

**St Leonard's Church
Chesham Bois**



TRUSTEES' ANNUAL REPORT & ACCOUNTS

For the Year Ended 31st December 2021

Registered Charity Number 1134113

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ST LEONARD'S CHURCH, CHESHAM BOIS

TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31st DECEMBER 2021

REGISTERED CHARITY 1134113

OBJECTIVES & ACTIVITIES

The primary object of the PCC is the promotion of the Gospel of our Lord Jesus Christ according to the doctrines and practices of the Church of England.

The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic and social.

We focus on Jesus because he defines our identity. The Father shows us what to do, we trust him in all circumstances and we expect to see the Kingdom manifest. We seek to maintain the values, vision and mission of the Parish.

Quinquennial inspection repairs are normally addressed along with other items including ongoing maintenance items.

The PCC also has ongoing maintenance responsibility for the Parish Centre and 37 Milton Lawns and 19 Stubbs End Close.

CHURCH ACTIVITIES

Sunday	8.00am 10.00am 10.30am 7.00pm	BCP Holy Communion in Church (Jan-Mar Online, Apr-Dec in person & online) Family Worship (Jan-Aug) in Church, (Sept-Dec) time changed to 10.30am Family Celebration (Sept-Dec) in Beacon School Encounter (Fortnightly in Church and Jan-July Online)
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A variety of other meetings and youth and children's activities take place during the week including other services, fellowship groups and young people's and children's meetings as below.

Maryland Pre-School Nursery Youth and Children's activities Home groups Prayer groups
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We rely very heavily upon and are indebted to the voluntary effort and resources of our membership, particularly those who support the youth minister and children's ministers to run all the activities on Sundays as well as during the week. We are grateful for the voluntary effort of the teams that look after the flowers, welcome teams and sidesmen and all those others who perform many and varied tasks in and around the parish. During the COVID Restrictions a number of the services moved to an "Online" format and were also livestreamed when they returned to in-person services. Some of the church activities were also moved to an "online" format or had to be cancelled or postponed, whilst maintaining pastoral connections in lock-down.



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PUBLIC BENEFIT

The PCC has referred to the guidance in the Charity Commission's General Guidance on Public Benefit when reviewing its aims and objectives and in planning its future activities. In particular the PCC considers how planned activities will contribute to the aims and objectives it has set.

The Church of St. Leonard's Chesham Bois has a public duty and charge to the 'cure of souls' for the associated ecclesiastical parish. The overall ministry and work of the PCC, the clergy and staff routinely embraces this charge. All services and the majority of activities are accessible and open to our local and wider community with the sermons also available online. As an Anglican Church we serve parishioners through arranging baptism, funeral, and wedding ceremonies which includes wedding preparation. We recognise that in following Jesus it is possible to live in a community that not only builds up and strengthens our members but can also be a blessing to the wider community in which we live. Normal activities would include involvement and integration with Chesham Bois CE School, including curriculum support, pastoral support (including Transforming Lives for Good) and church visits. However, due to COVID Restrictions during a large proportion of 2021, a lot of pastoral and outreach activities had to be scaled back. Christmas services were able to proceed this year in person and online, although with a reduced attendance in the Church building and allowances for social distancing restrictions applied where people preferred. Due to the hard work of all the staff involved, Maryland Pre-School was able to continue as well, but on a reduced timetable. We thank the Maryland Team as they were able to continue to bless the community throughout the year. Other activities in the Parish Centre were greatly reduced due to COVID Restrictions.

ACHIEVEMENTS & PERFORMANCE

The Electoral Roll was updated in April 2021 and recorded 173 members.

In 2021 there were:-

3	Baptisms
2	Weddings
6	Funerals

Our understanding is that as Christians, our life together is expressed in community and this is most readily realised in smaller group meetings beyond Sunday services. These groups are committed to realising in practice the values of the church. We have 7 adult home groups and 2 youth groups.



STAFF AND LEADERSHIP

The staff and leadership teams comprise:

Laurie Clow	Rector
Chris Clare	Associate Minister
Ruth Leach	Office Manager, Freedom Prayer Coordinator and Rector's PA
Alice Somervell	Administrator and Events Coordinator
Bekki Hadley	Children & Families Worker (Sept-Dec)
Jonny Somervell	Worship Pastor
Jackie Lambert	Licensed Lay Minister
Peter Flory	Licensed Lay Minister
Owen Melville-Thomas	Placement Student Youth Ministry
Paul Evans	Production & A/V Equipment trainer / Intern (Sept-Dec)
Diana Wright	Prophet
Denise Kolb	Safeguarding Officer, Community Outreach Coordinator

PCC

The PCC met 6 times during the year. There was an additional emergency meeting in Feb 2021 to discuss the church's response to the Parish Centre Redevelopment decision. The average level of attendance was 87%. Some members were able to attend a number of the meetings via a Zoom link. Matters considered during the year are tabulated below.

<p>COVID Restrictions and their effect on church gatherings and services</p> <p>Church members well-being during extended periods of COVID lockdown</p> <p>Budgets and expenditure</p> <p>Health and Safety, Risk Assessments and Safeguarding</p> <p>Maryland – intake numbers, staff ratios, staff and children's well being</p> <p>Financial matters including CCT property rentals, staff costs</p> <p>Mission and our Kingdom Partners</p> <p>Alternative venues to the Beacon, and the use of Restore Hope venue facilities</p> <p>Children's and Youth work</p> <p>Church Property Maintenance</p> <p>Staff Matters including office members</p> <p>PCC Committees</p> <p>Parish Centre redevelopment</p> <p>One-off</p> <p>Church weekend away</p> <p>One-off Financial gifts and support of Church members and other Churches, Budgets.</p> <p>PCC Committees</p> <p>The feel and style of the existing Church services, and whether to stream them</p> <p>How to best support Jesus Ministries</p> <p>Church weekend away</p> <p>One-off Financial gifts and support of Church members and other Churches</p>



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MISSION & TRAINING

The church membership were involved with the following activities during the course of the year:-

Seniors' Ministry with other churches in Amersham
Freedom Prayer
Wedding Preparation
Restore Hope Outreach and Food Distribution initiatives
Parish Centre Redevelopment Project

These and other activities are fully reported in the APCM Annual Report Booklet.

FINANCIAL REVIEW

The PCC accounts for the year 2021 are attached and have been duly examined and approved.

The accounts indicate a decrease in the level of income in 2021 over 2020 and a decrease in the expenditure of the Council in 2021 over 2020.

The overall normal income is greater than normal expenditure.

The ongoing financial commitments of the PCC are related to the continued ministry of the church, its members and payment of employed staff that support them and to the maintenance and fabric of the buildings.

In 2021, one Intern, one student youth worker, and one children and families worker were housed in 19 Stubbs End Close. Council tax for 19 Stubbs End Close is met by the PCC.

This property is occupied by annual licence from the Chiltern Christian Trust.

The PCC paid the Parish Share in full in 2021.

The impact of Covid-19 pandemic has been to reduce income both in collections and bankers order as well as rental income on the Parish Centre, there has been a significant increase in cleaning costs, however, there have been savings in terms of rent payable.

The failure of the Parish Centre boiler in November, required a new boiler installation at a cost of £9,340.78

A replacement PA mixer desk and camera was purchased for the church building at a cost of £3,642.00.

The PCC Maryland Fund showed a deficit of £6,382.40 at the close of the year, however in January a successful application was made for a grant from Buckinghamshire Council's, Sustainability and quality improvement fund for £8,500.00 to cover the 2021 deficit and cost of heaters following the failure of the boiler.

The PCC Parish Centre Fund showed a deficit of £2,305.59 at the close of the year. It is anticipated that a more usual revenue flow will address this in 2022.

RESERVES POLICY

In January 2021, the PCC set the reserve policy level at £60,000 following the annual review.

This is set at a suitable amount to cover general operational expenditure for three months excluding the Parish Share.

At the end of the 2021 the general unrestricted funds available to the PCC amounted to £73,898.96.



STRUCTURE, GOVERNANCE & MANAGEMENT

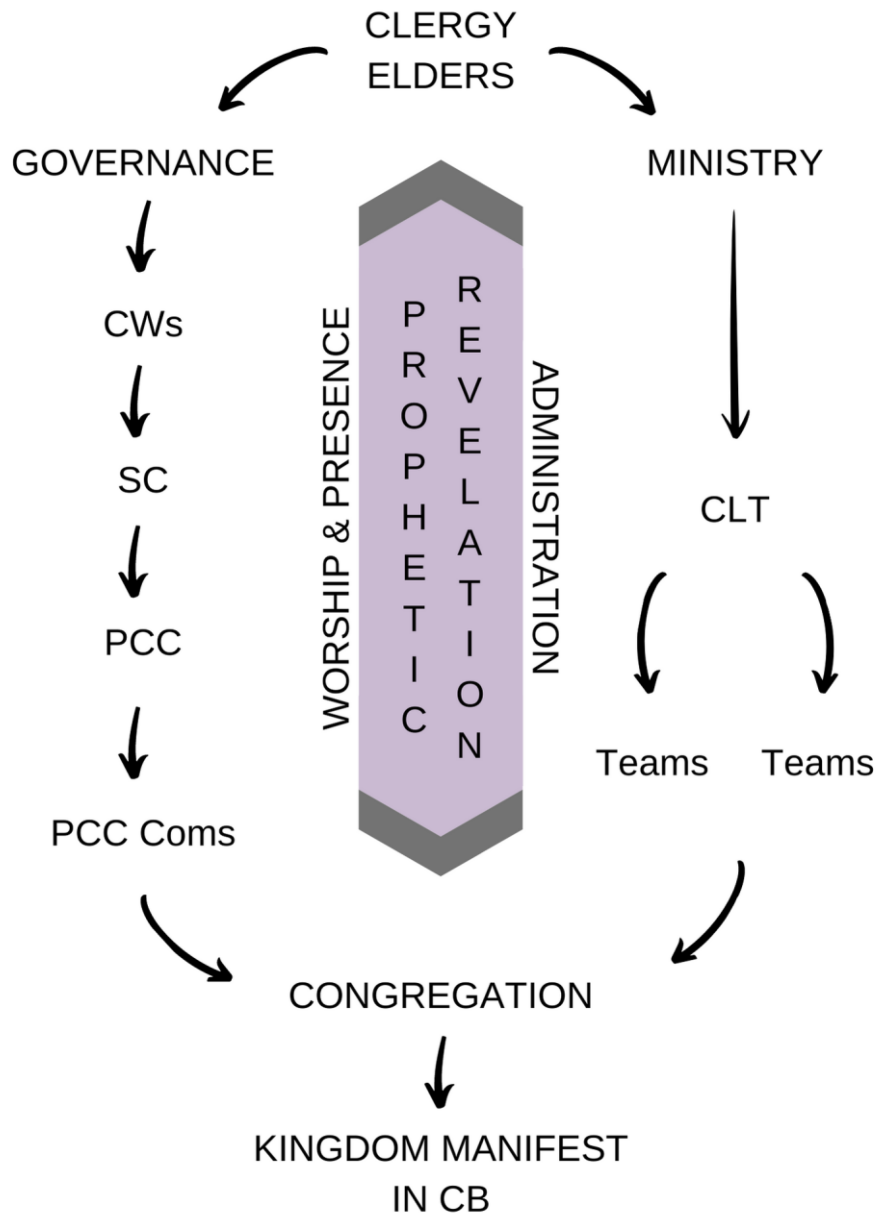
The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC became a registered charity with the Charity Commission on the 5th February 2010.

Members of the PCC are either ex-officio, elected by the Annual Parochial Church Meeting (APCM) or co-opted in accordance with the Church Representation Rules.

Policies and procedures for Health & Safety, Disability Discrimination legislation and Safeguarding are regularly reviewed. The PCC applies the Diocese of Oxford Safeguarding Policy and the Safeguarding Representative is Denise Kolb.

A review of the major risks and a risk register with action plan exists and is held by the Office Manager.

Illustrative diagram showing the current structures, roles and responsibilities.





ST LEONARD'S CHURCH, CHESHAM BOIS
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The PCC operated with eight main committees in 2021

Standing Committee <i>Chair: Rector</i>	Standing committee is the executive committee of the PCC. It has power to transact the business of the PCC between PCC meetings, subject to any parameters set by the Council including spending up to £400. Standing committee shapes the agenda for PCC meetings.
Mission Committee <i>Chair: Chris Clare</i>	This committee oversees the mission support function of the Church, supporting individuals, societies and projects at home and overseas. It recommends the allocation of funds to the PCC and is responsible for the distribution of these monies.
Fabric Committee <i>Chair: Rector</i>	This committee oversees the repair and maintenance of all the church properties advising and making recommendations to the PCC.
Personnel Committee <i>Chair: Rector</i>	This committee oversees appointment and support of all staff and regulates appraisal and training.
Safeguarding Committee <i>Chair: Chris Clare</i>	This committee oversees the safeguarding of all activities within the church and ensures it adheres to Diocesan policy and the law.
Finance Committee <i>Chair: Katie Flory</i>	This committee is responsible for supporting the Treasurer in the financial management and policies of the church, it advises and recommends best charity practice and processes to the PCC.
Parish Centre Redevelopment Committee <i>Chair: Rector</i>	<p>This committee oversees the project for the redevelopment of the existing Parish Centre/Rectory site and oversees three sub-committees</p> <p>Parish Centre Redevelopment Committees:</p> <ul style="list-style-type: none">i) Warrior Prayer/Revelation – Chair: Rectorii) Strategy – Chair: Chris Clareiii) Implementation – Chair: David Clare
Maryland Committee <i>Chair: Andrea Hayers</i>	This committee oversees the operational running of the Maryland Pre-School.



ST LEONARD'S CHURCH, CHESHAM BOIS
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REFERENCE & ADMINISTRATIVE DETAILS

Full Name	The Parochial Church Council of St. Leonard's Chesham Bois
Church Address	High Bois Lane, Chesham Bois, Amersham, Buckinghamshire, HP6 6DG
Correspondence Address	The Church Office, Parish Centre, Glebe Way, Chesham Bois, Amersham, Buckinghamshire, HP6 5ND
Bank Address	TSB Bank, PO Box 373, Leeds, LS14 9GQ
Independent Examiner	Nicola Anderson FCA FCIE, 189 Baldwins Lane, Croxley Green, Rickmansworth, Herts. WD3 3LL
Rector	Revd Laurie Clow

MEMBERSHIP OF THE PAROCHIAL CHURCH COUNCIL DURING 2021

Rector (Chairman)	Revd Laurie Clow		
Self-Supporting Minister	Revd Chris Clare		
Licensed Lay Ministers	Jackie Lambert	Peter Flory	
Churchwardens	Choi van Rest	Cathy Baldwin	
PCC Secretary	Adrian Dunn		
PCC Treasurer	Katie Flory		
Diocesan Representatives	Peter Flory (From Sep 2021)		
Deanery Representatives	Jackie Lambert	Peter Flory	
Lay Representatives	Elected		
	2018	Monica Bartlett ¥	Stuart McLachlan ¥ Malcolm Hafner
	2019	Andrew Silley ¤ Edoardo Cavallo	Yvette Speakman ¥ Adrian Dunn
	2020	Katie Flory Alison Greenhaugh	Jenny Robinson Edoardo Cavallo
	2021	Marion Campbell-Brown ∞ Samantha McEwen ∞	Andrew Pimenta ∞ Malcolm Hafner
		¥ Until Annual Parochial Church Meeting 12 th April 2021 ∞ From Annual Parochial Church Meeting 12 th April 2021 ¤ Until 20 th September 2021	



STATEMENT OF TRUSTEES' RESPONSIBILITIES

The members of the Parochial Church Council are required to prepare financial statements each year. These give a true and fair view of the Parochial Church Council's financial activities during the year and of its financial position at year end. In preparing financial statements giving a true and fair view, the members should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Parochial Church Council will continue in operation.

The members of the Parochial Church Council are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Parochial Church Council and which enable them to ascertain the financial position of the Parochial Church Council and ensure that the financial statements 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 published on 16 July 2014. They are also responsible for safeguarding the assets of the Parochial Church Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

RELATED PARTY TRANSACTIONS AND TRUSTEES' REMUNERATIONS

Statements and details of related transactions can be found in Note 10 of the accounts.

Approved by the Parochial Church Council 21st March 2022 signed on their behalf.

Choi Van Rest
Churchwarden



INDEPENDENT EXAMINER'S REPORT

I report to the Trustees on my examination of the accounts of St Leonard's Church (charity no. 1134113) for the year ended 31 December 2020 as set out on pages 13 – 24.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicola Anderson FCA FCIE

dated:

189 Baldwins Lane
Croxley Green
Rickmansworth
Hertfordshire
WD3 3LL



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2021

STATEMENT OF FINANCIAL ACTIVITIES

Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds 2020 £	
Income from:									
<i>Incoming resources from donors</i>	2(a)	245,733.29	706.15	12,561.39	259,000.83	266,362.52	1,465.75	32,082.03	299,910.30
<i>Other voluntary incoming resources</i>	2(b)	728.00	0.00	19,589.94	20,317.94	1,045.00	0.00	19,780.00	20,825.00
<i>Income from charitable and ancillary trading</i>	2(c)	2,341.00	62,732.42	0.00	65,073.42	1,246.63	88,695.49	0.00	89,942.12
<i>Other ordinary incoming resources</i>	2(d)	0.00	33,993.63	0.00	33,993.63	0.00	0.00	0.00	0.00
<i>Income from investments</i>	2(e)	62.22	0.00	0.00	62.22	1,185.57	0.00	0.00	1,185.57
Total Income from:		248,864.51	97,432.20	32,151.33	378,448.04	269,839.72	90,161.24	51,862.03	411,862.99
Expenditure on:									
<i>Grants</i>	3(a)	0.00	24,530.00	13,893.66	38,423.66	4,500.00	24,780.00	12,920.55	42,200.55
<i>Activities directly relating to the work of the church</i>	3(b)	221,038.20	16,724.20	11,037.48	248,799.88	252,894.37	48,655.46	38,135.54	339,685.37
<i>Costs of generating funds</i>	3(c)	905.11	81,410.80	7.43	82,323.34	1,138.84	99,873.96	0.00	101,012.80
Total Expenditure on:		221,943.31	122,665.00	24,938.57	369,546.88	258,533.21	173,309.42	51,056.09	482,898.72
Net Income/ (Expenditure) Resources before Transfer		26,921.20	-25,232.80	7,212.76	8,901.16	11,306.51	-83,148.18	805.94	-71,035.73
Transfers									
Gross Transfer between Funds - In		0.00	48,592.62	1,157.97	49,750.59	75.85	69,324.85	1,194.06	70,594.76
Gross Transfer between Funds - Out		-23,352.62	-24,640.00	-1,757.97	-49,750.59	-25,079.99	-45,514.77	0.00	-70,594.76
Net movement in Funds		3,568.58	-1,280.18	6,612.76	8,901.16	-13,697.63	-59,338.10	2,000.00	-71,035.73
Reconciliation of Funds									
Total Funds Brought Forward		70,330.38	81,386.53	5,365.00	157,081.91	84,028.01	140,724.63	3,365.00	228,117.64
Total Funds Carried Forward		73,898.96	80,106.35	11,977.76	165,983.07	70,330.38	81,386.53	5,365.00	157,081.91



ST LEONARD'S CHURCH, CHESHAM BOIS
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BALANCE SHEET

	Note	Unrestricted £	Designated £	Restricted £	2021 £	2020 £
Fixed assets						
Photocopier, Boiler, PA equipment	5	4,529.50	7,005.58	0.00	11,535.08	2,697.00
		<u>4,529.50</u>	<u>7,005.58</u>	<u>0.00</u>	<u>11,535.08</u>	<u>2,697.00</u>
Current assets						
Debtors		8,715.10	11,932.65	6,667.80	27,315.55	10,980.92
Cash at bank and in hand		65,876.59	62,427.13	7,017.60	135,321.32	150,275.81
		<u>74,591.69</u>	<u>74,359.78</u>	<u>13,685.40</u>	<u>162,636.87</u>	<u>161,256.73</u>
Liabilities						
Creditors: Amounts falling due in one year		5,222.23	1,259.01	1,707.64	8,188.88	6,871.82
		<u>5,222.23</u>	<u>1,259.01</u>	<u>1,707.64</u>	<u>8,188.88</u>	<u>6,871.82</u>
Net current assets less current liabilities		<u>69,369.46</u>	<u>73,100.77</u>	<u>11,977.76</u>	<u>154,447.99</u>	<u>154,384.91</u>
Total assets less current liabilities		<u>73,898.96</u>	<u>80,106.35</u>	<u>11,977.76</u>	<u>165,983.07</u>	<u>157,081.91</u>
Total net assets less liabilities		<u>73,898.96</u>	<u>80,106.35</u>	<u>11,977.76</u>	<u>165,983.07</u>	<u>157,081.91</u>
Represented by						
General Fund		73,898.96	0.00	0.00	73,898.96	70,330.38
General Reserve for Future Activities Fund		0.00	88,245.87	0.00	88,245.87	71,252.24
Mission Fund		0.00	6.39	0.00	6.39	31.37
PCC Maryland Fund		0.00	-6,382.94	0.00	-6,382.94	1,614.32
PCC Parish Centre Fund		0.00	-2,305.59	0.00	-2,305.59	8,221.78
Parish Centre Redevelopment Project Fund		0.00	417.62	0.00	417.62	141.82
Parish Centre Redevelopment Build Fund		0.00	125.00	3,365.00	3,490.00	3,490.00
Gifts Specified by Donor		0.00	0.00	8,238.89	8,238.89	2,000.00
Parish Events Fund		0.00	0.00	373.87	373.87	0.00
Funds of the church	7	<u>73,898.96</u>	<u>80,106.35</u>	<u>11,977.76</u>	<u>165,983.07</u>	<u>157,081.91</u>

These accounts have been approved by the PCC on 21st March 2022
and are signed on their behalf by:

Katie Flory
Treasurer



ST LEONARD'S CHURCH, CHESHAM BOIS
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STATEMENT OF CASH FLOWS

	Note	2021 £	2020 £
<i>Cash flows from operating activities:</i>			
Net cash provided by/ (used in) operating activities	A	-15,016.71	-87,196.13
<i>Cashflows from investing activities</i>			
Interest		62.22	1,185.57
Change in cash in year		-14,954.49	-86,010.56
Cash at beginning of the year		150,275.81	236,286.37
Cash at end of the year	B	<u>135,321.32</u>	<u>150,275.81</u>
A Reconciliation of net income/(expenditure) to net cash flows			
Purchase of Fixed Assets		-12,982.78	-3,596.40
Net income /(expenditure) for year per the statement of financial activities		8,901.16	-71,035.73
Dividends, interest and rents from investments		-62.22	-1,185.57
(Increase)/Decrease in debtors		-16,334.63	15,278.12
Increase/(Decrease) in creditors		1,317.06	-27,555.95
Depreciation of Fixed Assets		4,144.70	899.40
Net cash provided by (used in) operating activities		<u>-15,016.71</u>	<u>-87,196.13</u>
B Analysis of cash and cash equivalents			
Cash in hand		25.22	22.80
Notice deposits (less than 3 months)		135,296.10	150,253.01
		<u>135,321.32</u>	<u>150,275.81</u>



NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

Basis of Preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Funds

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

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

Income from:

Income from Donors

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

Planned giving is recognised only when received.

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

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

Income from charitable and ancillary trading

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

Income from investments

Bank interest entitlements are accounted for as they are received.



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Expenditure on:

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Grants

Grants and donations are accounted for when paid over, and when allocated by the PCC.

Activities directly relating to the work of the church

The Diocesan parish share is accounted for when paid.

Fixed Assets

Parish Centre

The Parish Centre is held by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens. No value is included in the PCC accounts for this asset. In the absence of carrying out a valuation it is not possible to accurately establish the current value of this asset.

Consecrated property and moveable church furnishings

Consecrated and beneficed property is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011. No value is placed on moveable 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 unalienable property. All expenditure incurred during the year on consecrated or benefice buildings or moveable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA.

Other fixtures, fittings and office equipment

Equipment used within the premises, parish centre or other aspects of the church's work is capitalised where this cost is more than £2,000 and depreciated over 4 years.

Current Assets

Amounts owing to the PCC at 31st December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable. Short-term deposits include cash held on deposit with the bank.



ST LEONARD'S CHURCH, CHESHAM BOIS
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	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2021 £	2020 £
2 Income From:					
2(a) Incoming resources from donors					
Income from Individuals					
Bankers Orders	173,748.32			173,748.32	187,866.00
Envelopes	2,540.00			2,540.00	6,240.00
One-Off and Irregular Gifts	24,466.00			24,466.00	16,892.60
Collections	357.00			357.00	848.36
Gift Aid Refund	33,650.22	706.15	2,716.25	37,072.62	43,323.55
GASDS	239.25			239.25	287.10
Property Rent	4,200.00			4,200.00	7,200.00
Income from Organisations & Trusts	6,532.50			6,532.50	11,397.19
Parish Weekend Contributions				0.00	24,105.50
Youth Activities			8,095.14	8,095.14	1,750.00
Home Grown Worship			1,750.00	1,750.00	0.00
	<u>245,733.29</u>	<u>706.15</u>	<u>12,561.39</u>	<u>259,000.83</u>	<u>299,910.30</u>
2(b) Other voluntary incoming resources					
Specified Giving			11,787.86	11,787.86	13,780.00
Special Collections			458.30	458.30	0.00
Sundry	10.00			10.00	295.00
Donations	518.00			518.00	750.00
Parish Centre Redevelopment			1,500.00	1,500.00	6,000.00
Celebrate Event			5,843.78	5,843.78	0.00
MAD Income	200.00			200.00	0.00
	<u>728.00</u>	<u>0.00</u>	<u>19,589.94</u>	<u>20,317.94</u>	<u>20,825.00</u>
2(c) Income from charitable and ancillary trading					
Maryland		59,888.20		59,888.20	86,254.80
Parish Centre		2,844.22		2,844.22	2,440.69
Bookstall	56.00			56.00	88.63
Wedding Fees	1,050.00			1,050.00	135.00
Funeral Fees	1,235.00			1,235.00	1,023.00
	<u>2,341.00</u>	<u>62,732.42</u>	<u>0.00</u>	<u>65,073.42</u>	<u>89,942.12</u>
2(d) Other ordinary incoming resources					
Legacies		33,993.63		33,993.63	0.00
	<u>0.00</u>	<u>33,993.63</u>	<u>0.00</u>	<u>33,993.63</u>	<u>0.00</u>
2(e) Income from investments					
Bank Interest	62.22			62.22	1,185.57
	<u>62.22</u>	<u>0.00</u>	<u>0.00</u>	<u>62.22</u>	<u>1,185.57</u>
Total Income from:	<u>248,864.51</u>	<u>97,432.20</u>	<u>32,151.33</u>	<u>378,448.04</u>	<u>411,862.99</u>



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2021 £	2020 £
3 Expenditure on:					
3(a) Grants					
Frontiers - Project 1		3,480.00		3,480.00	4,480.00
Frontiers - Project 2		6,000.00	600.00	6,600.00	6,000.00
Church Missionary Society - Steve Poulson		3,000.00		3,000.00	3,000.00
Church Missionary Society - Clares		3,000.00		3,000.00	3,000.00
Lunchbowl Network		3,000.00	1,116.76	4,116.76	3,112.50
Oak Church		3,000.00		3,000.00	3,000.00
Tree of Life/Portals		2,750.00	2,000.00	4,750.00	3,250.00
Restore Hope			88.15	88.15	4,589.30
Specified Gifts - Non Mission			10,088.75	10,088.75	11,468.75
Gifts to Individuals		300.00		300.00	300.00
	0.00	24,530.00	13,893.66	38,423.66	42,200.55

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2021 £	2020 £
3(b) Activities directly relating to the work of the church					
Parish Share	84,138.53			84,138.53	84,630.17
Insurance	4,557.31			4,557.31	4,544.49
Church Building Costs	6,366.19			6,366.19	6,895.89
Worship Services	5,899.88			5,899.88	4,546.52
Churchyard & Field Maintenance	2,068.00			2,068.00	2,280.00
External Rent & Costs	6,954.96			6,954.96	6,479.57
Home Grown Worship			1,950.00	1,950.00	822.50
House Group Materials	100.68			100.68	67.28
Staff Salaries	68,288.89			68,288.89	97,917.97
Staff Training	426.40			426.40	1,331.36
Staff Expenses	1,798.59			1,798.59	2,133.08
General Staff Costs	1,419.03			1,419.03	1,052.20
Housing - 19 Stubbs End Close	18,352.56			18,352.56	17,508.48
Housing - 37 Milton Lawns	4,252.07			4,252.07	7,345.50
Youth Ministry	1,050.74		700.00	1,750.74	2,835.95
Children's Ministry	520.03			520.03	805.95
Transforming Lives for Good	900.00			900.00	900.00
Seniors' Ministry	130.84			130.84	106.61
Rectory	3,035.32			3,035.32	80.00
Safeguarding	103.58			103.58	4.79
Baptisms	33.33			33.33	0.00
Weddings	778.52			778.52	230.78
Funerals	1,128.00			1,128.00	1,023.00
Speaker Fees				0.00	300.00
Chesham Bois School	455.00			455.00	681.23
Rector's Discretionary Account				0.00	110.00
Lay Training	129.34			129.34	348.59
Outreach	257.26			257.26	0.00
Living in Freedom/School of the Prophetic	92.59			92.59	0.00
Office Costs	2,349.41			2,349.41	2,742.89
IT Hardware, Software & Website	1,237.51			1,237.51	2,001.93
Equipment Depreciation (Photocopier)	899.00			899.00	899.40
Equipment Depreciation (Church PA & Camera)	910.50			910.50	0.00
Subscriptions & Affiliations	175.00			175.00	170.00



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2021 £	2020 £
Recruitment	158.11			158.11	71.94
Independent Examination Fee	800.00			800.00	800.00
Publicity	219.85			219.85	2,724.30
Unchained Newsheet				0.00	543.73
General Miscellaneous	923.47			923.47	828.02
General Catering	127.71			127.71	90.26
Collaborative Ministries including Celebrate			6,887.48	6,887.48	0.00
Parish Centre Redevelopment		16,724.20	1,500.00	18,224.20	54,368.56
Parish Weekend				0.00	29,462.43
	<u>221,038.20</u>	<u>16,724.20</u>	<u>11,037.48</u>	<u>248,799.88</u>	<u>339,685.37</u>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds	
				2021 £	2020 £
3(c) Costs of generating funds					
Maryland		60,399.21		60,399.21	80,289.69
Parish Centre		18,676.39		18,676.39	19,584.27
Parish Centre Boiler Depreciation		2,335.20		2,335.20	0.00
Bookstall	177.76			177.76	358.11
Bank Charges	727.35		7.43	734.78	780.73
	<u>905.11</u>	<u>81,410.80</u>	<u>7.43</u>	<u>82,323.34</u>	<u>101,012.80</u>
Total Expenditure on:	<u>221,943.31</u>	<u>122,665.00</u>	<u>24,938.57</u>	<u>369,546.88</u>	<u>482,898.72</u>

Categorisation of Grants (3a)

7 grants totalling £20,830.00 were made to Overseas Mission
 3 grants totalling £3,188.15 were made to Home Mission
 2 grants totalling £4,116.76 was made to Relief & Development Agencies
 3 grants totalling £1,570.00 were made to other charities
 3 grants totalling £8,718.75 were to made to individuals

	2021 £	2020 £
4 STAFF COSTS (including Maryland)		
Salaries	125,444.82	171,696.51
Social security costs	2,067.42	2,694.86
Pension costs	1,727.40	1,951.68
	<u>129,239.64</u>	<u>176,343.05</u>
Administrative Staff	1	1
Management Staff	3	3
Operational Staff	4	5
Interns	2	1
Maryland Play Assistants	3	7
	<u>13</u>	<u>17</u>



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

5 FIXED ASSETS FOR USE BY THE PCC

The PCC does not hold any land or buildings.

Diocesan House holds conveyance documents for the Parish Centre dated 8th September 1938 which shows that the title is held in trust by the Oxford Diocesan Board of Finance for the beneficial ownership of the Rector and Churchwardens.

In September 2021, the PCC renewed a licence to occupy 19 Stubbs End Close for 12 months at a rent of £1,000 per month.

	2021	2021	2020
	£	£	£
FIXED ASSETS			
Cost			
At 1st January 2021		3,596.40	0.00
Additions - Photocopier	0.00		3,596.40
Additions - PC Boiler	9,340.78		0.00
Additions - PA Equipment	3,642.00		0.00
		12,982.78	
Disposals		0.00	0.00
At 31st December 2021		16,579.18	3,596.40
Depreciation			
At 1st January 2021		899.40	0.00
Charge for the Year - Photocopier	899.00		899.40
Charge for the Year - PC Boiler	2,335.20		0.00
Charge for the Year - PA Equipment	910.50		0.00
		4,144.70	
Disposals		0.00	0.00
At 31st December 2021		5,044.10	899.40
Net Book Value			
At 31st December 2021		11,535.08	2,697.00

6 CAPITAL COMMITMENTS

There were no capital commitments outstanding at the end of 2021



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

7 FUNDS

7a FUND DETAILS 2021

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
Restricted Funds					
Specified Giving	2,000.00	24,107.55	16,110.69	-1,757.97	8,238.89
Parish Events Fund	0.00	6,543.78	7,327.88	1,157.97	373.87
Parish Centre Redevelopment Project Fund	0.00	1,500.00	1,500.00	0.00	0.00
Parish Centre Redevelopment Build Fund	3,365.00	0.00	0.00	0.00	3,365.00
	<u>5,365.00</u>	<u>32,151.33</u>	<u>24,938.57</u>	<u>-600.00</u>	<u>11,977.76</u>
Unrestricted Funds					
Designated					
Mission Fund	31.37	552.40	24,530.00	23,952.62	6.39
Parish Events Fund	0.00	0.00	0.00	0.00	0.00
General Reserve for Future Activities	71,252.24	33,993.63	0.00	-17,000.00	88,245.87
PCC Maryland Fund	1,614.32	60,041.95	60,399.21	-7,640.00	-6,382.94
PCC Parish Centre Fund	8,221.78	2,844.22	21,011.59	7,640.00	-2,305.59
Parish Centre Redevelopment Project Fund	141.82	0.00	16,724.20	17,000.00	417.62
Parish Centre Redevelopment Build Fund	125.00	0.00	0.00	0.00	125.00
	<u>81,386.53</u>	<u>97,432.20</u>	<u>122,665.00</u>	<u>23,952.62</u>	<u>80,106.35</u>
General	70,330.38	248,864.51	221,943.31	-23,352.62	73,898.96
	<u>151,716.91</u>	<u>346,296.71</u>	<u>344,608.31</u>	<u>600.00</u>	<u>154,005.31</u>
	<u>157,081.91</u>	<u>378,448.04</u>	<u>369,546.88</u>	<u>0.00</u>	<u>165,983.07</u>

7b FUND DETAILS 2020

	Opening Balances £	Income £	Expenditure £	Transfers £	Closing Balances £
Restricted Funds					
Specified Giving	0.00	15,743.05	13,743.05	0.00	2,000.00
Parish Events	0.00	30,118.98	31,313.04	1,194.06	0.00
Parish Centre Redevelopment Project Fund	0.00	6,000.00	6,000.00	0.00	0.00
Parish Centre Redevelopment Build Fund	3,365.00	0.00	0.00	0.00	3,365.00
	<u>3,365.00</u>	<u>51,862.03</u>	<u>51,056.09</u>	<u>1,194.06</u>	<u>5,365.00</u>
Unrestricted Funds					
Designated					
Mission Fund	9.94	278.25	24,780.00	24,523.18	31.37
Parish Events	0.00	1,000.00	286.90	-713.10	0.00
General Reserve for Future Activities	97,960.54	0.00	0.00	-26,708.30	71,252.24
PCC Maryland Fund	4,308.71	83,607.30	80,289.69	-6,012.00	1,614.32
PCC Parish Centre Fund	21,518.36	5,275.69	19,584.27	1,012.00	8,221.78
Parish Centre Redevelopment Project Fund	16,802.08	0.00	48,368.56	31,708.30	141.82
Parish Centre Redevelopment Build Fund	125.00	0.00	0.00	0.00	125.00
	<u>140,724.63</u>	<u>90,161.24</u>	<u>173,309.42</u>	<u>23,810.08</u>	<u>81,386.53</u>
General	84,028.01	269,839.72	258,533.21	-25,004.14	70,330.38
	<u>224,752.64</u>	<u>360,000.96</u>	<u>431,842.63</u>	<u>-1,194.06</u>	<u>151,716.91</u>
	<u>228,117.64</u>	<u>411,862.99</u>	<u>482,898.72</u>	<u>0.00</u>	<u>157,081.91</u>

See the Financial Review in the Trustees' Annual Report for details of the deficits in the PCC Maryland Fund and PCC Parish Centre Fund.



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

7 FUNDS (Cont'd)

Restricted Funds

Specified Giving is money given to St Leonard's to pass on to individuals or other charities or for specific purposes. The Church Room Charity Fund is for work in the Moor area of our parish and has now been exhausted and closed. The Parish Centre Redevelopment Build Fund (Capital) was created to facilitate management of the funds required for the Parish Centre site build phase.

The Parish Centre Redevelopment Project Fund was created to facilitate management of the funds required for the Parish Centre site project phase.

Unrestricted - Designated Funds

The Mission Fund is the money tithed by St Leonard's for mission activities. The Mission Committee handles its distribution.

The General Reserve for future activities was created to hold funds for long term projects.

The PCC Maryland Fund was created to hold designated grants received by the pre-school as well as rolling profits or losses.

The PCC Parish Centre Fund was created to hold the operational rolling profits or losses as well as to build up funds to do repairs and major works as may be needed given the age of the building.

The Events Fund was created to facilitate management of Parish Events.

The Parish Centre Redevelopment Project Fund was created to facilitate management of the funds required for the Parish Centre Parish Centre site project phase.

The General Fund holds the operating monies of the PCC.

8 PARISH CENTRE REDEVELOPMENT PROJECT FUNDS

	2021	2020
	£	£
Opening Balance	141.82	16,802.08
Income		
Gifts	1,500.00	6,000.00
Gift Aid	0.00	0.00
In Memoriam	0.00	0.00
	1,500.00	6,000.00
Expenditure		
Specialist Consultants	6,960.00	32,514.16
Planning Consultants	3,808.20	5,685.60
Project Management	7,446.00	5,046.00
Architect	0.00	10,140.00
Other	10.00	982.80
	18,224.20	54,368.56
Transfers		
Transfers From Other Funds	17,000.00	31,708.30
Fund Balance	417.62	141.82



ST LEONARD'S CHURCH, CHESHAM BOIS
TRUSTEES' REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

9 PARISH CENTRE REDEVELOPMENT BUILD FUNDS

	2021	2020
	£	£
Opening Balance	3,490.00	3,490.00
Income		
Gifts	0.00	0.00
Gift Aid	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Expenditure		
Seed tithe to Tree of Life	0.00	0.00
	<u>0.00</u>	<u>0.00</u>
Transfers		
Transfer From General Fund (Designation of Unrestricted Gift)	0.00	0.00
Transfer from PCC Parish Centre Fund	0.00	0.00
	<u>3,490.00</u>	<u>3,490.00</u>
Fund Balance	<u>3,490.00</u>	<u>3,490.00</u>

10 RELATED PARTY TRANSACTIONS AND TRUSTEES REMUNERATIONS

	2021	2020
	£	£
No Lay PCC members were paid mileage expenses	0.00	0.00
1 PCC member was paid for the book-keeping of Maryland Pre-School	1,018.20	970.00
Total giving of PCC members and their spouses	39,652.00	51,237.20

All related parties have signed "Interested Party Declarations" which are on file with the PCC Secretary.