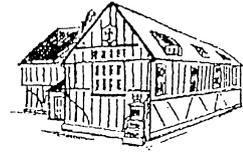


# ST JOHN & ST LEONARD BEDFORD 2021



**Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council  
(PCC)**

For the year ended 31<sup>st</sup> December 2021

**Incumbent**

The Reverend Victoria Bryson  
The Rectory  
36, St John's Street  
Bedford MK42 0DH

**St John's Parish Office**

38 St John's Street  
Bedford MK42 0DL

**Banks**

*The Royal Bank of Scotland plc*  
Deposit account

*The Co-Operative Bank plc*  
Community Direct Plus

**Independent Examiner**

Mr Barrie Frost

# Bedford St John & St Leonard Bedford – Annual Report 2021

## **Background (Aims and Purposes)**

St John & St Leonard PCC (The PCC) has the responsibility of co-operating with the incumbent of the parish in promoting, within the ecclesiastical parish, the whole mission of the Church. Its mission is to be “Showing Christ’s Love, Giving Hope and Bringing Peace” both inside and outside the church.

It has responsibilities for maintaining two worship centres in south Bedford together with associated land and buildings. The Church of St John the Baptist stands to the east of St John’s Street, Bedford, and the St Leonard’s Church Centre lies on the north side of Victoria Road, Bedford.

The PCC is a body corporate [PCC (Powers) Measure 1956 as amended, Church Representation Rules (Synodical Government) Measure 1969 as amended] and is a charity registered with the Charities Commission. Registration number 1131545. The members of the PCC are the trustees. Until 2009 the PCC was an exempt organisation, being part of the Church of England.

The Charitable aims are described in the registration. In carrying out its activities, the PCC are able to confirm that there are clear benefits to the public and specific sections thereof, in accordance with the public benefit guidance published by the Charities Commission. The activities carried out to further its purposes for the public benefit are described in this report. Two separate charitable funds, the Gertrude Day and Welbourne Charities, are managed by the Rector and wardens who are jointly the sole trustees. These charities are independent of the PCC.

## **Structure, Governance and Management**

### **PCC Membership**

<i>Incumbent:</i>	The Revd Victoria Bryson*	Rector
<i>Wardens:</i>	Mr Mark Whalan* Mrs Hilary Searle*	
<i>Representatives</i>	Mrs Delyth Arrowsmith	(re-elected October 2020)
<i>On Deanery Synod:</i>	Mrs Sue Williams* Mr David Lambert	(from October 2020) (Diocesan Synod member)
<i>Reader :</i>	Mr David Lambert*	Treasurer & Member of Diocesan Synod
<i>Elected Members:</i>	Mr Simon Brocklehurst + Miss Jess Dell + Mrs Liz Ewang + Mrs Margaret Lambert – Co-opted July 2021 Alan Ledwick + Luisa Moreton (from 25 <sup>th</sup> April 2021 to run to April 2024) Ms Val Swanborough + Ms Shaiyani Weerasinghe + (until June 2021) Mrs Catherine Whalan + Mrs Sue Williams* +	Lay Vice Chair

*Those marked + were elected for 3 years to run to April 2023*

*PCC Secretary:* Ms Tracey Woodward

The full PCC met 6 times during the year (remotely on-line), with an overall 92% attendance. The Standing Committee met between meetings and reports of activities and actions were received by the PCC and discussed where necessary.

*Parish Safeguarding Officer* – Mrs Margaret Lambert is a co-opted member of the PCC who reports on safeguarding matters and ensures that proper safeguarding practice underpins all that we do.

Due to restrictions on movement, and in accordance with Government, Diocesan and Bishops' guidelines the APCM was held on 25<sup>th</sup> April 2021, with participation online as well as in person.

### ***Other Ministers***

*Accredited Lay Minister:* Ms. Jill Thomas  
*Honorary Assistant Minister:* The Revd Phil Bryson Diocesan Lay Ministry Adviser  
*Community Minister* Mrs. Deborah Nicholls (left April 2021)

### ***Committees***

*Standing:* Transacts the business of the PCC between meetings subject to any directions given by the PCC. Members identified as above\*.

*Finance:* Sets operating budgets, provides regular updates to the PCC, manages the stewardship scheme, reclaims tax on gift aid donations, keeps books, manages cash flow, maintains appropriate financial controls and produces annual reports. The team consists of the Chair (Treasurer), Angela Locke (Bookkeeper), Chris Moss (Gift Aid), Hilary Searle (Salaries), and a churchwarden. Jill Thomas manages the Weekly Planned Envelope Scheme. The allocation of money to missions is undertaken by the PCC.

*Buildings and Land:* Manages the maintenance and upkeep of the buildings and associated land under the Church Wardens and invites others on an ad-hoc basis depending on skills required.

### ***Responding to the pandemic***

As we moved into 2021 lockdown restrictions remained and our morning worship services moved back onto 'Zoom' once more with written Bible reflections continuing to be circulated twice per week by email and post. We also began zoom based 'Coffee and Chat' sessions to give members of the congregation a chance to catch up with each other midweek. We returned to 'in person' Sunday services on 18<sup>th</sup> April at St John's Church and to 'in person' midweek services at St Leonard's Church Centre on 5<sup>th</sup> May. This pattern continued until September 2021 when we were able to open both of our Church centres for in person worship and Sunday morning pattern was established with the location of the morning service alternating between the Church Centres. We returned to having 2 in person evening services at St John's but unfortunately had to end our midweek service provision. To ensure that everyone was able to take part, all services at St John's church were also livestreamed onto Zoom.

Our hall remained closed for the first part of the year but reopened in April. Since then we have been able to welcome back our community groups who regularly use the St John's Church Hall and St Leonard's Church Centre.

While the pandemic has taken its toll on our Church community, as it has across the world, 2021 has been a year of rebuilding hope and establishing our vision for moving forward.

### ***Staff and volunteers***

Both of our staff members remained on furlough for the early part of 2021 with our Administrator and Cleaner returning full time from the beginning of June.

Our financial position meant that we had no option but to make our Community Minister (Deborah Nicholls) redundant and she remained on furlough until her last day of employment at the end of April.

We are very grateful to Simon Brocklehurst who has continued his responsibilities as Music Director and has adapted wonderfully to the demands of the pandemic providing musical worship on 'zoom' during the periods of lockdown and providing vital assistance during the periods of meeting together in Church to enable musical worship to be streamed to those joining at home. We also give thanks for Dan Payton who has joined the musical worship team and assists Simon in both online and in person services.

Upon our return to in person services at St John's Church, new equipment was purchased to ensure that those who felt vulnerable entering the Church building were still able to feel included and connected in our worship services. Our thanks go to the team of people who have volunteered to run 'Zoom' both in Church and at home to ensure that we were able to offer this provision throughout the remainder of the year and on into 2022.

Our thanks go to the Rector and all the staff for their unstinting effort for the work of Christ in our midst.

In addition to those specifically mentioned above, the enormous amount of unpaid work done by a large number of people, in particular David Lambert, in the name of Jesus Christ our Lord is acknowledged. This enables the buildings, the church activities, the outreach and the church itself as a fellowship to function and grow.

### ***Safeguarding***

We are delighted that Margaret Lambert continued in her role as Deputy Parish Safeguarding Officer and that, since May 2021, she has taken on the role of Parish Safeguarding Officer

St John's and St Leonard's have a documented safeguarding policy for children and vulnerable adults, which is in line with the Diocesan policy and thereby pays due regard to the House of Bishops' guidance on safeguarding. Appropriate procedures are followed and relevant appointments made. The PCC includes safeguarding as a standing agenda item and receives regular reports. The policy is reviewed annually by the PCC.

The PSO maintains the ***Parish Safeguarding Dashboard*** tool as a continuous process. This enables the PSO and diocese to check that all the requirements of the policies are in place. It highlights areas that are complete and enables an ordered process to the safeguarding requirements of the church.

### ***Church attendance***

In 2021 the electoral roll was updated in accordance with the requirements of General Synod. At the 2021 APCM the Electoral Roll stood at 62, a reduction of 2 from the 2020 APCM (64). Of those on the roll 19 live in the parish, although a significant proportion live within close proximity of the Parish. We have 2 places on Deanery Synod.

As mentioned earlier, this year has been unusual in terms of Church attendance. During the times when the Church has been closed and meetings have taken place on 'Zoom' we have had a regular attendance of approximately 30 adults and between 1 and 4 children. Since the return to 'in person' Sunday morning services, our regular weekly attendance has been approximately 35 adults and approximately 6 children with the vast majority joining in person and up to 5 joining on Zoom.

Our Lent course took place via Zoom and followed 'The Prayer Course II'. It was attended by approximately 15 people.

We celebrated Easter on 'Zoom' but were able to return to services in Church for Christmas with Christingle taking place at St Leonard's and our Carol Service, Blue Christmas, Christmas Eve and Christmas Day services all taking place at St John's and via Zoom (with the exception of Blue Christmas which was solely in person for pastoral reasons).

We held 3 Funerals in 2021, 1 took place at St John's Church and the other 2 were at the crematorium.

During the year, in addition to regular leaders and preachers, the congregations benefitted from the ministries of Stefan Kaye from Tearfund, The Revd Richard Moy and the Revd John Bell

## **Buildings**

- General:* The care and use of the buildings and land is considered to be an important aspect of the church's stewardship of resources in its care. This is achieved through regular cleaning, maintenance and upkeep; also the appropriate use of the buildings.
- St John's Church:* Routine maintenance was carried out during the year. It is a Grade 1 Listed Building having been re-listed in 2018.
- St John's Hall:* Regular maintenance has been carried out, working parties carrying out wider cleaning and maintenance on the hall and grounds.
- St Leonard's Church Centre:* Regular maintenance has been carried out, and the premises are maintained in good order. The adjacent car park remains secured, and infrequently used.
- Curate's House:* Since June 2013 this has been rented out on a commercial basis on a formal short-term tenancy managed by a local agent. The intent is for the net income is shared between the Diocese and the PCC proportionate to the equity share (approx. 70/30). The PCC is engaging with the Diocese over the future of the building, which provides a valuable asset for a future curate.

## **Achievements and Performance**

Details of our approach to Mission, (how we deliver the charitable aims and objectives) are described in the Mission Action Plan (MAP) which was fully reviewed, updated and submitted to the Diocese of St Albans on 24<sup>th</sup> July 2019. A Vision Day was held on 10<sup>th</sup> July 2021 giving all members of our community a chance to share their views on our ongoing mission plans. In October 2021 a small team went to a 'Leading Your Church into Growth' residential conference to receive training in mission and Church growth. The learning from this conference and the conversations undertaken will form a key part of our Mission Action Plan which will be revised in 2022.

### ***Outreach and Service within the Local Community***

Our weekly "Toddlers" group was able to recommence face to face meetings from April 2021 providing support to those in the local community, led by Alison Clark of "Praise and Play". The 'toddler Facebook group' set up and run by Alison has also continued to support our toddler families. The **coffee morning** held every two weeks at St Leonard's recommenced in September 2021 which has been a great blessing to those who attend. Unfortunately, the bi-monthly services at **Bedford Hospital (South Wing)** have not been able to meet due to lockdown restrictions. In addition, from April 2021, the St John's Hall and St Leonard's Hall were made available again to local **community groups** including, among others, antenatal classes, baby massage, NCT meetings, Bedford Pipe Band, Locomotive Club of Great Britain (Bedford Branch), Bedford Hospital Cardiac re-habilitation The Borough Council and elections. Car Parking is provided free of charge for the staff and SMART support workers. Unfortunately, we have not been able to recommence "**Open the Book**", in our local schools, **Cauldwell** and **Shackleton**, due to ongoing restrictions but we remain hopeful that this can return in 2022.

At the beginning of the year gifts were sent to our local Funeral Directors and School Staff to thank them for the work they had been doing in the community. A gift was also sent to the testing centre at Faraday Centre. These were extremely well received.

### ***Wider Mission***

In 2021 the *Harvest appeal* went towards the Bishop's Harvest Appeal "Water is Life" and Christian Aid relief support in Haiti following a major earthquake. The Christingle appeal supported *the Children's Society*. As a result of the exceptional legacy gift the PCC resolved to give 10% to mission organisations, which will appear in the 2022 accounts

### ***Home activities***

In addition to services held at St John's Church and St Leonard's Centre, a wide variety of activities were undertaken to support the Church Family. Our original Church **Home group** continued to meet online and meeting fortnightly to worship, study the Bible, provide mutual support and offer acts of service to our local community within the parish and across Bedford. A second **Home group** also began in the summer which meets weekly online for worship, Bible study and fellowship. Regular **daytime prayer meetings** also continued online to offer prayer and support. Members of the congregation also kept in touch with each other by phone.

### ***Vocations, Deanery, Diocese and wider Anglican Communion***

During 2021 AJ Wade was commissioned as a Lay Leader of Worship for the benefice and Sue Williams was commissioned as a Discipleship Enabler. In September Simon Brocklehurst began his training as a Discipleship Enabler.

. Deanery representatives participated in Deanery Synod meetings, and one, David Lambert, is an elected member of the Diocesan Synod and serves on the Diocesan Property Committee.

The Bedford Good Friday Act of Witness was cancelled due to the Coronavirus restrictions. The congregations continue to be kept up to date with developments across the Anglican communion, both through local information, teaching and through wider missionary contacts.

## **Financial Review and Stewardship**

### **Finance:**

During 2021 we continued to use the PAXTON accounting package (for the eleventh year), the software accords with the accounting regulations, SORP 2015. David Lambert was re-appointed by the PCC as "Treasurer". Angela Locke very capably manages the book-keeping. and the administrator deals with invoicing, receipt of payments and payment for bills. Following the Government enforced move of our current account from Royal Bank of Scotland in September 2019 payments are now being made on-line, with dual signatories as recommended by the Charity Commission. The RBS Deposit account remained in place for the duration of 2021.

**Total incoming resources** for 2021 were **£156,142**, up from **£120,788** in 2020, benefitting from Grants amounting to **£19,298** from Bedford Borough Council, a legacy gift of **£43,049** and **£3,410** from the Government Job Retention Grants (Furlough scheme). The reduction is predominantly the result of loss of income due to the COVID-19 Pandemic and associated restrictions, including total loss of hire income and cash offerings.

We are particularly grateful to regular donors who continued to maintain their planned giving during 2021. The move to most donors paying by standing order or on-line banking over the past few years has been of great benefit during the pandemic restrictions.

**£8,427** income from the rental of the curate's house is included, of which it is the intention that **£5,812** (the net income apportioned by equity share) is held to be passed in due course to the Diocese after deduction and apportionment of expenses such as insurance and maintenance. In practice this is retained within the equity value of the property as explained elsewhere.

All giving is treated as "open giving", unless specifically designated otherwise by the donor, which is to say that donors leave the allocation of use of the giving to the discretion of the PCC. In response to the changing patterns of individual mission support, and economic circumstances, the PCC continued the pattern set in 2010 with the intention of the proportion being taken from all income (except specific gifts, grants and restricted income), set initially at 10% subject to frequent review. During 2019 it had become apparent that this was not sustainable in the way it had been managed previously, and other that specifically identified gifts including those for Harvest and Christingle that 10% was not sent off to the usual mission partners, although the amount spent on mission activities exceeds those gifts.

**Gift Aid tax income** amounted to **£10,725**, approximately the budgeted amount of **£10,687**. The Small Donations Gift Aid Scheme (SDGAS) contributed **£153** of this amount. Gift aid recovered on restricted gifts is allocated in line with the restrictions placed on those gifts, for example Harvest or Christingle in 2021.

**Income for wider mission** As explained above, the practice of devoting 10% of total giving through gift aid, envelope scheme, cash offerings, lettings and general donations to specific wider mission organisations was suspended in 2019 in recognition of the realities of income, and the more holistic approach being taken towards mission. In 2021 the **Harvest appeal raised £1719** towards the Bishop's Harvest Appeal "Water is Life" and Christian Aid relief support in Haiti following a major earthquake. Christingle raised **£320 towards the Children's Society**. As a result of the exceptional legacy gift the PCC resolved to give 10% (**£4,300**) to mission organisations, which will appear in the 2022 accounts. *Details are given in Notes to accounts page 2.*

**Total Expenditure** for 2021 was **£119,597** compared with **£110,532** in 2020. In order to maintain cash-flow and to allow a contingency against unavoidable staff costs in 2021, £6,000 had been held back from the Parish Share Contribution. Following receipt of the legacy this amount was paid to the Diocese, thereby fulfilling our Parish Share request for 2020. This compared with the initial **£101,263** budget. This included the expenditure of restricted gifts, balanced by income such as for mission or specific purposes, Notable items of expenditure included heating and gutter repairs at St Leonard's (all historic legacy gifts for St Leonard's have now been used) the costs of clearing fly tipping, the redundancy payment, to the Community Minister in May, and a (balanced) farewell gift to Debbie following over 10 years of service in post.

Staff are paid at rates based on the "Real" living wage – in accordance with the recommendations of the "Living Wage Foundation". We have ensured that they continued to be paid 100% of their usual pay during 2021. Pension arrangements have been made with the Church of England Pension Fund, who have provided an appropriate "disclosure notice" in accordance with the requirements of FRS 102.

***As a result of the COVID-19 pandemic***, and the statutory requirement to close down rentals etc, the PCC managed unavoidable expenditure. Utility use was reduced, however the reductions in water standing charges were re-introduced, and the gas and electric standing charges were not discounted. The Community Minister had been furloughed from November 2020 (although because she was to be made redundant did not qualify for government payments from January 2021 due to a late change in the rules). The administrator and cleaner returned to work full time in January. This is described in the accounts as income. Through 2021 the PCC ran a continuing evolving "working budget", having "noted" the initial deficit budget proposals in March 2021.

**Accumulation of funds from rental of Curate's House.** **£50,552** is now identified from the rental of the curate's house, with the intention of passing that sum to the Diocesan Board of Finance (£2,606 from 2013, £6,585 from 2014, £6,077 from 2015, £6,019 from 2016, £5,453 from 2017, £6,111 from 2018, £6,000 from 2019, £6,100 from 2020 and £5,701 from 2021), based on sharing net income on an equity share basis. This is held within the equity of the property for payment.

**Wider Mission Giving** decreased from **£3,145** in 2020 to **£2,639** The overall financial resources devoted to "mission" exceeded this and included (but were not limited to) support of the Community Minister for the first few months of the year, and local initiatives such as support to those affected by COVID. The 2021 figure includes **£100 (£375 in 2020)** given from St Leonard's coffee morning, the Christingle element of which is included within the main accounts (*see notes to accounts page 2*)

#### **Financial Explanation and Outlook**

The initial budget for 2021 as presented to the PCC in March was noted at a deficit of £12,291 which was not acceptable to the PCC, and measures were put in place to develop a budget which would be sustainable whilst protecting core service and expenditure, including staff and building costs. the PCC ran a closely scrutinised "working budget", sought grants and took advantage of the Government job retention scheme. as explained above,

This does mean that we go into 2022 with a financial reserve, but with a backlog of expenditure to maintain existing infrastructure and improve security. 2022 remains a challenge, there is a continuing reliance to the tune of £8,000 per year on income from the curate's house, rentals are not yet back up to pre-pandemic levels and underlying giving is still depressed..

The challenge to the PCC is to continue to deliver the Charitable Objectives (Aims and Purposes) within the continuing financial constraints. The PCC is addressing these issues, to ensure that financial stability is maintained to deliver the Church's Vision, as defined in the parish "Mission Action Plan".

### Reserves Policy

In 2014 the PCC adopted the following Reserves policy:

***"It is the policy of the PCC to maintain a balance of 2 months of utility expenditure, insurance and contractual commitments, including salaries. It is considered that a catastrophic event would require the use of such a reserve, and that on-going gifts would cover Parish Share and other expenses."*** At 2021 cost levels this requires £1,935 a total of £1,935 pm, a total of £3,870 reserve.

At 31<sup>st</sup> December the balance sheet shows £69,518 cash in the bank. It is noted that the cash element of the endowment fund (the fabric fund) stood at £30,325 with a further £240 in restricted funds. This leaves £35,083 of free reserves.

The designated amounts intended to be paid to the Diocese with regard to letting of the curate's house have been utilised as a buffer to maintain cash flow, reducing the reserves. The amount is retained within the equity value of the property.

In accordance with the guidance to PCCs under the Charities Act 2011 (section 3.5) the PCC will continue to prioritise the cash position to maintain the free reserves in line with the Reserves policy, whilst continuing to deliver the Charitable Objectives (Aims and Purposes). The PCC will keep this under close scrutiny in 2022.

### **Stewardship:**

St John's and St Leonard's has always taken seriously its approach to Christian Stewardship, in its widest sense, and has a high level of planned and tax-efficient giving. This has had strong benefits during 2021. During 2022 the PCC will be looking at how we continue to be good stewards of that with which we have been entrusted, and how assets can be best maintained and used as part of our ongoing mission.

### **Conclusion**

Although this has been an incredibly tough year, we praise God that He has been with us through the joys and challenges we have experienced and look forward to His continued provision for this new season in the life of this Church. We continue to pray that we, as Christ's Body, the Church in this part of Bedford, will be envisioned and empowered to face the challenges of all that lies ahead as we seek to bear witness to our Lord Jesus Christ, and live out His Kingdom in our Parish and Town, and more widely throughout the world.

***Signed on behalf of the PCC***



The Reverend Vicki Bryson

Rector, St John and St Leonard Bedford, Chair, St John's and St Leonards PCC

Please note that this report should be read in conjunction with the following documents:

- Statement of Financial Activities as at 31/12/2021 (SOFA) ~ 1 page
- Balance Sheet as at 31/12/2021 ~ 1 page
- 2 pages of Notes to the accounts
- FRS102 Pension disclosure statement 2021 & Examiner's letter 2022

*Approved at the PCC meeting on 30th March 2021 along with the associated statements of accounts listed above and Budget Comparison, SOFA detail, FRS102 pension disclosure statement and Examiner's letter.*

## St Johns &amp; St Leanords

Printed: 08/03/2022

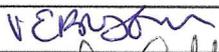
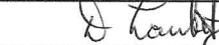
	Unrestricted funds	Restricted Income funds	Endowment funds	Total funds	Prior year funds
	£	£	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	130,703	3,650	0	134,353	96,938
Charitable activities	7,876	0	0	7,876	8,548
Other trading activities	0	0	0	0	0
Investments	1	0	2,453	2,454	3,873
Separate material item of income	0	0	0	0	0
Other	11,459	0	0	11,459	11,429
<b>Total</b>	<b>150,040</b>	<b>3,650</b>	<b>2,453</b>	<b>156,142</b>	<b>120,788</b>
<b>Expenditure on:</b>					
Raising funds	0	0	0	0	-397
Charitable activities	117,561	1,230	806	119,597	110,928
Separate material item of expense	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>117,561</b>	<b>1,230</b>	<b>806</b>	<b>119,597</b>	<b>110,532</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>32,478</b>	<b>2,420</b>	<b>1,647</b>	<b>36,546</b>	<b>10,256</b>
Net gains/(losses) on investments	0	0	12,266	12,266	5,452
<b>Net income/(expenditure)</b>	<b>32,478</b>	<b>2,420</b>	<b>13,913</b>	<b>48,812</b>	<b>15,708</b>
<b>Extraordinary items</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfers between funds</b>	<b>14,505</b>	<b>-2,764</b>	<b>-11,741</b>	<b>0</b>	<b>0</b>
<b>Other recognised gains/(losses):</b>					
Gains/(losses) on revaluation of fixed assets for the charity's own use	7,590	0	0	7,590	0
Other gains/(losses)	0	0	0	0	0
<b>Net Movement in Funds</b>	<b>54,573</b>	<b>-344</b>	<b>2,172</b>	<b>56,402</b>	<b>15,708</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward	2,104,542	584	28,153	2,133,279	
<b>Total funds carried forward</b>	<b>2,159,116</b>	<b>240</b>	<b>30,325</b>	<b>2,189,681</b>	

## St Johns &amp; St Leanords

Printed: 08/03/2022

	Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total funds	Prior year funds
<b>Fixed assets</b>					
Intangible assets	0	0	0	0	0
Tangible assets	2,040,150	0	-25,669	2,014,481	2,006,891
Investments	-25,669	0	122,339	96,670	84,404
<b>Total fixed assets</b>	<b>2,014,481</b>	<b>0</b>	<b>96,670</b>	<b>2,111,151</b>	<b>2,091,295</b>
<b>Current assets</b>					
Stocks	0	0	0	0	0
Debtors	9,002	9,527	0	18,530	13,812
Investments	0	0	0	0	0
Cash at bank and in hand	145,150	-9,288	-66,345	69,518	36,397
<b>Total current assets</b>	<b>154,153</b>	<b>240</b>	<b>-66,345</b>	<b>88,048</b>	<b>50,209</b>
Creditors: amounts falling due within one year	9,518	0	0	9,518	8,225
<b>Net current assets/(liabilities)</b>	<b>144,634</b>	<b>240</b>	<b>-66,345</b>	<b>78,530</b>	<b>41,984</b>
<b>Total assets less current liabilities</b>	<b>2,159,116</b>	<b>240</b>	<b>30,325</b>	<b>2,189,681</b>	<b>2,133,279</b>
Creditors: amounts falling due after more than one year	0	0	0	0	0
Provisions for liabilities	0	0	0	0	0
<b>Total net assets or liabilities</b>	<b>2,159,116</b>	<b>240</b>	<b>30,325</b>	<b>2,189,681</b>	<b>2,133,279</b>
<b>Funds of the Charity</b>					
Endowment funds	0	0	30,325	30,325	28,153
Restricted income funds	0	240	0	240	584
Unrestricted funds	2,159,116	0	0	2,159,116	2,104,542
Revaluation reserve	0	0	0	0	0
<b>Total funds</b>	<b>2,159,116</b>	<b>240</b>	<b>30,325</b>	<b>2,189,681</b>	<b>2,133,279</b>

Signed by one or two trustees  
on behalf of all the trustees

Signature	Print Name	Date of approval dd/mm/yyyy
	REV V. BRYSON	30/03/2022
	DAVID LAMBERT	30/03/2022

**ST. JOHN AND ST. LEONARD P.C.C. BEDFORD.**  
**"Notes to the Financial Statements for the year ended 31st December 2021"**

1

**ACCOUNTING POLICIES**

**(a) Basis of accounting**

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards and the Charities SORP 2015 FRS 102. They follow the historical cost convention except for the valuation of investment assets, which are shown at market value.

**(b) 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. Funds that are designated for a particular purpose by the PCC are still unrestricted. Restricted funds are from income that has been accepted subject to conditions about how it may be used. The restricted funds are given names that indicate their purpose and restrictions.

The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. However, they do not include any accounts of church groups that are simply informal gatherings of church members.

At 31st December 2021 it was recognised that payments had been made from the general fund which should have been taken from designated or restricted funds. These were adjusted by recorded journal entries.

**(c) Incoming resources**

***Voluntary income and capital sources***

Collections are recognised as income when they are received by or on behalf of the PCC. Planned giving, under Gift Aid or otherwise, is also only recognised when it is received. Income tax recoverable on Gift Aid donations is recognised at the same time as the gift itself. Grants and legacies are accounted for as soon as the PCC has been notified of its legal entitlement and the amount is quantifiable and the PCC is reasonably certain of receiving it in due course.

The Church of St Johns and St Leonards does not usually engage in fund-raising activities. Some social activities are undertaken for which an admission charge is made (for example Harvest Supper) but these are regarded as part of the Church's outreach. In these circumstances proceeds are sometimes netted off against expenses where it is not reasonably practicable to separate some expenses and receipts (for example occasional refreshments and receipts) and the net cost is charged as a running cost under "Work of the Parish".

***Other income***

Rental income from letting of Church premises is recognised when the rental is due, although in 2020 income has only been recognised when paid. Bank deposit interest is accounted for as it accrues. Other investment income is accounted for when it is due and payable.

***Gains and losses on investments***

Realised gains or losses are recognised when investments are sold. Unrealised gains or losses are accounted for on a revaluation every 31st December.

**(d) Resources used**

Grants and donations are accounted for when paid over, or when awarded if the awarding creates a binding obligation on the PCC. The diocesan parish share is accounted for when payable: any amount unpaid at 31 December would be provided for as an operational liability, but St Johns and St Leonards pays it monthly and the amount paid at 31st December 2021 has been confirmed.

**(e) Fixed assets**

***Consecrated land and buildings and moveable church furnishings***

Consecrated and beneficed property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011. 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 beneficed buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and disclosed at 3c)

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

Equipment used within the church premises is depreciated on a straight line basis over a period not exceeding four years. Individual items with a purchase price of £2,500 or less are written off when the asset is acquired.

***Investments and current assets***

Investments are valued at market value at 31 December. Amounts owing to the PCC at 31 December in respect of fees, rents or other income such as Gift Aid are shown as debtors, less provision for amounts that may prove uncollectable (including rents not secured). In practice only Gift Aid is included in line with 1(c) above. Cash at bank and in hand includes funds on short term deposit.

***Valuation of Buildings***

From 2016 Ecclesiastical Insurance has amended its insurance approach from being based on a given asset value (which has been used as the current asset value in the accounts, to a "limit of claim", which does not provide a defined asset value. From 2016, therefore, the asset value used in these accounts will be based on the latest available valuation, which it was intended would be reviewed every 3 years and adjusted in accordance with recognised valuation increase/decrease criteria. 2016 values are available for all buildings except the St John's Church Building, on which the insurance claim limit has been raised from £5M in 2016 to £7.5M at the end of 2017. Ecclesiastical Insurance have advised that the Archdeacons have been made aware of the change in the basis of insurance. The figures used for valuation for 2021 accounts are those given for St John's Hall by Ecclesiastical Insurance on 30th November 2017, with a similar increase for St Leonard's Church Centre (pro-rata on the figures used for 2016 valuations). Both buildings are insured for a limit of claim of £2.5M. In 2021 it has been decided to continue to use the same valuations as previously

**ST. JOHN AND ST. LEONARD P.C.C. BEDFORD**

**2 Notes to the Financial Statements for the year ended 31st December 2021**

<b>SORP 2015 references</b>			<b>2021 Direct</b>	<b>2021</b>	<b>2020 Direct</b>	<b>2020</b>	<b>2019 Direct</b>	<b>2019</b>
			<i>St Leonards Coffee Morning</i>		<i>St Leonards Coffee Morning</i>		<i>St Leonards Coffee Morning</i>	
<b>B2</b>	<b>Missionary Societies &amp; Organisations Supported</b>							
	Kings Ams local Shoe Boxes			250				
	Bible Exhibition (Renhold Chapel)						200*	200
	Bishops Harvest Appeal (Light up Tanzania)	O/Seas						916
	Bishops Harvest Appeal (Water for Life)	O/Seas		831				
	Christian Aid (Haiti Earthquake Relief)	O/Seas		888				
	MacMillan Coffee Morning		50					inc
	Family Pastoral Gift				200			
	SMART / BECHAR					300		
	Children's Society (inc Christingle)		100+	320	175*	355	200*	236
	Malawi Orphan Fund & HoH Gifts (670)	O/Seas				100	10*	10
	Tear Fund (Lebanon- Harvest)					895		
	Tear Fund (East Africa)			50				
	Railway Mission						200*	200
	CMS (South American Miss Society)	O/Seas		300		300+		
	Romania Shoebox appeal	O/Seas				In kind		
	Bible Society (Bibles for Iraq & China)	O/Seas					100*	100
	Dementia UK						235*	235
	Zambesi Mission	O/Seas				300	300*	350
			<b>150</b>	<b>2,639</b>	<b>375</b>	<b>1,950</b>	<b>1,245</b>	<b>2,247</b>

[held, to be paid in 2021 +]

The "Direct" amounts are outwith these accounts, provided in kind or due to expediency (to meet immediate need), but included for the benefit of transparency. Those identified\* are included in accounts.

<b>Fixed Assets</b>			<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>D1</b>	53 Hillesden Ave, Elstow	buildings	89,268	81,678	81,678	81,678	79,377
<b>a</b>	St. John's Hall	building & contents	850,000	850,000	850,000	850,000	850,000
<b>b</b>	St. Leonard's Church Centre	building & contents	1,075,213	1,075,213	1,075,213	1,075,213	1,075,213
<b>c</b>	Fabric Fund CBF Investment		96,670	84,404	78,952	66,500	67,508
			<b>2,111,151</b>	<b>2,091,295</b>	<b>2,085,843</b>	<b>2,073,391</b>	<b>2,072,098</b>

**A4**

The property values shown for St. John's Church Hall and St. Leonard's Church Centre are taken from figures provided by Ecclesiastical Insurance at 30th November 2017 as minimum insured amounts for St John's Hall, with a similar increase for St Leonard's Church Centre pro-rata to the previous valuations. They are both insured for loss limits of £2.5M. Refer to Notes page 1 for further details.

The St John's Church building is insured in a similar manner with a limit of loss of £7.5M, with minimum insured amounts of £4,470,000 and a further £100,000 contents but not included in the statement of assets, which is in accordance with SORP 2015 requirements

The funding of 53 Hillesden Ave is on an Equity Sharing Loan made up as follows: -

	<b>Share %</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>a</b> St. Alban's DBF Pastoral Account	<b>68.97%</b>	198,414	181,724	181,724	181,724	176,431	170,355
St. John and St. Leonard P.C.C.	<b>31.03%</b>	89,268	81,678	81,678	81,678	79,377	76,643
		<b>287,682</b>	<b>263,402</b>	<b>263,402</b>	<b>263,402</b>	<b>255,808</b>	<b>246,998</b>

The Fabric Fund capital, of which only the income can be used for the fabric of St. John's Church, comprises 4,128 shares in the of the Church of England. The value shown is the bid price at 31st December 2021

**Church Workers Pension Fund (CWPF)**  
**FRS102 Statement - December 2021 Year End**

**The PCC of St John and St Leonard, Bedford** participates in the Pension Builder Scheme section of CWPF for lay staff. CWPF is administered by the Church of England Pensions Board, which holds the CWPF assets separately from those of the Employer and other participating employers.

CWPF has two sections:

1. the Defined Benefits Scheme
2. the Pension Builder Scheme, which has two subsections;
  - a. a deferred annuity section known as Pension Builder Classic, and,
  - b. a cash balance section known as Pension Builder 2014.

### **Pension Builder Scheme**

Both sections of the Pension Builder Scheme are classed as defined benefit schemes.

**Pension Builder Classic** provides a pension, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Discretionary increases may also be added, depending on investment returns and other factors.

**Pension Builder 2014** is a cash balance scheme that provides a lump sum which members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. Discretionary bonuses may be added before retirement, depending on investment returns and other factors. The account, plus any bonuses declared is payable, unreduced, from age 65.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and means that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are the contributions payable (**2021: £2372, 2020: £2287**).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent valuation was carried out as at 31 December 2019. The next valuation is due as at 31 December 2022.

For the Pension Builder Classic section, the valuation revealed a deficit of £4.8m on the ongoing assumptions used. At the most recent annual review, the Board chose to grant a discretionary bonus of 3% following improvements in the funding position over 2021. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £5.5m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, **The PCC of St John and St Leonard, Bedford** could become responsible for paying a share of the failed employer's pension liabilities.

To:  
The Parochial Church Council of  
Bedford St John & St Leonard

13 The Furlong  
Putnoe  
Bedford  
MK41 8EE

01234 – 354915  
9 March 2022

**Independent Examiner's Report to the Parochial Church Council of Bedford  
St John & St Leonard (Registered Charity No. 1131545)**

This report on the accounts of the PCC for the year ended 31 December 2021 as described in the Annual Report, including the 2 pages of notes, the Balance Sheet (1 page), the SOFA report (1 page) and the FRS102 Disclosure Notice in respect of the Church Workers' Pension Fund (1 page) 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 S.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 Commission under S.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:

- i. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with S.130 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and the Regulations have not been met;or
- ii to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I wish to again place on record my gratitude to David Lambert and Angela Locke for their considerable assistance in this exercise.

*PB Frost*

(Barrie Frost)

# *Thank you*

to the people of the Parish of  
**Bedford, St. John & St. Leonard**

for your ongoing support of the cost of ministry  
in the Diocese during these continuing uncertain times.

The amount of Parish Share paid in 2021 was:

**£60,600**



+ Alan

Bishop of St Albans



*[Handwritten signature]*

Diocesan Secretary