC members is set out in the Church Representation Rules 2020. Those who regularly attend our church services or are resident in the parish are eligible to register on the Electoral Roll and stand for election to the PCC which comprises elected lay members plus other co-opted and ex-officio members. PCC members are appointed for a 3-year term, which can be renewed for a further term. On appointment PCC members are provided with guidelines on being a Trustee and information about the purpose and responsibility of the PCC. This is clarified in the first PCC meeting of each year.

As required by law, the PCC has a Standing Committee which has power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

The PCC is the sole shareholder of Saint Andrew's Centre Café Limited and appoints its Directors. The Vicar, Erin Dickens (Treasurer), Andrew Glover (former Treasurer), David Wilson (former Churchwarden) and Chris Cox (PCC Member) currently serve as Directors. Financial reports of the Café are provided to the PCC on a quarterly basis and management reports bi-annually.

The full list of PCC members having served in 2020 is as follows:

- \*James Blandford-Baker (Vicar)
- Kieran Douglass (Assistant Curate to 7.6.2020)
- \*Ruth Chamberlain (Assistant Curate from 25.9.2020)
- \*Mark Strivens (Churchwarden)
- Ruth Davies (Churchwarden to 14.10.2020)
- \*Stephen Tromans (Churchwarden and Deanery Synod from 14.10.2020)
- \*Erin Charles (Treasurer)
- \*Louise Vincent (Secretary)
- \*Colin Alexander (Deanery Synod)
- \*Nigel Evans (Deanery Synod)
- \*George Adam (from 14.10.2020)
- \*Julius Arinaitwe
- \*Jacqueline Atkinson
- \*Chris Cox
- \*Paul Glass
- \*Penny Glass
- \*Robert John McKinley
- \*Joanna Morciniec-Tomczak
- \*Samuel Roach
- \*Anastasia Sanders
- Anita Wilson (to 22.3.2020)
  
- \*Trustees as of 31.12.2020

# The Parish of St Andrew with St Etheldreda, Histon

## **Achievements and Performance**

In 2020 the major challenge for the PCC was to reimagine the life of the church community to cope with the restrictions and effects of the COVID-19 pandemic. Initially, we quickly made use of electronic means of communication, particularly email and our YouTube channel. Both of these had been set up prior to the outbreak of the pandemic and were therefore in place and ready to go with minimal further work. As the year progressed, we reflected further on how the PCC's priorities of *Belong, Pray* and *Grow* could be worked out in a situation where meeting together was either impossible or severely restricted.

The major challenge was around *belonging*, particularly enabling those who were housebound or lived on their own to continue to feel connected to the life and worship of the church. In fact, the COVID-19 pandemic has proved to be an opportunity to improve this area of our ministry, and those without internet access or email now receive a weekly letter from the Vicar with items of news and a biblical reflection. This has been widely appreciated. A team of people was also developed to keep in telephone contact and this has led to several good friendships being established. More broadly, the value of our network of small groups has been vital in enabling people's pastoral needs to be met and creating a sense of fellowship when Sunday worship in person in the church has been impossible. Another key forum for belonging and fellowship has been the regular Zoom coffee times held on Sunday mornings. As the year unfolded it was noticeable that some (mainly older) people who had previously been without internet access installed a connection and joined us. In the early phase of lockdown we aimed to provide an email reflection for four or five days each week which also contained news from the church family and the village. We have placed great value on the sharing of individual stories of faith as the year has unfolded with a weekly video in our online worship featuring someone's testimony of what God has been doing in their life. This has led to voices being heard for the first time and a significantly greater sense of belonging to a community where everyone has a story to tell. Since the value that we attach to belonging is about those outside the church as well as our regular worshippers, we were pleased to be able to deploy our Church Manager as a key member of the villages' COVID-19 response team and make the church office phone line the single point of contact for all within the villages who had need of help with shopping, isolation, medical supplies etc. The result of this is a widespread feeling in the villages that we belong to one another much more than we were conscious of before, with complete strangers fulfilling vital needs and often becoming valued friends. The regular publication of our *Network* magazine (after a brief pause in the first lockdown) has also been much appreciated in the village as a way of staying connected when council publications, for instance, were suspended.

The *prayer* life of the church also developed as a result of the pandemic. While some progress in this area had been made in 2019, in line with the PCC's Histon Action Plan (HAP), from April we established a weekly prayer meeting (Prayer Central) on Zoom. This became, and remains, the beating heart of the prayer life of the church. Prayer Central has been particularly useful as a place where prayer for the future challenges, post-COVID-19, of church life could be offered and there has been a clear sense amongst all participants that the Lord was saying to us that we should not put the 'new wine' of the pandemic in the 'old wineskins' of the way we did church before March 2020. This issue remains a key prayer need. Additionally, several prayer networks using social media have been established by individuals as church members sought to support one another in prayer and provide forums for sharing needs and concerns.

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*Growth* as a church has been another area of unexpected blessing due to the COVID-19 pandemic. With the regular use of our YouTube channel providing worship services, and opportunities to address a much wider audience, connections have been made with individuals both within the village, and indeed across the world, with regular online engagement from people as far apart as Australia and the Americas. The use of our channel has been matched by a growing confidence in the use of local social media pages, including Facebook groups and the local news site, the HIHub, where we are regularly invited to contribute articles about church activities.

In early 2020 the PCC decided to bring our ministry to pre-school children, Stepping Stones, to an end on the basis that it no longer fulfilled our vision for providing people with routes to Christian faith. The implementation of this decision was hastened by the COVID-19 pandemic. Our new work, SHINE, which has a vision of 'friendship, faith and fun' for pre-school children and parents, began in December 2020 and has borne much fruit with several new families already connected with us and valuing this ministry. In July 2020 the PCC considered the question of our priorities on returning to in-person worship in the autumn and emerging into what was then thought to be the recovery phase of the pandemic. The PCC decided to prioritise our work with children and young people. We re-established in-person work with children on Sunday mornings in the Saint Andrew's Centre and a mixture of online and in-person meetings for young people. Additionally, our Youth Worker has been active in our local secondary school (Impington Village College) in supporting the work of the Christian chaplain.

## **Plans for the Future**

Our plans for the future are necessarily subject to significant change as the uncertainty over the course of the pandemic continues. We will continue to implement the HAP in appropriate ways for village life where many will continue to be housebound or shielding from the virus for the foreseeable future. A 'Talking Futures' group that was established in summer 2020 to consider the future that we would like to see, and which we felt God was calling us to, has led to opportunities to develop new models for village life which take account of human wellbeing as well as economic success. The key challenge remains how we emerge from a community which mostly worships at home, often in individual families, to re-engaging personally with one another. It will be necessary for the PCC to adapt quickly and strategically in making use of the opportunities for change which the pandemic has brought but our key priorities of *belong, pray and grow* will remain.

## **Financial Review**

The financial performance of the church in 2020 is significantly different from previous financial years, as a result of COVID-19. Non-philanthropic income to the church decreased significantly, as a result of COVID restrictions. The decision was taken to wind down Stepping Stones, which ceased trading during the year.

Regular donations remained relatively stable throughout 2020. Many members of the church now give by Direct Debit through the Parish Giving Scheme (PGS), which offers donors the option to increase their donation annually, in line with inflation. The first of the annual inflationary increases were introduced from April 2020, and uptake so far has been good. Monthly income from PGS is now at an average of £6,500 (2019: £5,500), although actual amounts vary as some donors give on a quarterly basis.

Income from legacies and donations was higher than in 2019, which can be attributed to three main factors:



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- The church received a legacy of £10,000 for chancel repairs. No such repairs are planned in the short term, and so the bequest has been placed into a restricted fund in accordance with the will of the legator.
- Over £8,500 was donated towards the cost of the Church Weekend Away, which was due to take place at Hothorpe Hall in April 2020. The PCC had decided that the weekend would be free to attend, to ensure maximum participation, but welcomed donations towards the cost. Although the majority of the cost had been paid for, the weekend away was postponed until 2021 as a result of the pandemic. The PCC were informed that Hothorpe Hall had been placed into administration at the end of 2020. The PCC has submitted a proof of debt form to the administrators, and we are waiting to hear more.
- A fundraising appeal was undertaken to raise money to support work with Children and Young People. Over £10,000 was donated in 2020 for this work, which will be spent on establishing a new missionary activity called Shine for Under 5s and their families, as well as a Youth for Christ Intern to work with young people.

As a key part of the local community, the church was well placed to respond to COVID-19 within the village. Part of this response included the establishment of a Vicar's Discretionary Fund, which raised £2,700. This enabled small grants to be made to the local community, including to help pay for shopping, provide IT equipment, and provide meals for those who needed them.

Whilst the Saint Andrew's Centre and Café had been a source of reliable income for the PCC in recent years, income from trading activities was down by 52% during 2020 as a result of restrictions imposed by the pandemic. Both the Saint Andrew's Centre and Café were forced to close during national lockdowns, and whilst they were able to partially reopen during tiered restrictions, trade was significantly reduced compared to what would reasonably be expected.

The PCC was able to make use of financial grants open to businesses who had suffered losses due to COVID-19. Successful grant applications were made under the Retail, Hospitality and Leisure Grant Fund, Additional Restrictions Support Grant, and Local Restrictions Support Grant. Both the PCC and Café furloughed staff under the Coronavirus Job Retention Scheme. It is hoped that all staff members will be able to return to work once restrictions lift and trading activity can increase.

Whilst 2020 is likely to be an anomalous year in terms of financial performance, the PCC is exercising caution as it moves into 2021, given the uncertainties around how long trading restrictions on the Saint Andrew's Centre and Café will last.

## **Budgetary Policies**

In 2017, the PCC established a new set of budgetary policies to enable the church to focus on missional development and ensure good maintenance of the church buildings.

**Policy 1** – The General Fund should, at least, break even every year. *[i.e. everyday running costs should be covered by normal income.]*

- In 2020, church income was higher than expenditure. This was in part due to the specific income received by the church which, whilst not restricted, is designated for particular purposes (e.g. work with Children and Young People). Everyday running costs were lower in 2020 than might be expected in a normal year, due to restrictions on activity caused by the pandemic.

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**Policy 2** – Aim to hold 20% of general expenditure costs in reserve. *[It is the policy of the PCC not to maintain reserves other than sums necessary to meet identified future requirements.]*

- As at 31 December 2020 cash available in the general fund was below the 20% target. The PCC aims to put part of any annual surplus aside until the reserves are at the required level. £5,000 was set aside for this purpose in 2019 and 2020, and again in the 2021 budget.

**Policy 3** – Establish a capital maintenance budget/fund.

- The PCC are likely to have to spend extensively on capital maintenance of church buildings in the medium term. £5,000 was set aside for this purpose in 2019 and 2020, and again in the 2021 budget.

**Policy 4** – Establish a missional development fund.

- £5,000 was set aside for this purpose in 2019 and 2020. This may be used in 2021 to fund the missional work of Shine.

## **Grant-making Policy**

Each year the Council donates unrestricted income to a variety of charities whose work coincides with the charitable aims of the PCC.

## **Investment Policy**

The PCC does not intend to make long term investments out of incoming funds. Surplus funds are kept in deposit accounts. The ownership of Narrow Lane is seen as an operating resource to be used principally for the housing of staff workers rather than for the generation of rental income.

## **Risk Management**

The major risks to which the PCC is exposed have been reviewed and systems and procedures designed to manage those risk have been established.

## **Key Management Personnel Remuneration**

All current members of the PCC are trustees and give of their time freely and no trustee remuneration was paid in the year. The clergy are also trustees and those who are stipendiary are funded centrally by the Church of England and not directly by the charity. Details of trustee expenses and related party transactions are disclosed in note 10 to the accounts.

Trustees are required to disclose all relevant interests and register them with the PCC secretary and in accordance with the PCC's policy withdraw from decisions where a conflict of interest arises.

## **Statement of the PCC's Responsibilities**

Charity law requires the PCC to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the surplus or deficit of the PCC for that year.

In preparing those accounts, the PCC is required to:

- i. Select suitable accounting policies and apply them consistently.
- ii. Make judgements and estimates that are reasonable and prudent.
- iii. Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue operating.

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- iv. State whether the policies adopted are in accordance with the Charities Act 2011 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- v. Observe the methods and principles of the Charities SORP.

The PCC is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the PCC and to enable them to ensure that the financial statements comply with the Charities Act 2011.

They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**By order of the PCC**

**Canon James Blandford-Baker, PCC Chair**

# The Parish of St Andrew with St Etheldreda, Histon

## **Independent Examiner's Report to the PCC**

This report on the financial statements of the PCC for the year ended 31st December 2020 is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 145 of the Charities Act 2011 ('the Act').

### **Respective responsibilities of the trustees and the examiner:**

As the members of the PCC you are responsible for the preparation of the financial statements. The PCC consider that an audit is not required for this year under the Regulations and section 144(2) of the Act, and that an independent examination is needed. The gross income of the PCC has exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- examine the financial statements in accordance with the Church Accounting Regulations 2006;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 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 and to be found in the Church Guidance, 2006 edition, issued by the Finance Division of the Archbishops' Council. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as PCC members concerning 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 financial statements 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 Act; and
- to prepare financial statements which accord with the accounting records and to comply with the requirements of the Act, as also contained in the Church Accounting Regulations 2006 have not been met; or

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

Ian W Shipley FCCA, Independent Examiner,  
For and on behalf of,  
Prentis & Co LLP,  
115c Milton Road,  
Cambridge CB4 1XE

## Statement of Financial Activities

For the year ending 31 December 2020

	Notes	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		2020	2020	2020	2019	2019	2019
		£	£	£	£	£	£
<b>Income</b>	2						
Donations and legacies		242,015	12,698	254,713	220,782	500	221,282
Charitable activities		44,346	0	44,346	40,585		40,585
Trading activities		80,881	0	80,881	221,100		221,100
Investments		0	0	0	11		11
Other income		1,334	0	1,334	1,692		1,692
<b>Total income</b>		<b>368,963</b>	<b>12,698</b>	<b>381,661</b>	<b>484,170</b>	<b>500</b>	<b>484,670</b>
<b>Expenditure</b>	3						
Charitable activities		234,885	23,800	258,685	255,751	20,759	276,510
Trading activities		105,338	645	105,983	192,084	7,117	199,201
<b>Total expenditure</b>		<b>340,223</b>	<b>24,445</b>	<b>364,668</b>	<b>447,835</b>	<b>27,876</b>	<b>475,711</b>
<b>Net income/(expenditure) and net movement in funds</b>		<b>28,740</b>	<b>-11,747</b>	<b>16,993</b>	<b>36,335</b>	<b>-27,376</b>	<b>8,959</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		610,126	1,186,143	1,796,269	573,791	1,213,519	1,787,310
<b>Total funds carried forward</b>	9	<b>638,866</b>	<b>1,174,396</b>	<b>1,813,262</b>	<b>610,126</b>	<b>1,186,143</b>	<b>1,796,269</b>

The notes on pages 12 to 25 form part of these financial statements

## Balance Sheet

31 December 2020

		Consolidated		Parent	
		2020	2019	2020	2019
		£	£	£	Restated £
<b>Fixed assets</b>					
Tangible fixed assets	5	1,722,686	1,757,550	1,648,120	1,679,175
Investments		0	0	90,000	90,000
<b>Total Fixed assets</b>		<b>1,722,686</b>	<b>1,757,550</b>	<b>1,738,120</b>	<b>1,769,175</b>
<b>Current assets</b>					
Stock		1,500	1,500	0	0
Debtors	7	23,789	19,012	48,369	55,877
Cash at bank and in hand		141,693	118,872	120,277	71,415
<b>Total Current assets</b>		<b>166,982</b>	<b>139,384</b>	<b>168,646</b>	<b>127,292</b>
<b>Liabilities</b>					
Creditors - due in one year	8	23,957	40,140	12,275	27,640
<b>Net Current assets</b>		<b>143,025</b>	<b>99,244</b>	<b>156,371</b>	<b>99,652</b>
<b>Total assets less current liabilities</b>		<b>1,865,711</b>	<b>1,856,794</b>	<b>1,894,491</b>	<b>1,868,827</b>
<b>Creditors - due after one year</b>	8	<b>52,449</b>	<b>60,525</b>	<b>52,449</b>	<b>60,525</b>
<b>Total Net Assets</b>		<b>1,813,262</b>	<b>1,796,269</b>	<b>1,842,042</b>	<b>1,808,302</b>
<b>Funds of the charity</b>					
Restricted income funds	9	1,173,896	1,186,143	1,173,896	1,199,272
Unrestricted income funds - general		309,649	284,241	357,611	293,555
Unrestricted income funds - designated		334,619	325,885	310,535	315,475
<b>Total Charity Funds</b>		<b>1,813,262</b>	<b>1,796,269</b>	<b>1,842,042</b>	<b>1,808,302</b>

The notes on pages 12 to 27 form part of these accounts.

# The Parish of St Andrew with St Etheldreda, Histon

To be approved by the Parochial Church Council on 4 May 2021 and signed on its behalf by  
Canon James Blandford-Baker (PCC Chair).

# The Parish of St Andrew with St Etheldreda, Histon

## Statement of Cashflows

For the year ending 31 December 2020

		Consolidated		Parent	
		2020	2019	2020	2019
		£	£	£	£
<b>Cash provided by (used in) operating activities</b>	11	24,425	62,433	49,456	35,000
<b>Cash flows from investing activities</b>					
Interest income		0	11	0	11
Rental income		0	0	0	0
Purchase of tangible fixed assets		0	-19,539	0	-1,202
<b>Cash provided by investing activities</b>		<b>0</b>	<b>-42,905</b>	<b>0</b>	<b>-1,191</b>
<b>Cash flows from financing activities</b>					
Interest Paid		-1,603	0	-594	0
Repayment of borrowing		0	-6,000	0	-6,000
<b>Cash used in financing activities</b>		<b>-1,603</b>	<b>-6,000</b>	<b>-594</b>	<b>-6,000</b>
Cash at beginning of year		118,872	81,967	71,415	43,607
Increase in cash in the year		22,821	36,905	48,862	27,808
Cash at end of year		<b>141,693</b>	<b>118,872</b>	<b>120,277</b>	<b>71,415</b>



# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 1. Accounting Policies

#### **Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention with items recognized at cost of transaction values unless otherwise stated in the relevant notes to these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting of Charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and the Charities Act 2011. The financial statements have also been prepared in accordance with the Church Accounting Regulations 2006 and modified as necessary.

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 main affiliation to another body, nor those that are informal gatherings of church members.

The Parish of St Andrew with St Etheldreda, Histon constitutes as a public benefit entity as defined by FRS 102.

The Council Members consider that there are no material uncertainties about the Parochial Church Council's ability to continue as a going concern.

#### **Consolidation**

The financial statements of the PCC and its wholly owned trading subsidiary, Saint Andrew's Centre Café Limited, are consolidated on a line by line basis, eliminating all interim group transactions and balances, to produce the Group financial statements.

#### **Funds**

*Restricted funds* represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis.

*Unrestricted funds* are general funds which can be used for PCC ordinary purposes.

#### **Income**

Planned giving, collections and donations are recognized when received. Tax refunds are recognized when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest is accrued. Rental income from letting of church premises is recognized when the rental is due. All other income is recognized when it is receivable. All incoming resources are accounted for gross.

#### **Expenditure**

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. All other expenditure is generally recognized when it is incurred and is accounted for gross.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

All expenditure incurred on consecrated and benefice buildings and moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities.

### Fixed assets

Consecrated and benefice property is not included in the accounts in accordance with s.96(2)(a) of the Charities Act 2011.

Land and buildings used by the Council in undertaking its activities are included at a reasonable current value in use less depreciation.

Movable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements.

Equipment, fixtures and fittings used within the church premises and for the Café are depreciated on a straight-line basis over three years. Individual items of equipment with a purchase price of £300 or less are written off when the asset is acquired. Property is depreciated on a straight-line basis over 50 (or, in the case of the Saint Andrew's Centre, 80) years.

### Debtors

Amounts owing to the PCC at 31 December in respect of fees, rents and other income are shown as debtors less provision for amounts that may prove uncollectable. The PCC does not consider that there is any risk of bad debts at present.

### Creditors

Amounts owed, or outstanding, by the PCC at 31 December are shown as liabilities. The PCC aims to pay all trade creditors on terms requested.

### Stock

The Café holds an amount of stock for catering purposes. This is assessed twice a year and treated as a balance sheet item rather than as a cost of goods at the time of purchase.

### Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme which is administered by NEST. The charity contributes 3% of eligible earnings and there were no outstanding contributions at the year end. There are no support or governance costs required for the scheme.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 2. Incoming Resources

		Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
		2020	2020	2020	2019	2019	2019
		£	£	£			£
<b>2(a) Donations and legacies</b>							
Gift Aid via bank		189,721	2,698	192,419	178,442	500	178,942
Tax recoverable		26,692		26,692	17,676		17,676
Sunday collection		212		212	1,574		1,574
Other Gift Aid donations		20,503		20,503	11,236		11,236
Non-Gift Aid donations		4,887	10,000	14,887	11,855		11,855
		<b>242,015</b>	<b>12,698</b>	<b>254,713</b>	<b>220,782</b>	<b>500</b>	<b>221,282</b>
<b>2(b) Charitable activities</b>							
Donations for Church Property		350		350	2,930		2,930
Sundry		83		83	1,031		1,031
Fees		7,799		7,799	16,411		16,411
Recovered costs		10,592		10,592	12,140		12,140
Network magazine and yearbook		6,978		6,978	8,073		8,073
Grants		18,544		18,544			
		<b>44,346</b>	<b>0</b>	<b>44,346</b>	<b>40,585</b>	<b>0</b>	<b>40,585</b>
<b>2(c) Trading activities</b>							
Saint Andrew's Centre	12	18,029		18,029	53,476		53,476
Saint Andrew's Centre Café	13	62,192		62,192	145,358		145,358
Stepping Stones	15	661		661	22,266		22,266
Narrow Lane		0		0	0		0

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

Fundraising	0	0	0	0	0
	<b>80,881</b>	<b>0</b>	<b>80,881</b>	<b>221,100</b>	<b>0</b>
<b>2(d) Investments</b>					
Bank interest	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>
<b>2(e) Other income</b>					
Parish share rebate	1,232		1,232	1,558	1,558
Sundry	102	0	102	134	134
	<b>1,334</b>	<b>0</b>	<b>1,334</b>	<b>1,692</b>	<b>0</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

3. Resources Expended	Unrestricted funds	Restricted funds	Total funds	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020	2019	2019	2019
	£	£	£			£
<b>3(a) Charitable activities</b>						
Church running and maintenance	37,667		37,667	27,608		27,608
Stable rooms	1,290		1,290	8,960		8,960
Church Supplies	1,340		1,340	1,131		1,131
Diocesan Parish Share	79,878		79,878	79,400		79,400
Clergy expenses	2,832		2,832	7,043		7,043
Mission giving	10,827		10,827	6,753		6,753
Staff costs	51,948		51,948	52,062		52,062
Youth work	963		963	4,430		4,430
Children's work	1,646		1,646	1,625		1,625
Music	107		107	1,246		1,246
Community outreach	2,799		2,799	15,202		15,202
Training	1,277		1,277	1,346		1,346
Church magazine	6,825		6,825	8,106		8,106
Fees	4,528		4,528	9,562		9,562
Depreciation	7,255	23,800	31,055	7,113	20,759	27,873
Professional services	1,267		1,267	928		928
Independent examiner fees	798		798	1,212		1,212
Church office staff costs	18,812		18,812	19,255		19,255
Church office expenses	2,826		2,826	2,768		2,768

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

		<b>234,885</b>	<b>23,800</b>	<b>258,685</b>	<b>255,751</b>	<b>20,759</b>	<b>276,510</b>
<b>3(b) Trading activities</b>							
Saint Andrew's Centre	12	24,318	645	24,963	31,949	3,035	34,984
Saint Andrew's Centre Café	13	79,177	0	79,177	129,913	4,082	133,995
Stepping Stones	14	811		811	24,795		24,795
31 Narrow Lane		1,032		1,032	5,427		5,427
		<b>105,338</b>	<b>645</b>	<b>105,983</b>	<b>192,084</b>	<b>7,117</b>	<b>199,201</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 3.1 Staff costs

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Wages and salaries	121,829	0	121,829	167,869
National Insurance	1,970	0	1,970	1,902
Pension contributions	3,388	0	3,888	3,345
	<b>127,188</b>	<b>0</b>	<b>127,188</b>	<b>173,116</b>

During the year the PCC employed a Youth Minister, a Children's Minister, a Church Manager; a Church Administrator and a Vicar's PA. Two additional part-time Under 5s Workers were employed from December 2020. The Café employed a Café Manager, Deputy Manager and 7 part time Assistants on an ad-hoc basis. Stepping Stones employed 4 staff, whose employment was terminated during the year as Stepping Stones was wound up. No employee had employee benefits in excess of £60,000 (2019: none).

A small portion of the expenses paid to the vicar and curates may have related to their services as chair and members of the PCC respectively.

Key personnel are the Churchwardens and Treasurer, who are trustees who do not get paid, and the Vicar who is not paid directly by the Charity.

### 4. Transfers between funds

Transfers of funds during the year were as follows:

From: Unrestricted Designated (building)	-4,940	Depreciation charges on building assets
To: Unrestricted General funds	4,940	
	<b>0</b>	

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 5. Tangible Fixed Assets—Consolidated

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
<b>Cost:</b>				
As at 1 January 2020	1,901,594	57,270	10,119	1,968,983
Additions	0	0	0	0
As at 31 December 2020	<b>1,901,594</b>	<b>57,270</b>	<b>10,119</b>	<b>1,968,983</b>
<b>Depreciation</b>				
As at 1 January 2020	172,868	31,997	6,567	211,433
Additions	25,318	7,231	2,315	34,864
As at 31 December 2020	<b>198,186</b>	<b>39,228</b>	<b>8,882</b>	<b>246,297</b>
<b>Net book value</b>				
As at 1 January 2020	1,728,726	25,272	3,552	1,757,550
As at 31 December 2020	<b>1,703,408</b>	<b>18,042</b>	<b>1,237</b>	<b>1,722,686</b>

### Tangible Fixed Assets—Parent (restated)

	Freehold land and buildings	Fixtures and fittings	Computer equipment	Total
<b>Cost:</b>				
As at 1 January 2020	1,819,184	36,635	8,682	1,864,501
Additions	0	0	0	0
As at 31 December 2020	<b>1,819,184</b>	<b>36,635</b>	<b>8,682</b>	<b>1,864,501</b>
<b>Depreciation</b>				
As at 1 January 2020	164,668	15,528	5,130	185,326
Additions	23,670	5,070	2,315	31,055
As at 31 December 2020	<b>188,338</b>	<b>20,598</b>	<b>7,444</b>	<b>216,381</b>
<b>Net book value</b>				
As at 1 January 2020	1,654,516	21,107	3,552	1,679,175
As at 31 December 2020	<b>1,630,846</b>	<b>16,037</b>	<b>1,237</b>	<b>1,648,120</b>

The 2019 brought forward balances were restated due to an asset capitalised, but not shown in the parent.



# The Parish of St Andrew with St Etheldreda, Histon

## **Notes to the Financial Statements**

For the year ended 31 December 2020

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 6. Investments

The PCC holds one £1 ordinary share in its wholly owned subsidiary company Saint Andrew's Centre Café Ltd (with a share premium of £89,999). The results of the subsidiary are summarised in Notes 12 & 13.

### 7. Debtors

	Consolidated		Parent	
	2020	2019	2020	2019
	£	£		
Tax on gift aid receivable	5,980	6,787	5,980	6,787
Other prepayments and accrued income	7,087	12,224	2,988	10,592
Furlough pay receivable	903	0	903	0
Loan to (café) subsidiary	0	0	38,498	38,498
	<b>13,970</b>	<b>19,011</b>	<b>48,369</b>	<b>55,877</b>

### 8. Liabilities

	Consolidated		Parent	
	2020	2019	2020	2019
	£	£		
<b>Amounts falling due in one year</b>				
Tax and national insurance	6,960	6,411	453	1,842
VAT Liability	4,154	5,924	0	0
31 Narrow Lane mortgage	6,374	6,000	6,374	6,000
Credit Cards	419	420	277	420
Accruals & deferred income	840	840	840	840
Trade creditors	1,996	10,930	1,285	8,923
Advance receipts	3,046	9,615	3,046	9,615
	<b>23,789</b>	<b>40,140</b>	<b>12,275</b>	<b>27,640</b>

#### Amounts falling due after one year

31 Narrow Lane mortgage	52,449	60,525	52,449	60,525
	<b>52,449</b>	<b>60,525</b>	<b>52,449</b>	<b>60,525</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 9. Funds

	Balances as at 1 January 2020 £	Incoming resources £	Resources expended £	Transfers £	Balances as at 31 December 2020 £
<b>Unrestricted General Funds</b>					
General Fund	284,241	349,015	338,798	10,289	304,747
<b>Unrestricted Designated Funds</b>					
Buildings Fund	315,475	0	0	-4,940	310,535
Stepping Stones	10,410	661	811	0	10,260
Children and Young People	0	10,770	134	0	10,636
<b>Restricted Funds</b>					
St Andrew's Centre Fund	1,185,643	0	22,488	0	1,163,155
Weekend Away Fund	500	8,517	480	-5,349	3,188
Vicar Discretionary Fund	0	2,698	1,957	0	741
Chancel Repair Fund	0	10,000	0	0	10,000
<b>Total funds</b>	<b>1,796,269</b>	<b>381,661</b>	<b>364,668</b>	<b>0</b>	<b>1,813,262</b>
<b>Unrestricted General Funds</b>					
General Fund	246,436	461,904	423,040	-1,060	284,241
<b>Unrestricted Designated Funds</b>					
Buildings Fund	314,415			1,060	315,475
Stepping Stones	12,940	22,266	24,795		10,410
<b>Restricted Funds</b>					
St Andrew's Centre Fund	1,213,519		27,876		1,185,643
Weekend Away Fund	0	500			500
<b>Total funds</b>	<b>1,787,310</b>	<b>484,670</b>	<b>475,711</b>	<b>0</b>	<b>1,796,269</b>

#### Restricted funds:

St Andrew's Centre Fund—this fund was set up to redevelop and renew the Church Hall's site.

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

Weekend Away Fund—this fund was set up to receive donations towards the cost of the weekend away.

Chancel Repair Fund – this fund was established in 2020 following a legacy request for this purpose.

Vicar’s Discretionary Fund – this fund was established in 2020 to allow the Vicar to make small grants at his/her own discretion.

### Designated funds:

This fund holds the value of the Stable Rooms and Narrow Lane properties. The funds can be used for general purposes. A designated fund was established in 2020 as part of our work in prioritising Children and Young People.

### Vicar and Churchwardens’ Trust:

This is a special trust of the PCC which is held by the incumbent and churchwardens for the express purpose of assisting the PCC in the maintenance of the church and churchyard. It is vested in the Diocesan Board of Finance (DBF) as custodian trustee. A copy of the financial statements is available on request.

## 10. Transactions with related parties

There are transactions between the parent (Church) and subsidiary (Café). These are included in notes 12-14 but excluded from the main consolidated accounts. The cross charges are £300pm from the Centre to Café for service charges, and £250pm from Café to Centre for cleaning. There is also a loan account for the Café which was originally used to assist with the setup, stocking and first years operational cost. This will be repaid over time from profits and currently stands at £38,497 (2019: £38,497).

A lease agreement exists between the Café and PCC for an initial 5-year term, with a monthly rental of £1,000. This has been waived by the Landlord (PCC) until such time as the Café is making a sustainable operational profit. This waiver is reviewed on an annual basis. A proportion of any profits from the Café will be paid to the PCC as dividend.

The Vicar and Churchwardens’ Trust made no contribution during the year (2019: no contribution).

## 11. Net movement in Funds

Reconciliation of the net movement in funds to net cash flow from operating activities

	Consolidated		Parent	
	2020	2019	2020	2019
	£	£	£	£
Net movement in Funds	16,993	8,959	33,742	-12,013
Add back depreciation charge	34,865	35,272	31,055	27,873

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

Deduct interest income shown in investing activities	0	-11	0	-11
Deduct rental income shown in investing activities	0	0	0	0
Add back interest paid shown in financing activities	1,603	0	594	0
Change in debtors	-4,777	16,698	7,506	17,469
Change in creditors	-24,259	1,515	-23,441	1,682
<b>Net cash provided by (used in) operating activities</b>	<b>24,425</b>	<b>62,433</b>	<b>49,456</b>	<b>35,000</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 12. Saint Andrew's Centre

The cross-charge transactions between the Centre and Café are included in the service charge and utilities figures in order to show the true operating costs of the Centre.

	2020	2019
<b>Income</b>		
Net Lettings	15,029	49,666
Service charges	3,000	3,810
	<b>18,029</b>	<b>53,476</b>
<b>Expenditure</b>		
Cleaning	3,269	3,996
Insurance	209	203
Utilities	6,495	8,285
Staffing	12,000	12,000
Repairs, Maintenance	2,576	6,440
Management	111	191
Consumables	303	834
Solar panels	0	3,035
	<b>24,963</b>	<b>34,984</b>
Finance charges	0	0
<b>Profit</b>	<b>-6,934</b>	<b>18,492</b>

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 13. Saint Andrew's Centre Café—Profit & Loss

The cross-charge transactions between the Centre and Café are included in the cleaning and utilities figures in order to show the true operating costs of the Café.

	<u>2020 £</u>	<u>2019 £</u>
<b>Income</b>		
<b>Turnover</b>		
Cafe catering	50,089	144,311
Charity Items	324	725
Goods & Other	11,774	305
Interest Received	4	17
	<b><u>62,192</u></b>	<b><u>145,358</u></b>
<b>Cost of Goods</b>		
Catering	13,923	38,716
Charity Items	581	530
Non-food purchases	1,203	1,516
Plant Hire	999	495
	<b><u>16,707</u></b>	<b><u>41,257</u></b>
<b>Gross Margin</b>	<b><u>45,475</u></b>	<b><u>104,101</u></b>
<b>Expenses</b>		
Bank Charges	1,603	2,927
Catering equipment	1,935	1,742
Cleaning services	6,356	7,828
Operational Depreciation	634	284
Hardware	187	1,146
IT & Telephony	1,138	1,103
Insurance	1,557	1,482
Marketing & Advertising	195	799
Office Supplies	936	1,613
Payroll Cost	43,782	66,890
Maintenance	203	1,015
Utilities	161	1,748
Travel	0	44
Training	0	35
Bad Debts (written off)	607	0
	<b><u>59,294</u></b>	<b><u>88,656</u></b>
<b>Operating Profit/Loss</b>	<b><u>-12,073</u></b>	<b><u>15,445</u></b>
Capital Depreciation	3,176	4,082

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

<b>Total Profit/Loss</b>	<b>-15,249</b>	<b>11,363</b>
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### 14. Saint Andrew's Centre Café—Balance Sheet

	<u>2020 £</u>	<u>2019 £</u>
<b>Assets</b>		
<b>Fixed Assets - Tangibles</b>		
Commercial Buildings	72,564	74,212
Computer Equipment	0	0
Fixtures & Fittings	2,003	2,636
Plant & Machinery	0	1,528
	<b>74,567</b>	<b>78,376</b>
<b>Current Assets</b>		
Stock	1,500	1,500
Bank accounts	20,627	33,072
Undeposited Funds	84	1,319
Credit card processors	340	348
	<b>22,551</b>	<b>36,239</b>
<b>Total Assets</b>	<b>97118</b>	<b>114,615</b>
<b>Liabilities</b>		
<b>Accounts Payable</b>		
Accounts Payable	710	1,327
<b>Liability - Current</b>		
Payroll Liabilities	3,041	1,310
VAT Control	4,154	5,924
Café Credit Card	142	0
<b>Liability - Long term</b>		
St Andrew's PCC Loan	38,498	38,498
<b>Total Liabilities</b>	<b>46,545</b>	<b>47,059</b>
<b>Net Assets - Liabilities</b>	<b>50,573</b>	<b>67,556</b>
<b>Shareholder Funds</b>		
Called Up Share Capital	90,000	90,000
Retained P&L	-22,444	-33,807
Profit & Loss	-16,983	11,363



# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

<b>Total Shareholder Funds</b>	<b>50,573</b>	<b>67,556</b>
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### 15. Saint Andrew's Stepping Stones—Profit & Loss

The cross-charge transactions between the Centre and Stepping Stones are included in the rental figures in order to show the true operating costs of Stepping Stones.

	<b>2020</b>	<b>2019</b>
<b>Income</b>	<b>£</b>	<b>£</b>
<b>Fees</b>		
Baby Club	10	262
Toddlers	76	3,294
Playgroup	5	7,896
Lunches	0	347
<b>Total Fees</b>	<b>91</b>	<b>11,799</b>
Grants	570	9,936
Donations	0	0
Other income	0	70
Fundraising	0	461
<b>Total Income</b>	<b>661</b>	<b>22,266</b>
<b>Expenses</b>		
<b>Operational Costs</b>		
Insurance	0	355
Materials	0	579
Ofsted	0	35
Playgroup	28	119
Rent	0	220
Software	67	281
Training	0	265
Website	0	12
<b>Total Operational Costs</b>	<b>95</b>	<b>1,866</b>
Admin & Management	71	20
Payroll Cost	645	22,909
Fundraising	0	0
<b>Total Expenses</b>	<b>811</b>	<b>24,795</b>
<b>Surplus/Deficit</b>	<b>-150</b>	<b>-2,529</b>

# The Parish of St Andrew with St Etheldreda, Histon

## **Notes to the Financial Statements**

For the year ended 31 December 2020

# The Parish of St Andrew with St Etheldreda, Histon

## Notes to the Financial Statements

For the year ended 31 December 2020

### 16. Saint Andrew's Stepping Stones—Balance Sheet

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Assets</b>		
Bank accounts	705	13,066
Debtors	87	603
	<b>793</b>	<b>13,669</b>
<b>Liabilities</b>		
Payroll Liabilities	3,635	3,259
Creditors	0	0
	<b>3,635</b>	<b>3,259</b>
<b>Net Assets - Liabilities</b>	<b>-2,842</b>	<b>10,410</b>
<b>Funds</b>		
<b>Retained P&amp;L</b>	10,410	12,940
Surplus (Deficit) for year	-150	-2,529
<b>Balance c/f</b>	<b>10,260</b>	<b>10,410</b>