



The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Baldock

Registered Charity No. 1133060

Annual Report and Financial Statements for the year ended 31st December 2018

Rector

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Annual Report of the Parochial Church Council for 2018

Aim and Purposes

The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Baldock (PCC) has the responsibility of cooperating with the incumbent, the Reverend Canon Andrew Holford, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

The PCC is also specifically responsible for the maintenance of the Church and the Church Hall.

Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Mary's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament. When planning our activities for the year, the incumbent and the PCC have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

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

To facilitate this work, it is important that we maintain the fabric of the Church of St. Mary's and the Church Hall.

Structure, governance and management.

The method of appointment of PCC members is set out in the Church Representation Rules. At St. Mary's the membership of the PCC consists of the incumbent (Rector), curate, churchwardens and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services/members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

In addition to the APCM, the full PCC met five times during the year. Given its wide responsibilities, the PCC has a number of committees each dealing with a particular aspect of parish life. These committees which include standing, finance, stewardship, fabric, worship and mission, are all responsible to the PCC and report back to it regularly with minutes of their deliberations being received by the full PCC and discussed as necessary.

The Friends of St. Mary the Virgin, Baldock (Registered Charity: 1117542) is a separate charity, governed by the PCC with the aim of raising money for the maintenance and restoration of the fabric of the church buildings.

Achievements and Performance

Worship and Prayer

The PCC are keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. For example, morning and evening prayer and ecumenical contemplative silent prayer sessions provide quiet, intimate and reflective environments for worship. Opportunities for people to encounter God through praise are: the very popular midweek Tiny Tots Singalong session with children's action songs and a bible story, and our monthly Messy Church which has continued to grow, with up to 60 attending each month. These activities reach families who would not usually attend a traditional church service. Good Friday singing accompanied by the Praise Be Band outside Tesco which included crafts for the children and making our Easter garden, and carol singing in a local pub one evening were ways we showed our missional proclaiming of the Gospel within the town.

We have been successful in welcoming a wide range of ages into our church with a variety of Sunday morning services throughout the month: the traditionally worded 8 a.m. Holy Communion, Parish Communion, Communion for All Ages, Messy Church and Choral Evensong once a month. The church held a third session in January 2018 with the Diocesan Children's Missioner to provide training to reinvigorate Junior Church. As in previous years we have offered a wide variety of services leading up to both Easter and Christmas. Our choirs, both adult and junior, continue to provide an added dimension to our worship, including a weekly anthem and the regular act of choral devotion on Palm Sunday when other singers join those in our choir to perform a religious choral work. All are welcome to attend our regular services.

At present there are 139 parishioners on the Church Electoral Roll, an increase of 5 over the last 12 months.

The average weekly attendance, counted during Eucharist services, was 72 adults and 14 children. This number increases during celebrations on special occasions, the peak being 526 attending the services on Christmas Eve and Christmas Day this year.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services, friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping.

We have celebrated 24 baptisms and 4 weddings and held 18 funerals in our church this year.

The Incumbent, Rev'd Andrew Holford, has been assisted by our Curate Rev'd James Sawyer until September 2018 when he left to become the Rector of the benefice of Anstey, Brent Pelham, Hormead, Meesden and Wyddial, and our Readers Mrs Sharon Cooper and Mrs Katrina Nice.

Rev'd James Sawyer and our Readers were invaluable during Rev'd Holford's sabbatical from 13th April – 8th June. Many of the congregation went to James' licencing on Thursday 27 September at St George's Church, Anstey. We would all like to thank James for his valuable contribution to St Mary's church over his 3 year curacy and assure him, and his wife Rosie, of our continued prayers.

Rev'd Andrew Holford broke from his sabbatical for the first weekend in May as he was made an honorary canon of St Albans Cathedral. This is in recognition of his outstanding service to the parishes of Baldock and Bygrave, and his work within the diocese of St Albans. His significant work was acknowledged by Bishop Alan in his tribute to Andrew during the service of installation at the Cathedral on Saturday 5th May which was attended by many parishioners. Andrew then preached at all three services on the Sunday before returning to his sabbatical for a further month.

Our former Youth and Children's Worker, Liz Guest, was ordained deacon at St Alban's Cathedral on Sunday 1st July at 11:15am. She had been training for the past two years at Queens College, Birmingham to become

an ordained priest within the Church of England and, following the service, took up her first appointment as Assistant Curate at All Saints, South Oxhey.

Deanery Synod

Three members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

Pastoral Care

We continue to provide light lunches for a small charge on the first Saturday of each month for residents of Baldock and surrounding villages. These lunches continue to be well received and profits are passed to the Missions Committee to donate to both local and overseas causes.

St Mary's Church Hall continues to host biweekly Foodbank distribution sessions, run by an ecumenical group in Baldock. The local Foodbank organisation serves Letchworth, Baldock and Hitchin and provides much needed emergency help to families in sudden need. It is part of the International "Trussel Trust" Foodbank organisation.

Some members of our congregation are unable to attend church due to sickness or age. The ministry team at St. Mary's have visited these church members to celebrate communion with them, either at their homes or in hospital upon request. Monthly communion services are held in 3 local care homes and 2 sheltered housing services. In addition, the team share the leadership of a monthly ecumenical sheltered housing service with other churches in the town.

There is also a bereavement team who are part of St Mary's commitment to providing follow-up care to people with whom St Mary's has been involved with a funeral in their families. A service was held in November for the commemoration of those who have died in the previous year.

Several people support families who are bringing their child to be baptized, providing a friendly link with the church through visiting and assisting at the baptism service.

Fellowship lunches have continued this year. These take place on a Sunday lunch-time approximately every 6 weeks. They are welcome opportunities for people, who would normally be on their own, to share a roast dinner and a relaxed social time together with others. Between 20 and 30 people have attended with more attending our Harvest lunch. On Advent Sunday, the Fellowship Lunch was combined with our monthly Messy Church and about 80 people sat down to a full Christmas dinner.

The "After Hours" group for those in Years 7 and above has continued to meet monthly. This is an opportunity for the teenagers to eat together, play games and discuss topics of interest to them. There are regularly 8 young people who attend this group.

SMUG (St. Mary's Youth Group) meets on Saturday mornings for games and fun activities. This group is open to children aged 8 and above, whether or not they come to church.

St. Mary's Church Fabric

Following restoration of the South Aisle roof of the church, completed in February 2017, an application was made to the Heritage Lottery Fund for a grant to replace the very worn lead on the nave and chancel roof. This application met with very stiff competition, as many applications were made at the same time because the application process was about to change. We were unsuccessful in 2018, but are now working to prepare an application to meet the new requirements. If we are successful in 2019, the work might start in 2020, as the process is less protracted.

The computer-addressable LED floodlights in the church continue to perform well, and provide more than 20 distinct lighting "moods" for worship. They also allow our "performance area" to be properly lit for orchestral and choral concerts.

The new carpet for the chancel has still not been fitted until the main roof has been replaced.

During 2018 the church heating system was fitted with a new circulating pump, and a thermostat was added, so that the church could be maintained at a minimum temperature of 11°C during the winter months to reduce damp problems. The control system allows the set point to be raised on a timer for services.

The PCC is now considering ideas for the refurbishment or replacement of the church pews. Since a decision now is likely to influence the church layout for the next 100 years, the PCC has decided to consult widely, and take its time over the decision. Consultation has already occurred with the Diocesan Advisory Committee, and an exercise to consult the congregation and community groups is planned for 2019.

St. Mary's Church Hall

No major work has been undertaken in the church hall this year. The PCC raised hire charges in 2018, and this has resulted in moving from a loss in 2017 to a small surplus in 2018. The LED lighting in the church hall has not given as long a lifetime as hoped for, so the lights will be changed when necessary from LED floodlights with a 2-year warranty to similar LED floodlights with a 5-year warranty.

Sustainability Committee

An Eco group was set up in September 2015 with the aim of leading the way for St Mary's church and individuals to reduce their carbon footprints. This is vital due to the increasingly worrying rise in global temperatures creating devastating climate change affecting the world's poorest nations the most. Reducing energy consumption, reusing and recycling are important to St Mary's. The church now uses china mugs for after service coffee instead of the "recyclable" take away style coffee cup which it was discovered rarely gets recycled as there is only one facility in England which can separate the plastic within the cup needed to make it watertight. The church still encourages people to bring their own reusable cup if possible and made a display in the Christmas Tree festival of single use and reusable cups to highlight the need to change in order to help tackle plastic pollution. The church uses recycled paper for its weekly bulletin/service accompaniment and is careful to separate waste for the local rubbish collections, including paying for a garden waste bin, and using the caddy provided for waste food – ensuring the coffee bar and hirers of the hall have the opportunity to sort their rubbish. The monthly Messy Church is also careful to put any the food waste from the hot meal into the food caddy rather than general waste, and often uses dry recyclables, such as cardboard and other packaging, newspaper or plastic bottles in the craft activities offered. The church is now a collecting point for plastic writing implements which will feed into the Terracycle national scheme via the Catholic church in Hitchin. The bee garden in the churchyard continues to expand and provide a great variety of flowers to help feed pollinators such as bees, butterflies and moths which are so vital to maintaining biodiversity and ensuring fruit and vegetables continue to thrive in the surrounding area.

Church Schools & Junior Church

Throughout the year, the Church has continued to lead collective worship, provide Christian teaching and services across the schools in Baldock. This has continued to strengthen the ties between the Church and the Schools and provides continuing support to the head teachers.

At the two Church Schools, members of the ministry team take weekly assemblies and, with assistance from Andrew Clark, run a weekly Christian choir in the Infants school and an Awesome club in the Junior School. Since September, Rev'd Canon Andrew Holford has started a Tuesday club assisted by Katrina Nice. The aim of this club is to prepare art work, drama etc for the Communion for All Ages service on the second Sunday of each month. This has led to more families being in church on these Sundays. A highlight was our Nativity service where the Infants school choir and the Tuesday group joined with our children and young people to tell the Christmas story. We even had a dog in the stable!

Along with Rev'd Canon Andrew Holford, several members of the congregation are governors at both schools. Mrs Rosemary Charsley has continued as Chair of Governors at the junior school. Regular services are held

by both church schools in church to celebrate key events in the liturgical year. Knights Templar also held its annual carol service in the church and this year this included a community choir rendition of extracts from Handel's Messiah.

We have continued to maintain the increased Sunday worship links between the Church and Schools with high profile worship on Sunday mornings at Church and School with one summer Sunday service being held at the Infant School in place of St Mary's church.

Missions

Helping those in need is a demonstration of our faith. In total St. Mary's raised over £2,700 (including £682 from Light Lunches) and another £2,800 was provided from the PCC general fund. The Christmas collections this year were boosted with greater giving throughout the services for local homeless charities and the Foodbank. Support has continued to be given to Martin and Hazel Frost and it was great to have them worshipping with us during August where they shared something of their work in with Latin Link in Argentina.

Community Sponsorship

Following acceptance from the Home Office, in November we welcomed a Syrian refugee family under the government scheme. They are settling into Baldock well, with the children attending St Mary's Infant and Junior schools. The adults have started to learn English at North Herts College. A wonderful team of volunteers prepared the house, provided a warm welcome and have since supported the family with visits to the doctors, dentists, shops, job-centre and conversation practice. In this very practical way we are showing how our Christian faith can work to bring positive change to vulnerable people.

Safeguarding Policies - children, young people and vulnerable adults

At St Mary's we aim to create an environment which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.

During this year we have again updated our Safeguarding policy to ensure that it is in line with House of Bishops' "Promoting a safer church" policy and recent regulations. This has been formally adopted by the PCC and is made available to all Church groups and hall hirers. There are clear procedures in place to deal promptly with safeguarding allegations or suspicions of abuse in consultation with the Diocesan Safeguarding Adviser.

Jenny Woolnough has been kept busy with carrying out DBS checks for all new volunteers, especially those who are volunteering with the Refugee family. All volunteers have been encouraged to attend diocesan safeguarding training.

General Data Protection Regulation

The General Data Protection Regulation came into force in May 2018. The PCC, led by Alex Milne and Emma Wilkinson, have been working to ensure that we comply with these regulations, using the Church of England's "Data Protection: Parishes and the GDPR" procedure as a guideline. Data protection forms have been completed and new systems put in place to ensure data is kept securely. A new website for the church has been designed and developed. This was launched in December and will be further developed in the coming year.

Financial Review

General Fund

For the year 2018, the general account ran at a deficit of £7,324 (£6,476 in 2017) taking the balance of General Funds to a deficit of £43,411. The key points in 2018 were:

- Planned Income through Stewardship Renewal again decreased, this year by £2,124.
- Parish Share Expenditure was higher this year by £1,648.
- Incoming fees for weddings, baptisms and funerals increased by £2,481, and it is hoped that this trend will continue.
- Church management and administration costs increased by £1,449.
- General repairs and maintenance increased by £755, partly as a consequence of the heating system failure at the beginning of the year.

Church Hall Fund

The Church Hall made a small profit of £1,595 in 2018, reversing the position in 2017. The previously introduced increased hire charges and more consistent attempts to obtain prompt payment will have helped this position.

Restricted Fund in surplus

The PCC currently holds £69,973 (£90,385 in 2017) in surplus Restricted Funds, the majority of this money is held within the Fabric Fund. The Fabric Fund decreased by £18,686 in 2018, and a large part of this, £11,453, occurred because VAT could not be reclaimed on some of the South Aisle project invoices as the time limit had passed. The remainder was the final payment for the South Aisle project. The second largest Restricted Fund is the Community Sponsorship Fund. Following the arrival of the refugee family in October, this fund is now being used and the total now stands at £8,343 (£11,925 in 2017).

Restricted Fund in deficit

One Restricted Fund is in deficit, Organ Fund £1,311 (£1,911 in 2017).

Liabilities

The total liabilities of the PCC at the end of 2018 were £7,217 (£11,946 in 2017), the decrease was primarily due to most of the day to day banking being completed in the last week of December 2018, with relatively little carried over into January 2019.

Reserve Policy

The reserves policy for unrestricted funds should cover the following items in the priority listed (all items rounded to nearest thousand):

1. Funding to cover six months of critical expenditure as below:
 - a. Heat, Light and Water for Church and Hall (£3,000 as of 31/12/2018)
 - b. Insurance Payments for Church and Hall (£3,300 as of 31/12/2018)
2. Funding to cover two months of critical expenditure as below:
 - a. Salaries (£1,800 as of 31/12/2018)
3. Funding to cover one month of general expenditure (£7,000 as of 31/12/2018)
4. Cover for Emergency Repairs (e.g. Theft of Lead, Roof Repairs) (estimated at £30,000)

Total Reserve Funds required to meet the policy as of 31 December 2018 is £45,100. Unrestricted funds (less organ fund deficit) is £39,223 which could be used to cover some of this.

Administrative Information

St. Mary the Virgin is situated in Hitchin Street, Baldock. It is part of the Diocese of St. Albans within the Church of England. The Parochial Church Council is a registered charity with the Charity Commission. Registered Charity No. 1133060

PCC members who have served between 1st January 2018 and 31st December 2018 were:

Rector:	The Rev'd Andrew Holford	Chairman	
Curate:	The Rev'd James Sawyer (until September 2018)		
Churchwardens:	Mr P Charsley	From APCM 2016 to APCM 2019	
	Ms E Wilkinson	From APCM 2017 to APCM 2019	
Representatives on Deanery Synod:	Mr A Clark	Until APCM 2020	Secretary
	Mrs A Balmer	Until APCM 2020	
	Mr P Dougal	Until APCM 2020	Vice Chairman
Elected members:	Mrs J Brasier	Until APCM 2019	
	Mrs C Caine	Until APCM 2019	
	Mrs S Cooper	Until APCM 2020	Reader
	Ms C Farbrother	Until APCM 2020	
	Mr P Joslin	Until APCM 2020	
	Mrs K Nice	Until APCM 2020	Reader
	Mr C Page	Until APCM 2020	Treasurer
	Mr M Muir	Until APCM 2021	
	Mrs J Woolnough	Until APCM 2021	

Signed on behalf of the PCC

..... (Chairman)

Date.....

Andrew Holford (Rector)

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2018

	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 2018	Total Funds 2017	
Note	£	£	£	£	£	
INCOMING RESOURCES						
Incoming resources from donors	2(a)	80,505	500	(4,146)	76,859	119,626
Other voluntary income	2(b)	2,772	-	-	2,772	42,772
Income from charitable and ancillary trading	2(c)	12,730	8,812	-	21,542	18,176
Income from investments	2(d)	15	196	232	443	359
TOTAL INCOMING RESOURCES		<u>96,022</u>	<u>9,508</u>	<u>(3,914)</u>	<u>101,616</u>	<u>180,933</u>
RESOURCES USED						
Missions and Community Sponsorship	3(a)	-	-	9,356	9,356	5,381
Activities directly relating to the work of the church	3(b)	86,976	7,217	10,442	104,635	176,279
Fund raising and publicity	3(c)	1,139	-	-	1,139	179
Church management and administration	3(d)	11,331	-	-	11,331	9,882
TOTAL RESOURCES USED		<u>99,446</u>	<u>7,217</u>	<u>19,798</u>	<u>126,461</u>	<u>191,721</u>
NET INCOMING RESOURCES		(3,424)	2,291	(23,712)	(24,845)	(10,788)
Transfers between funds	4	(3,900)	-	3,900	-	-
NET MOVEMENT IN FUNDS		<u>(7,324)</u>	<u>2,291</u>	<u>(19,812)</u>	<u>(24,845)</u>	<u>(10,788)</u>
BALANCES BROUGHT FORWARD AT 1 JANUARY 2018 (2017)		(36,087)	81,654	89,125	134,692	145,480
BALANCES CARRIED FORWARD AT 31 DECEMBER 2018 (2017)		<u>(43,411)</u>	<u>83,945</u>	<u>69,313</u>	<u>109,847</u>	<u>134,692</u>

The notes on pages 12 to 16 form part of these financial statements

BALANCE SHEET
As at 31 December 2018

	Note	2018 £	2017 £
FIXED ASSETS			
	5		
Tangible fixed assets		-	-
Investment assets		651	651
		<u>651</u>	<u>651</u>
CURRENT ASSETS			
	7		
Debtors		4,339	16,442
Central Board of Finance Deposit		39,575	39,379
Cash at bank and in hand		72,499	90,166
		<u>116,413</u>	<u>145,987</u>
LIABILITIES :			
	8		
AMOUNTS FALLING DUE WITHIN ONE YEAR		7,217	11,946
NET CURRENT ASSETS		<u>109,196</u>	<u>134,041</u>
NET ASSETS		<u>109,847</u>	<u>134,692</u>
FUNDS			
	9		
Unrestricted - General		(43,411)	(36,087)
- Designated		83,945	81,654
Restricted		69,313	89,125
		<u>109,847</u>	<u>134,692</u>

The notes on pages 12 to 16 form part of these financial statements

Approved by the Parochial Church Council on

and signed on its behalf by :

P Charsley
Churchwarden

A Clark
Secretary

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2018

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the SORP 2005, as amended by the Charities Act 2011.

The financial statements have been prepared under the historical cost convention. 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.

Funds

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

Restricted funds represent the funds which have accumulated from money which has been given for a particular purpose or invited by the PCC for a specific purpose. 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.

Incoming resources

Voluntary income and capital sources

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

Planned giving receivable under covenant is recognised only when received

Income tax recoverable on covenants or gift aid donations is recognised when the income to which it relates is received.

Other ordinary income

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

Income from investments

Dividends and interest are accounted for when received.

Resources used

Donations

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 or parish share is accounted for when payable.

Fixed assets

Consecrated land and buildings, the Church Hall and movable church furnishings

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

The retention of the Church Hall is bound up with the worship, mission and ministry of the Church and is considered to be 'operationally inalienable' and is also excluded from the accounts.

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

Equipment used within the church premises is depreciated on a straight line basis over 2 to 10 years.

Investments

Investments are carried at their book cost at 31 December.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors.

Short - term deposits include cash held on deposit with the Church Board of Finance of the Church of England.

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

2 INCOMING RESOURCES

	Unrestricted Funds		Restricted Funds	Total Funds 2018	Total Funds 2017
	General	Designated			
	£	£	£	£	£
2(a) <i>Incoming resources from donors</i>					
Planned giving :					
Gift Aided and non-Gift Aided	55,436	-	-	55,436	57,091
Income tax recoverable on Gift Aid	12,124	-	-	12,124	12,593
Collections at all services	5,093	-	-	5,093	5,545
Donations, appeals, subscriptions	7,852	500	(4,146)	4,206	44,397
	<u>80,505</u>	<u>500</u>	<u>(4,146)</u>	<u>76,859</u>	<u>119,626</u>
2(b) <i>Other voluntary income</i>					
South Aisle	-	-	-	-	38,694
Contributions to Rectory Gas	307	-	-	307	-
Social & Fundraising	2,465	-	-	2,465	4,078
	<u>2,772</u>	<u>-</u>	<u>-</u>	<u>2,772</u>	<u>42,772</u>
2(c) <i>Income from charitable and ancillary trading</i>					
Church Hall shop & Coffee Bar	-	1,347	-	1,347	1,891
Church Hall hire	-	7,465	-	7,465	6,036
Incoming Fees for Church Heating	-	-	-	-	-
Fees	12,730	-	-	12,730	10,249
	<u>12,730</u>	<u>8,812</u>	<u>-</u>	<u>21,542</u>	<u>18,176</u>
2(d) <i>Income from investments</i>					
Dividends	-	-	232	232	227
Interest received on deposits	15	196	-	211	132
	<u>15</u>	<u>196</u>	<u>232</u>	<u>443</u>	<u>359</u>
TOTAL INCOMING RESOURCES	<u>96,022</u>	<u>9,508</u>	<u>(3,914)</u>	<u>101,616</u>	<u>180,933</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

3 RESOURCES USED

	General	Designated	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£	£
3(a) <i>Missionary and charitable giving :</i>					
Missions	-	-	5,424	5,424	5,381
Community Sponsorship	-	-	3,932	3,932	-
	<u>-</u>	<u>-</u>	<u>9,356</u>	<u>9,356</u>	<u>5,381</u>
3(b) <i>Activities directly relating to the work of the Church</i>					
Ministry :					
parish share	58,437	-	-	58,437	56,789
clergy expenses	4,343	-	-	4,343	3,563
Baldock and Ashwell Youth Worker fees	6,372	-	-	6,372	6,815
Church running expenses					
insurance	5,288	-	-	5,288	5,449
heat, light and water	2,397	-	-	2,397	3,032
repairs and maintenance	3,404	-	10,165	13,569	9,245
upkeep of services	1,008	-	-	1,008	652
depreciation	-	-	-	-	560
Rectory Gas	511	-	-	511	478
Organ, Choir & Music Group	3,177	-	-	3,177	2,402
Church Hall - running expenses	-	6,794	-	6,794	8,603
Church Hall shop & Coffee Bar	-	423	-	423	921
Disabled Access	-	-	277	277	-
Resources	1,241	-	-	1,241	1,218
Hospitality	798	-	-	798	-
South Aisle	-	-	-	-	76,552
Sustainability	-	-	-	-	-
	<u>86,976</u>	<u>7,217</u>	<u>10,442</u>	<u>104,635</u>	<u>176,279</u>
3 (c) <i>Fund - raising and publicity</i>					
Publicity and other expenses	1,139	-	-	1,139	179
	<u>1,139</u>	<u>-</u>	<u>-</u>	<u>1,139</u>	<u>179</u>
3 (d) <i>Church management and administration</i>					
Office Running Costs	2,367	-	-	2,367	1,374
Secretarial assistance	8,620	-	-	8,620	8,209
Bank charges	344	-	-	344	299
	<u>11,331</u>	<u>-</u>	<u>-</u>	<u>11,331</u>	<u>9,882</u>
TOTAL RESOURCES USED	<u>99,446</u>	<u>7,217</u>	<u>19,798</u>	<u>126,461</u>	<u>191,721</u>

The total Salaries paid in 2018 was £10,851 (2017 £9,698) for Secretarial Assistance and Hall Cleaning.

No trustees or connected persons were paid any monies with the exception of reimbursement of expenses for items purchased on behalf of the PCC.

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

4 SUMMARY OF INTERNAL TRANSFERS 2018	Unrestricted Funds		Restricted Funds
	General	Designated	
Donation by PCC to Missions Committee	(1,000)	-	1,000
PCC Donation to Missions for Latin Link	(1,800)	-	1,800
PCC Donation to Youth Worker	-	-	-
Donation from Choir Fund to Organ Fund	(500)	-	500
PCC Donation to Churchyard	(600)	-	600
	<u>(3,900)</u>	<u>-</u>	<u>3,900</u>

SUMMARY OF INTERNAL TRANSFERS 2017

	Unrestricted Funds		Restricted Funds
	General	Designated	
Donation by PCC to Missions Committee	(1,000)	-	1,000
PCC Donation to Missions for Latin Link	(1,500)	-	1,500
PCC Donation to Youth Worker	(11,000)	11,000	-
Donation from Choir Fund to Organ Fund	(500)	-	500
	<u>(14,000)</u>	<u>11,000</u>	<u>3,000</u>

5 FIXED ASSETS FOR USE BY THE PCC

		Fixtures and Equipment
		£
<i>Tangible fixed assets</i>		
GROSS BOOK VALUE	At 1 January 2018	57,326
	Additions in the year	-
	Disposals and Revaluations in year	-
	At 31 December 2018	<u>57,326</u>
DEPRECIATION	At 1 January 2018	57,326
	Provided in the year	-
	At 31 December 2018	<u>57,326</u>
NET BOOK VALUE	At 31 December 2018	-
	At 31 December 2017	-

Fixtures and equipment comprise the contents of the Church Hall which are held by the PCC for continuing use in its work and lighting and fittings and equipment

The Church gas boiler, lighting and fittings were acquired using amounts collected into the Fabric, Restoration and Legacies & Memorials Funds.

Investment assets

Investments were held at 31 December 2018 and 31 December 2017.

These investments were enabled by specific bequests in previous years.

427 shares are held in the CBF's Investment Fund in the UK - At 31 December 2018 Historical Cost £550 (2017 £550)

Market value £6,879 (2017 £6,983).

In addition, at 31 December 2018, £101 was held in the deposit fund. (2017 £101).

6 ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds		Restricted Funds	Total Funds	Total Funds
	General	Designated		2018	2017
	£	£	£	£	£
Fixed assets	-	-	651	651	651
Current assets	(40,050)	84,110	72,353	116,413	145,987
Liabilities	(3,361)	(165)	(3,691)	(7,217)	(11,946)
	<u>(43,411)</u>	<u>83,945</u>	<u>69,313</u>	<u>109,847</u>	<u>134,692</u>

7 DEBTORS

	Unrestricted Funds		Restricted Funds	Total Funds	Total Funds
	General	Designated		2018	2017
	£	£	£	£	£
Prepayments	3,100	-	-	3,100	3,750
VAT	-	-	1,239	1,239	12,692
	<u>3,100</u>	<u>-</u>	<u>1,239</u>	<u>4,339</u>	<u>16,442</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 December 2018

8	LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR	Unrestricted Funds		Restricted Funds	Total Funds	Total Funds
		General	Designated	Funds	2018	2017
		£	£	£	£	£
	Accruals and deferred income	3,361	165	3,691	7,217	11,946

9	FUND DETAILS	Balance at	Income /	Dividends /	Costs /	Balance at
		1/1/2018	Donations	Interest	Transfers	31/ 12/ 2018
	RESTRICTED FUNDS IN SURPLUS AT END 2018					
	Funds invested in fixed assets	651	-	-	-	651
	Tower	4,818	2,152	-	(2,132)	4,838
	Robes & Vestment	140	-	-	-	140
	Missions	633	2,806	-	(2,624)	815
	Churchyard	-	-	32	-	32
	Choir Scholarships	162	-	-	-	162
	Community Sponsorship	11,925	350	-	(3,932)	8,343
	Disabled Access	277	-	-	(277)	-
	Remembrance	346	30	-	-	376
	Youth	523	-	-	-	523
	Sustainability	124	-	-	-	124
	South Aisle	-	-	-	-	-
	Sound System	2,810	120	-	-	2,930
	Fabric	66,232	(11,453)	201	(7,434)	47,546
	Youth Worker (Restricted)	1,744	1,749	-	-	3,493
	Endowments	651	-	-	-	651
		<u>90,385</u>	<u>(4,246)</u>	<u>233</u>	<u>(16,399)</u>	<u>69,973</u>
	RESTRICTED FUNDS IN DEFICIT AT END 2018					
	Organ	(1,911)	100	-	500	(1,311)
		<u>89,125</u>	<u>(4,146)</u>	<u>233</u>	<u>(15,899)</u>	<u>69,313</u>
	UNRESTRICTED					
	General	(36,087)	96,006	15	(103,345)	(43,411)
	Church Hall	13,678	8,812	-	(7,217)	15,273
	Youth Worker (Designated)	21,468	-	-	-	21,468
	Legacy & Memorial	46,508	500	196	-	47,204
		<u>45,567</u>	<u>105,318</u>	<u>211</u>	<u>(110,562)</u>	<u>40,534</u>
	TOTAL FUNDS	<u>134,692</u>	<u>101,172</u>	<u>444</u>	<u>(126,461)</u>	<u>109,847</u>

Fund Name	Type	Purpose & Restrictions
General	Unrestricted	General Fund for PCC
Church Hall	Unrestricted	Designated Fund for Church Hall Maintenance
Youth Worker (Designated)	Unrestricted	Designated Fund for Youth Worker
Legacy & Memorials	Unrestricted	Designated Fund for Legacies donated to PCC
Tower	Restricted	For provision of work to maintain the Tower and Bells, excluding 2010/11 Tower Restoration
Robes & Vestment	Restricted	For the provision of Robes and Vestments
Missions	Restricted	Funds which have been raised by Missions Committee for causes outside St. Marys
Churchyard	Restricted	For the upkeep of the Churchyard and monuments within the churchyard
Choir Scholarships	Restricted	For the provision of Choir Scholarships
Community Sponsorship	Restricted	To support the community sponsorship programme
Disabled Access	Restricted	For the provision and maintenance of disabled access facilities, with the priority being a disabled toilet
Remembrance	Restricted	For the provision of updating and maintaining the Book of Remembrance
Youth	Restricted	For the provision of Youth based work at St. Marys
Sustainability	Restricted	For promoting and implementing changes to support the environment
South Aisle	Restricted	Funds which have been provided towards the South Aisle Restoration project
Sound System	Restricted	Funds collected via Fees for the upkeep of the Sound System
Fabric Fund	Restricted	Funds for the provision of the upkeep of the Fabric of St. Marys
Youth Worker (Restricted)	Restricted	Funds which are collected specifically to support the joint Baldock Youth Worker.
Organ	Restricted	For the upkeep of the Organ

The Organ Fund and General Funds are in deficit. These deficits are covered by the Legacy & Memorial Fund.

10 CAPITAL COMMITMENTS

At 31st December 2018 the PCC had no capital commitments.

Independent Examiner's Report

Report to the PCC of the Ecclesiastical Parish of St Mary The Virgin, Baldock, on the financial statements for the year ended 31 December 2018 which are set out on pages 10 to 16.

Respective responsibilities of the PCC and Independent Examiner

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

It is my responsibility

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

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the PCC and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the PCC concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the 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 material matters have come to my attention which gives me cause to believe that in any material respect

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the financial statements do not accord with the accounting records

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

Signed:

Jenny MacDonald ACA

27 Fleming Drive, Fairfield, SG5 4FF

Dated: