

# **Holy Trinity Church**

## **Potten End**

**Annual Report and Financial Statements**

**of the Parochial Church Council**

**for the year ended 31 December 2021**

## Annual Report

Vicar	Revd. Joseph Roberts
Churchwardens	Mrs Julie Griffiths Mr Andrew Smith
Deputy Churchwarden	Mr Nigel Chadwick Mr Robert Ferneyhough (part year)
Hon. Treasurer	Mrs Katie Bett
Sacristan	<i>Position vacant</i>
Verger	Mr Daniel King Smith (part year)
Music	Mr Richard King, Mr Andy Smith and Mr Daniel King Smith
Team Council Representatives	Mrs Julie Griffiths Mr Mike Wallis
Deanery Synod Representatives	Mrs Julie Griffiths Mrs Jane Drake Mr Mike Wallis
Members of the Parochial Church Council	the Vicar, Churchwardens and Deputy Churchwardens Mrs Hilary Matheson (Secretary)                      Mr Chris Sharpe Mrs Katie Bett (Hon Treasurer)                        Mrs Claire Wallis Mr Simon Barnard    Ms Sara Raybould Mrs Ann Charlton    Mrs Esther King-Smith (co-opted) Mr Jörg Normann    Mrs Bev Hamilton (co-opted) Mrs Jane Drake    Mr Mike Wallis Revd. John Russell (ex-officio)                         Revd. Stuart Owen (ex-officio)

*The PCC is a body corporate (PCC Powers Measure 1956, Church Representation and Ministers Measure 2019) and a charity excepted from registration with the Charity Commission.  
Holy Trinity is one of five parishes which together constitute the Berkhamsted Team Ministry.*

## **2021 Annual Report and Financial Statements for the Parochial Church Council of Holy Trinity Church, Potten End**

### **Aim and purposes**

Holy Trinity's Parochial Church Council (the PCC) has the responsibility of cooperating with the incumbent, the Reverend Joseph Roberts, in promoting, sustaining and developing in the ecclesiastical parish, the whole ministry and mission of the church (pastoral, evangelistic, social and ecumenical) in our village community. In fixing its aim, purpose and mission the parish has drawn on its Christian beliefs, faith and heritage but is also conscious of the Charity Commission's guidance on public benefit and, in particular, the specific guidance given to charities for the advancement of religion.

In line with its newly adopted Mission Action Plan (MAP), Holy Trinity has a vision to be a welcoming, inclusive and growing church for all, where everyone is encouraged, inspired and nurtured on their journey of faith and Christian living. To offer loving care and support for each other, the wider community and the world, by sharing in the Good News of God's love.

During the year the Parish has:

- Sought to enable all those in Potten End (and beyond) to discover and live out their faith through regular worship, prayer, preaching, study, support and fellowship.
- Tried to demonstrate Christian love, care and concern for others by our pastoral care, social interaction, mission and outreach.
- Used and maintained the structure and fabrics of Holy Trinity Church, Church Room and Churchyard for the benefit of our wider community.
- Sustained a strong pattern of worship, mission and fellowship during periods of lockdown and constraint through the COVID-19 pandemic.

### **Objectives and activities**

The PCC is committed to enabling as many people as possible to engage and worship at our church and to become part of our parish community. The PCC maintains an overview of worship, mission, evangelism, pastoral care and outreach throughout the parish. The various sub-committees of the PCC make suggestions on how all our 'actions' can involve the many groups that live within our parish, mindful of our MAP priorities to provide and promote various ways for people of all ages and backgrounds to connect with God and Holy Trinity; to ensure sustainability in our endeavours, promoting responsible stewardship (in its various facets), generous hearts and spirit-led service; and to develop our communication and engagement with the needs, aspirations, and concerns of our church family and (importantly) of the wider community.

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

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

To facilitate this work, it is important that we maintain the fabric of the Church of Holy Trinity and the Church Rooms.

## **Structure, Governance and Management**

The method of appointment of the Wardens and PCC members are laid down in the Church Representation Rules. The PCC members are elected by a vote of those Church members included on the Church's electoral role and normally serve for fixed term periods, retiring by rotation. The PCC are responsible for making decisions on all matters of general concern and importance to the Parish, including all decisions on how the Church's funds are spent and used.

3 formal meetings of the PCC were held during the year and, in accordance with the revised Church Representation Rules, certain PCC business was conducted via email. The existing PCC structure, which has a number of sub-committees to deal with particular aspects of parish life, has been retained. Regular reports are given at PCC meetings of the Standing Committee, Worship, Social, Mission and Evangelism and Pastoral committees and by the representative members of the Deanery Synod and the Team Council. In addition, reports are provided at each PCC meeting on safeguarding, church fabric, churchyard, church room matters, financial matters and the Potten End Church of England Primary School (of which the church has three Foundation Governors).

During the year the PCC maintained and reviewed its policies to comply with the relevant Safeguarding, Child Protection, Vulnerable Adults, Race Equality, Health & Safety and applicable Fire Regulations.

During 2021 there were 6 baptisms, 8 funerals, 4 burial of ashes and 6 weddings. The electoral roll membership is currently 112. The regular worshipping community at the end of 2021 (both online, in person, from Wild Church, Sunday services and the daily offices) stands at 78 adults and 15 worshippers under the age of 18.

## **Financial review**

2021 saw continued challenges for Holy Trinity. The year started with a third national lockdown resulting in a closure of the Church for public services. Fortunately, the restrictions eased as the year progressed, allowing us to worship together in person, engage in fellowship with social events and re-open the Church Hall for the local Community. The financial implications of the Government measures continued to have a detrimental effect on the financial performance of Holy Trinity in 2021, although we have seen an improvement in certain areas compared to the previous year, as explained below.

Total incoming resources from unrestricted funds were £61,464 (2020 £55,103), of which £46,990 (2020 £43,416) were giving and associated gift aid, £3,791 (2020 £2,527) were PCC fees received and £7,887 (2020 £6,477) related to income received from letting the Church Hall and Newsletter adverts and donations. The Church Hall continued to remain at break-even in 2021 contributing a surplus of revenue over cost of £270. During the last quarter of 2021 we saw a significant upturn in the Church Hall lettings and are therefore optimistic that in 2022 we will see additional funds being generated through the Church Hall.

Total planned giving through the Parish Giving Scheme (PGS), envelopes and standing orders was £31,314 which was an increase of 10% from the previous year (£28,504). The Social Committee planned a number of successful events during the year and organised the sale of Holy Trinity merchandise which

contributed ~£2,000 to our income (2020 £950). We are very grateful that we continue to see members of our congregation supporting our Church both through regular giving and through support of our social events during these difficult times.

£74,599 (2020 £66,621) was spent from unrestricted funds. Significant contributors to the increase included ~£2,500 related to the quinquennial inspection and major repairs arising as a result, ~£1,200 related to organist fees for both regular services and life events, ~£1,200 related to an increase in the Missionary and Charitable giving contribution. In 2021 the PCC agreed to increase its level of giving from 2.5% to 5%. Our aim is to contribute 10% of our giving, however given the current environment the PCC felt that it would be prudent to wait for further financial stability before returning to this level. Our Parish Share contribution, which we continue to pay in full, remains to be a significant cost for Holy Trinity and this year accounted for 66% (2020 73%) of the total expenses relating to the work of the Church.

In order to meet the operating expenditure of the Church, specifically given the continued loss in income from the Church Hall, the PCC agreed to transfer £10,000 from the legacy fund to the general fund.

The net movement in unrestricted funds after transfers from reserves was a decrease of £3,135 (2020 £1,518 increase). Overall, the net movement in total funds for the Holy Trinity was a decrease of £6,030 (2020 £70 increase). The decrease is partly attributable to the utilisation of restricted funds (£3,386) received in 2020 for the Garden of Remembrance.

Our investments performed well in 2021 and we recognised an unrealised gain of £8,459 (2020 £2,523).

As we see the Government restrictions related to COVID-19 lift, we are optimistic that we will see an improvement in our financial position in 2022, particularly with the Church Hall returning to normal capacity. In the meantime, we are fortunate that we continue to maintain a healthy level of cash and reserves, which is reflected in our balance sheet.

### **Reserves policy**

The PCC aim to maintain a balance on free reserves (net current assets), which equates to at least three months' unrestricted payments. This is equivalent to around £18,000. It is held to smooth out fluctuations in cash flow and to meet emergencies. The balance of the free reserves at the year-end was £55,306 (2020 £67,927) which is well in excess of this target.

It is our policy to invest our fund balances with the CCLA Church of England Investments and Savings accounts.

The PCC also holds reserves against the potential risk of losing a major donor of the church, a regular church room letting or newsletter advertiser.

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 DECEMBER 2021**

	<i>Notes</i>	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2021 £	2020 £
<b>Incoming resources</b>							
Incoming resources from donors	<i>2a</i>	46,990	2,000	50	-	49,040	52,560
Other voluntary incoming resources	<i>2b</i>	2,688	500	-	-	3,188	2,538
From operating activities.							
-to further the council's objects	<i>2c</i>	3,899	-	-	-	3,899	3,672
-to generate funds	<i>2d</i>	7,887	-	-	-	7,887	6,477
Income from investments	<i>2e</i>	-	2,005	-	-	2,005	2,251
<b>Total incoming resources</b>		<b>61,464</b>	<b>4,505</b>	<b>50</b>	-	<b>66,019</b>	<b>67,498</b>
<b>Resources used</b>							
Grants	<i>3a</i>	2,349	-	-	-	2,349	1,075
Activities directly relating to the work of the Church	<i>3b</i>	72,250	2,153	3,756	-	78,159	68,876
Church management and administration	<i>3c</i>	-	-	-	-	-	-
<b>Total resources used</b>		<b>74,599</b>	<b>2,153</b>	<b>3,756</b>	-	<b>80,508</b>	<b>69,951</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>(13,135)</b>	<b>2,352</b>	<b>(3,706)</b>	-	<b>(14,489)</b>	<b>(2,453)</b>
Transfers between funds		10,000	(10,000)	-	-	-	-
<b>Gains and (losses) on investments</b>							
Realised						-	-
Unrealised		-	8,459	-	-	8,459	2,523
<b>Net movement in funds</b>		<b>(3,135)</b>	<b>811</b>	<b>(3,706)</b>	-	<b>(6,030)</b>	<b>70</b>
<b>Balances brought forward at 1 January 2021 (2020)</b>		7,545	117,832	6,838	5,670	137,885	137,815
<b>Balances carried forward at 31 December 2021 (2020)</b>		<b>4,410</b>	<b>118,643</b>	<b>3,132</b>	<b>5,670</b>	<b>131,855</b>	<b>137,885</b>

The notes on pages 8 to 14 form an integral part of these accounts

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**BALANCE SHEET AT 31 DECEMBER 2021**

<i>Notes</i>	<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>				
Tangible fixed assets	<i>4a</i>	1,869		3,737
Investment assets	<i>4b</i>	74,680		66,221
<b>Total fixed assets</b>		<u>76,549</u>		<u>69,958</u>
<b>Current assets</b>				
Prepayments and debtors	<i>5</i>	2,462	1,542	
Short-term bank deposits		49,934	57,928	
Cash at bank and in hand		<u>9,268</u>	<u>15,707</u>	
<b>Total current assets</b>		61,664		75,177
<b>Liabilities: amounts falling due within one year</b>				
Accruals	<i>5</i>	<u>6,358</u>	<u>7,250</u>	7,250
		6,358		7,250
<b>Net current assets</b>		<u>55,306</u>		<u>67,927</u>
<b>Net assets</b>		<u><u>131,855</u></u>		<u><u>137,885</u></u>
<b>FUNDS</b>				
Unrestricted - General	<i>6a</i>	4,410		7,545
Designated				
- Church Fund	<i>6b</i>	-		-
- Other designated	<i>6c</i>	1,698		1,351
- Legacies	<i>6d</i>	116,945		116,481
Restricted				
- Organ Restoration Fund	<i>6e</i>	654		1,024
- Garden of Remembrance Fund	<i>6f</i>	2,478		5,814
Endowed - Endowments	<i>6g</i>	<u>5,670</u>		<u>5,670</u>
		<u><u>131,855</u></u>		<u><u>137,885</u></u>

Approved by the Parochial Church Council on 28th February 2022

*(Signed) the Revd. J. S. Roberts (Incumbent & Chairman)*  
The notes on pages 8 to 14 form an integral part of these accounts

**K.Bett** *(Hon. Treasurer)*

# PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

## NOTES TO THE FINANCIAL STATEMENTS

### 1. Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting standards and the Charities SORP. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

#### **Funds**

General funds represent the funds of the PCC that are not subject to any restriction 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. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of any church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

#### **Incoming Resources**

##### *Voluntary income and capital sources*

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

Planned giving under covenant is recognised only when received.

From the 6 April 2000 income tax is accounted when received, as recommended by the Church of England.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

##### *Other ordinary income*

Rental income from the letting of church premises is recognised when the rental is receivable.

##### *Income from investments*

Dividends and interest are accounted for when receivable.

##### *Gains and losses on investments*

Realised gains and losses are recognised on the disposal of investments.

Unrealised gains and losses are accounted for on revaluation of investments at the Balance Sheet date.

#### **Resources used**

##### *Grants*

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

##### *Activities directly relating to the work of the Church*

The diocesan quota is accounted for when payable.

#### **Fixed assets**

##### *Consecrated land and buildings and movable church furnishings*

Consecrated and beneficed property is excluded from the accounts by virtue of section 96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

##### *Other fixtures, fittings and office equipment*

The cost of equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

#### **Current assets**

Amounts owing to the PCC at 31 December are shown as debtors less provision for amounts that prove uncollectible.

Short-term deposits include cash held on deposit with the CBF Church of England Funds or at the bank.



**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

NOTES TO THE FINANCIAL STATEMENTS, continued

<i>Notes</i>	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2021	2020
<b>2. Incoming resources</b>						
<b>a. Incoming resources from donors</b>						
Planned giving - gift aided	29,764	-	-	-	29,764	26,268
- envelope scheme	230	-	-	-	230	916
Collections	3,653	-	-	-	3,653	1,907
Gift Aid Envelopes	3,248	-	-	-	3,248	3,158
Planned giving - Other	1,320	-	-	-	1,320	1,320
Income Tax recovered	8,560	-	-	-	8,560	10,601
Sundry Donations	215	2,000	50	-	2,265	8,390
Grant income received	-	-	-	-	-	-
	46,990	2,000	50	-	49,040	52,560
<b>b. Other voluntary incoming resources</b>						
Fundraising events and activities						
Church fete, funds raised	-	-	-	-	-	-
Sponsored bike ride	670	-	-	-	670	585
Legacies	-	500	-	-	500	1,000
Churchyard	-	-	-	-	-	-
Other	2,018	-	-	-	2,018	953
	2,688	500	-	-	3,188	2,538
<b>c. Income from operating activities- to further the council's objectives</b>						
Fees receivable	3,791	-	-	-	3,791	2,527
Church Hall lunches & coffee	108	-	-	-	108	238
Social committee functions	-	-	-	-	-	907
	3,899	-	-	-	3,899	3,672
<b>d. Income from operating activities- to generate funds</b>						
Church Hall lettings	4,039	-	-	-	4,039	3,143
Newsletter advertising	3,286	-	-	-	3,286	3,252
Newsletter donations	562	-	-	-	562	82
	7,887	-	-	-	7,887	6,477
<b>e. Income from investments</b>						
CBF Income & Interest	-	76	-	-	76	281
Dividends	-	1,929	-	-	1,929	1,970
	-	2,005	-	-	2,005	2,251

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**NOTES TO THE FINANCIAL STATEMENTS, continued**

**3. Resources used**

<i>Notes</i>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds 2021</b>	<b>2020</b>
<b>a. Grants</b>						
<i>Missionary and charitable giving</i>						
<i>Church overseas:</i>						
Joshua Playing Project	150				150	-
<i>Home mission and other church societies</i>						
Bishop's Harvest Appeal	150				150	-
Christian Aid	200				200	-
Children's Society	50				50	40
Christians Against Poverty	50				50	-
Church Urban Fund	-				-	60
<i>Other outreach</i>						
British Legion	318				318	75
St Francis Hospice	609				609	355
Ian Rennie Hospice	50				50	50
DENS	424				424	248
Potten End School	150				150	247
Potten End Playground Fund	198				198	-
<i>Grants to support mission work within the Parish</i>	-				-	-
	2,349	-	-	-	2,349	1,075

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**NOTES TO THE FINANCIAL STATEMENTS, continued**

<i>Notes</i>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds 2021</b>	<b>2020</b>
<b>b. Activities directly relating to the work of the Church</b>						
Ministry						
Contributions to the Vicar's stipend	47,497				47,497	47,712
Vicar's expenses	240				240	214
Upkeep of Church and services:						
Heating, lighting and insurance	3,805				3,805	3,431
Organ maintenance	246		370		616	-
Emoluments	3,263				3,263	2,064
Sacristy & Services expenses	395				395	226
Fire Safety	353				353	427
Pastoral support & other misc. expenses	1,064	500			1,564	661
Upkeep of churchyard	1,297		1,916		3,213	2,289
Church repairs to fittings and fabric	3,000		1,470		4,470	1,480
Equipment depreciation	2,030	1,653			3,683	2,847
Printing & stationery	455				455	463
Repairs to the Church Hall	282				282	171
Churchroom running costs	3,488				3,488	3,130
Newsletter printing costs	4,028				4,028	3,313
Youth work - Messy Church & Trinity Kids	12				12	56
Cost of generating funds	795				795	392
	<b>72,250</b>	<b>2,153</b>	<b>3,756</b>	<b>-</b>	<b>78,159</b>	<b>68,876</b>
<b>c. Church management &amp; administration</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**NOTES TO THE FINANCIAL STATEMENTS, continued**

**4. Fixed Assets**

**a. Tangible fixed assets**

No value is placed on the Church Hall, built in 1974 at a cost of £9,243. It is currently insured for £247,451.

No value is placed on movable Church furnishings for the reasons outlined in Note 1 above.

All other items of equipment costing more than £1,000 have been capitalised and are being depreciated over four years.

The balance at the end of the year represents the net book value of the boiler acquired in 2019 at a cost of £7,475.

**b. Investments**

	Cost or book value	Market value	
	£	2021 £	2020 £
4,503 shares CBF Fixed Interest Securities Fund	6,500	7,114	7,617
2,063 shares CBF Investment Fund	12,454	48,247	42,182
8,700 share CBF Equity Fund	10,000	19,319	16,422
	28,954	74,680	66,221

**5. Assets and Liabilities: Amounts Falling due Within One Year**

**Prepayments**

	2021 £	2020 £
Insurances	615	605
Amounts receivable	1,847	937
	2,462	1,542

**Accruals**

Newsletter advertising received in advance	824	891
Repairs & maintenance reserve	1,000	1,000
Potten End Open Day reserve	450	450
Outreach not paid at the end of the year	1,926	332
Fees received in advance	-	2,373
Other accrued expenditure	2,158	2,204
	6,358	7,250

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**NOTES TO THE FINANCIAL STATEMENTS, continued**

**6. Funds details**

		Opening Balance £	Net Income /Outgoings) £	Interest Dividends £	Gains / (Losses) £	Transfer £	Closing Balance £
<b>Unrestricted</b>							
General	a	7,545	(13,135)	-	-	10,000	4,410
Church Fund	b	-	-	-	-	-	-
Other designated	c	1,351	347	-	-	-	1,698
Legacies	d	116,481	-	2,005	8,459	(10,000)	116,945
		<u>125,377</u>	<u>(12,788)</u>	<u>2,005</u>	<u>8,459</u>	<u>-</u>	<u>123,053</u>
<b>Restricted</b>							
Organ restoration Fund	e	1,024	(370)	-	-	-	654
Garden of Remembrance	f	5,814	(3,336)	-	-	-	2,478
		<u>6,838</u>	<u>(3,706)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,132</u>
<b>Endowed</b>							
Endowments	g	5,670	-	-	-	-	5,670
<b>TOTAL</b>		<u>137,885</u>	<u>(16,494)</u>	<u>2,005</u>	<u>8,459</u>	<u>-</u>	<u>131,855</u>

**UNRESTRICTED FUNDS**

**a. General Fund**

This is an unrestricted fund which is used by the PCC to meet everyday expenses and further the mission and ministry of the Church

**b. Church Fund**

This is a restricted fund established by the PCC which is used to defer monies raised from the biennial Church Fete over a two year period.

This accounting treatment has been prudently adopted as a means of carefully managing the Church's finances and cash flow.

The last Church fete took place in 2017 and since then we have not had an event.

**c. Other designated**

These funds are unrestricted but have been set aside by the PCC for a particular purpose.

**d. Legacy Fund**

This is an unrestricted fund derived from bequests to be used at the general discretion of the PCC. The PCC has resolved that, as normal Church expenditure should be met from collections and gifts from existing Church members, these bequests should be held and invested on a long-term basis until needed for major projects or repairs. Income is accumulated within the fund. The PCC agreed that due to the exceptional circumstances experienced throughout 2021, an amount of £10,000 would be transferred to the general fund to meet our Church operating expenditure.

During 2010 a legacy of £8,000 was received from the Estate of the late Sheila Harris. In accordance with her wishes £3,000 is currently held in the Endowed fund to be utilised to defray some of the future costs of publishing the Church Newsletter. In 2011 £2,500 was applied to the Organ Restoration Fund and a further £650 was applied towards the cost of a new altar frontal; in 2019 £1,850 was applied to the cost of a new boiler in the Church.

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END**

**NOTES TO THE FINANCIAL STATEMENTS, continued**

**RESTRICTED FUNDS**

**e. Organ Restoration Fund**

This is a restricted fund, first established in 2009 to be used for the necessary restoration of the Church organ; interest received on invested funds is accumulated. Grants and donations received during 2011, following the successful Organ Restoration Appeal, were credited to the fund and as the works were completed the costs were charged against the fund. The balance on the fund has been carried forward to cover future repairs and improvements.

**e. Garden of Remembrance Fund**

This is a restricted fund, established in 2020, to be used for the creation of a new Garden of Remembrance. Donations received in 2020 have been credited to the fund and as work is completed costs are charged against the fund. The balance on the fund has been carried forward to cover costs to be incurred in future periods.

**ENDOWED FUNDS**

**g. Endowment Funds & Bequests**

	2021	2020
	£	£
<i>The Holland Trust</i> - the trust requires that the income be used for the upkeep and fabric of the Church, the upkeep of the churchyard and the grave of the late Mr Spencer L Holland	568	568
Bequests from the estates of the late <i>Mr and Mrs A H Lee</i> are to be used primarily for projects involving young people	1,414	1,414
A bequest from the estate of the late Miss Kitty Chapman is to be used for the upkeep of the churchyard.	688	688
A bequest from the late Mrs Sheila Harris has been credited to this fund and is dedicated in her memory to defray the future costs of the Newsletter and be applied as the PCC thinks fit towards future costs of church furnishing, fittings and decorations. Interest earned on this Fund is accumulated	3,000	3,000
	5,670	5,670

## **Independent Examiner's Report to the Parochial Church Council of Holy Trinity, Potten End**

This report on the Accounts of the PCC for the year ended 31 December 2021, which are set out on pages 6 to 14, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

### **Respective responsibilities of the PCC and the Examiner**

As members of the PCC you are responsible for the preparation of the Accounts; you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those Accounts in accordance with the terms of the Regulations.

### **Basis of this Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners under section 145(5)(b)) of the Act and to be found in the Church guidance, 2006 edition. That examination includes a review of the accounting records kept by the PCC and a comparison of the Accounts with those records. It also includes considering any unusual items or disclosures in the Accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the Accounts.

### **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
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and Regulations 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.

***(signed) Timothy Cooke***

Shepherds Close, Byways, Gravel Path, Berkhamsted.

2022