



**The Parochial Church Council of the
Ecclesiastical Parish of St Stephen, Norwich**

**Annual report and
financial statements for
the year ended
31st December 2025**

The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich

Referred to in this report as "the PCC"

Registered charity number 1147706

Situated in the centre of Norwich, St. Stephen's Church is part of the Norwich Diocese within the Church of England.

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Email: admin@ststephensnorwich.org
Website: www.ststephensnorwich.org

Vicar & PCC Chair*	Revd Helke Prentice (from 1 st July 2025)
Assistant Priest*	Revd Dr Ian Fifield (to 17 th July 2025)
Licensed lay ministers*	Dave Humphreys Princess Olufunnke Olugboji
Churchwardens*	David Daynes Janet Terry
Treasurer*	Sue Stapleford Pink
PCC Minute Secretary	Gail Halley
Diocesan Synod Member*	Alaine Mukene-Drew
Deanery Synod Representatives*	Dave Humphreys Lynne Daniels (to 31 st August 2025)

*indicates member of the PCC and trustee of the charity

PCC members and trustees of the charity in 2024 or at the date of this report:

(in addition to those marked * above)

Adam Curtis	Peter Emmrich (Co-opted 13 May 2025)
Aimee Gedge	Barbara McLellan
Mike Terry	Sue Stapleford Pink
Clare Rushmer	Abi Walter-Browne

Bank: Co-operative Bank

Independent examiner: Mr Philip Buttinger ACMA

It is a great privilege and a joy to write my first foreword as Vicar for the Annual Report of St Stephen's Norwich 2025. And what a year it has been!

In January the vacancy and Parish profile were published online and via the website – and was read by yours truly, at the time on holiday a mere 12 miles north of Norwich. I know that prayers on all sides guided us during this time.

And so the first part of the year was a particularly busy time for Ian Fifield, the wardens and PCC members; selecting candidates from among the applicants, preparing for the interview, liaising with the Archdeacon, and getting the vicarage ready for prospective candidates.

It was a real joy meeting many of you on the interview day in early March, and I was humbled and honoured to be appointed. While I returned to prepare my benefice for their interregnum, the workload for the St Stephen's team did not ease: Easter followed and around this time Sam Luscombe finished her curacy at St Stephen's. We thank her and will miss her, particularly her excellent sermons. Then, quite unexpectedly, Ian Fifield, Associate Priest at St Stephen's, was appointed to become the next Vicar of St David's Church, Thorpe End.

Around this time and following Andy Rose's departure we were joined by a new Finance Manager, Alen Tomy, who patiently and graciously deals with a myriad of requests from treasurer, wardens, manager and myself, and always with a smile.

Throughout the interregnum the church continued to be faithfully and skilfully led by Ian Fifield, supported by our wardens David Daynes and Janet Terry, and our manager Lisa Fifield in the office. A huge thank to them and all who supported them to continue Madeline Light's legacy and to ensure a smooth transition.

In the end we had exactly two weeks overlap, before Ian moved to St David's.

I was licensed by Bishop Graham on 30th June 2025, on one of the hottest days of the year. The service was well attended by local dignitaries, colleagues from the deanery, as well as friends from my benefice and family. My thanks go to all who were involved in the preparations, everyone who attended and contributed to a beautiful service, and who made me and Alistair so very welcome. Everyone was glad to note that no cracks appeared in the building, however we nearly had a flood because of burst pipes!

Over the summer I spent a lot of time meeting and getting to know people individually, listening to their experiences, their journeys of faith, the skills and gifts they carry and what they are passionate about. This is not just a way of building relationships but also helps discern what the way forward for the church might look like, to continue building on all that had been achieved, but also recognising that as people leave and others join, they may collectively shape a different connection.

This culminated in a Vision morning in mid-September, giving everyone an opportunity to meet and prayerfully consider and talk about we might further build on the values of St Stephen's of Open Door, Open Hands, Open Heart. We agreed on four needs, some of which we are already working to meet: care for the elderly, care for people with mental health issues, care for the environment, and added to that: care for the stranger.

We want to actively work towards becoming a Sanctuary Church, and to explore what it means to be a prophetic sign as a multicultural church, which grows younger and welcomes strangers to actively work against division, fear, isolation and polarisation. Jesus' declaration: 'I was a stranger and you invited Me in' is a powerful mandate.

The ministry of Sunday services were generously supported by our LLM Dave Humphreys, three retired clergy with PTO: Colin Reed, Jill Mowbray and Peter Varney and various lay members, soon to become

Authorised Worship Assistant. Thank you to them for their support while a new ministry team began to take shape. We are particularly pleased that Jude Johncock is now exploring ordained ministry.

We are grateful to Sam Roberts for continuing excellent work among young people with Little Fellowes, the Sunday Kids group and during school holidays the very popular and successful Lego club. She is also building connections with The Free School Norwich, and I have been invited to take assemblies at Norwich High School for Girls. Neither school is a church school, but both have expressed a desire to build relationships.

Throughout the year the St Stephen's Café continued providing excellent service and is an important way to foster community, offering people of all ages a friendly place to meet over a cuppa or to eat at an affordable price, and for children to play. On Wednesdays the Renew Wellbeing space continues to offer a safe place for people who struggle, and they find a listening ear and practical help.

Clare Melia, our community worker, leads the Café Friends' team, who dedicate their time to chatting to and praying for café clients. She is also our link to the Hope into Action and Rest house, and always on hand with practical advice on housing, benefits and helps people manage their personal budgets.

During the autumn the Café Managers undertook a thorough review and decided that the staff and volunteers could be better employed across 5 rather than 6 days per week, which would ease some of the pressures and allow staff to better support both volunteers and customers. We are grateful to Beckie Ward for her visionary leadership and grace and skill in guiding the team through these changes.

The Worship team under the leadership of John Moore continued to hold the fort and made the very best of very limited resources and team members moving away. By autumn we decided to advertise for a paid worship leader, and in early 2026 we appointed and welcome Tracey Jones as our new worship leader.

With every aspect of our ministry, we seek to point to and serve Jesus, and one key expression of this is prayer: at our services, in ministry team meetings, one on ones and at Morning Prayer, which takes place on weekdays in church and on Zoom, and through prayer requests which can be emailed to prayer@ststephensnorwich.org.

One of the great strengths of St Stephen's is our commitment to walk the difficult but rewarding path of focussing on the beliefs and views we hold in common, rather than matters we disagree on. We hold differing convictions in tension, and commit to loving one another, as Jesus loved us.

Thank you to each one of you who has faithfully given to the church this last year, through financial giving, resources, time and volunteering. Without you we couldn't do what we do, and we do it all to the glory of God.

Together with the members of the PCC, who are the Trustees of the charity, I have pleasure in submitting this annual report and the financial statements for the year ended 31 December 2025.



Heike Prentice

Vicar of St Stephen's Norwich

Structure, Governance and Management

The charitable object of St Stephen's is promoting in the ecclesiastical parish the whole mission of the Church. The governing documents are the Parochial Church Council (Powers) Measure 1956 as amended and the Church Representation Rules 2020.

The method of appointment of PCC members is as set out in the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and to consider standing for election to the PCC. The PCC, under the chairmanship of the vicar, is responsible for developing and monitoring strategy and policy and makes all major decisions, including those relating to staff appointments. Day-to-day matters are delegated to the standing committee or staff as appropriate. Strict limits of authority with respect to spending are in place. The vicar may elect to delegate the function of chairing the PCC meetings to a member of the PCC with the PCC's approval.

PCC members during 2025 are listed on page 2. The PCC met six times and the standing committee met ten times in the year. The vicar held formal meetings with all senior staff on a regular basis. Some senior members of staff supervise other members of staff and/or volunteers. Pay levels for all staff are set by the PCC, having regard to local pay levels for similar positions.

The PCC and other officers have a wide variety of backgrounds, experience and professions. Some have considerable experience as trustees of charities. PCC members are made aware of new legislation through sources such as the Diocese.

Objectives and Public Benefit

The vision of St Stephen's is of a people gathered to explore and express faith in God, as many have done in this place for hundreds of years. We aim to do this by being open to the love of the Father, the truth of Jesus shown in the Bible and the work of the Holy Spirit to transform our lives and help us serve others. Our aim is to have open doors, open hands and an open heart to God, to the city and to our own community. We do this through worship on Sunday, daily prayer, a daily and expanding café and a wide variety of small groups. Sanctuary, prayer, hospitality, openness and freedom are values that we aspire to nurture as we witness the power of God at work bringing people to faith, healing and restoring lives.

The trustees have had regard to the Charity Commission's guidance on public benefit. The café continued to open six days a week during the year under review (although this has reduced to five days per week from 1 February 2026) and to host a wide range of individuals, groups and services, including Community Chaplaincy Norfolk, Cruze Bereavement, Norwich Tourist Guides, REST and Renew Wellbeing. The café's public benefit also includes enabling a significant number of volunteers of diverse circumstances to gain confidence through working in a sociable environment and in some cases leading to full time employment. Alongside the café, vulnerable adults are supported by the staff, led by our designated Community Worker. The church also partners with Soul Church in their "Soul in the City" outreach. This involves using the church building one evening a week to offer free food support and advice to those in need. The chapel has been the base for Little Fellowes, our toddler group, meeting twice a week, hosts CCN Training events, Peace Catalyst and various community choral and music groups.

Risk Management

Risk assessments and Continuity planning continue to be updated and relevant to the activities and systems in place within the church, the café and the chapel. This has included the move of CCN into the office space at the chapel. Risk assessments have been updated to reflect this change in working practices.

Health and Safety is a consistent item on the agenda of both Standing Committee and PCC meetings. Mike Terry is the PCC Health and Safety Representative.

The PCC has complied in 2025 in all respects with the House of Bishops' guidance on safeguarding. Safeguarding policies and procedures, in respect of children and vulnerable adults, have been maintained in line with Diocesan guidance.

Safeguarding is on the agenda at every PCC meeting, with updates being given. Updates to the Parish Safeguarding Dashboard have included many additional standards that are deemed good practices as compared with mandatory and we have complied with many of these. Parish safeguarding officers have updated their training and good working relationships with the Diocese Safeguarding Advisor mean that advice is readily sought, if required.

The database of personal information within the church is audited annually and is in line with the General Data Protection Regulations. The use of CCTV within church is in line with our policy and procedure and is registered with the Information Commissioner's Office.

The financial risks within the charity are considered regularly and reasonable measures have been put in place to mitigate these. The principal areas of risk involved the potential loss of revenue streams which underpin the work of St Stephen's. These are kept under regular review. The Treasurer provided the PCC with up-to-date management accounts at every meeting. The standing committee scrutinised monthly reports including cash flow projections.

The PCC keeps alert to changes in legislation affecting such matters as employment, discrimination, health and safety and data protection. Employee pension enrolment has been checked and verified.

The church publicises its points of contact in order that the public can raise concerns with ease. These can be found on the website, as well as physically on the church noticeboard. The PCC is fully prepared to investigate legitimate concerns which are brought to its attention.

Fabric Report

The delayed quinquennial report was prepared by Nicholas Warns Architects, Bishopsgate, Norwich and the report was received in January 2025. A small committee are engaged in progressing the work proposed by that report and seeking grant funding to finance it.

Elevation plans were drawn up during the year and plans to install solar panels on the south aisle of the church are being included in the proposals for the work recommended by the quinquennial report.

The faculty for the renewal of a gas boiler was signed off in January 2025 subject to the PCC committing to a review of the heating provision in the Church within 5 years, moving towards greater use of sustainable energy sources. Infrared heaters are used to heat the people in the congregation and café customers, rather than the building, when outside temperatures are particularly low. This was the main recommendation given in the Energy and Net Zero Carbon Audit which took place in October 2024 and was commissioned by the Church of England.

Underfloor leaks from the trench heating have been resolved. However, the fans associated with the trench heaters are no longer working and the circulatory pumps require replacement. This is an ongoing project.

There is an ongoing issue with low level damp at the chapel, but after much investigation it seems that this is an inherent fault due to the wrong plaster being used during the initial refurbishment by the builders. The Churchwardens and Operations Manager are working to resolve this and advice has been sought from the Diocesan legal team.

Electoral Roll and Church attendance

At the date of the 2025 annual meeting there were 85 names on the electoral roll. Our worshipping community at the end of 2025 was 90 (2024: 151) adults and 11 (2024: 12) children aged under 18; in the year there were 62 (2024: 12) leavers and 9 (2024: 66) joiners. The average combined attendance covering all services, in person and online, on a Sunday in October 2025 was estimated at 75 (2024: 115).

Financial Review

St Stephen's finances continue to be in good heart and the PCC is very grateful for the continued support from all who have contributed either financially or with their time. Financial statements are presented on pages 9 to 22.

Café sales at £189,412 were 3.71% lower than in 2024. Unrestricted income from donations and legacies increased by 5.18% to £143,894 the regular giving element decreased by 1% Total unrestricted income for the year was £345,213 (2024: £348,331).

Utility costs reduced by 10.46% to £17,963. St Stephen's sets aside 10% of its donation and certain other unrestricted income to support other charities and individuals in furtherance of its charitable objects. During the year the PCC distributed donations and grants totalling £9,575 (2024: £8,734). Unrestricted funds recorded a deficit of £8,372 in the year (2024 surplus: £2,692).

The total of all reserves at 31 December 2025 was £216,345 (2024: £222,300). The allocation between the various church funds can most easily be seen in note 15 to the accounts.

The PCC maintains a reserves policy such that the target minimum level of reserve in the General Fund is sufficient to enable main operations to continue for at least three months without income. At the end of 2025, the target minimum level of reserves, based on the approved budget for 2026, was £60,000 whereas the balance in the General Fund was £82,888. The PCC therefore considers the charity to be financially sustainable, and the going concern basis of accounts preparation is appropriate.

The accounts have been prepared in accordance with financial reporting standard FRS102. The accounts are presented in sufficient detail to be as transparent as possible. Questions from church members and other stakeholders regarding these accounts are welcomed.

Turnover for the year was below the level at which an audit is required. The PCC is grateful, once again, for the voluntary service which Mr. Philip Buttinger ACMA has provided as Independent Examiner.

This report was approved by the PCC on 31st March 2026

Rev Helke Prentice Chair of the PCC - On behalf of St Stephen's PCC

**Report to the Trustees of The Parochial Church Council of the Ecclesiastical Parish of St Stephen Norwich,
Charity no 1147706 on the accounts for the year ended 31 December 2025**

Set out on pages 9 to 22

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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. The charity's gross income did not exceed £1,000,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.

It is my responsibility to:

- examine the accounts 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

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

Signed:



Date: 2.5.2026

Name: Philip Buttinger ACMA

Relevant professional qualification: Associate of the Chartered Institute of Management Accountants

Address: 6 Bucks Yard, Oak Street, Norwich, NR3 3FA

St Stephen's Norwich

The Parochial Church Council of the Ecclesiastical Parish of St Stephen, Norwich
Registered Charity No. 1147706

Financial Statements for the Year Ended 31 December 2025

Statement of financial activities

	Notes	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Incoming resources	3				
Income from:					
Donations and legacies		143,894	-	143,894	151,026
Charitable activities		190,279	-	190,279	197,090
Other trading activities		5,740	-	5,740	8,933
Investments		3,835	4,993	8,828	9,852
Other		173	-	173	1,219
Taxable Chapel Sales		1,292	-	1,292	-
Total		345,213	4,993	350,206	368,120
Resources expended					
Expenditure on:					
Raising Funds		-	-	-	-
Charitable activities	5	(353,585)	(12,539)	(366,124)	(352,751)
Total		(353,585)	(12,539)	(366,124)	(352,751)
Profit/(Loss) on revaluation of investment assets	8a	-	9,962	9,962	9,962
Net Income/(expenditure) before extraordinary income		(8,372)	2,416	(5,956)	19,238
Extraordinary income	3a	-	-	-	-
Net movement in funds		(8,372)	2,416	(5,956)	19,238
Reconciliation of funds:					
Total funds brought forward		96,706	125,594	222,300	203,062
Total funds carried forward		88,334	128,010	216,344	222,300

Balance sheet

	Notes	Unrestricted funds £	Restricted funds £	2025 Total £	2024 Total £
Fixed assets					
Tangible assets	2.3,8	7,345	-	7,345	9,058
Investments	8a	3,435	98,020	101,455	91,493
Total fixed assets		10,780	98,020	108,800	100,551
Current assets					
Debtors	9	11,063	-	11,063	5,469
Cash at bank and in hand	11	87,263	29,992	117,255	134,611
Total current assets		98,326	29,992	128,318	140,080
Creditors: amounts falling due within one year	10	(20,772)	-	(20,772)	(18,331)
Net current assets		77,554	29,992	107,546	121,749
Total assets less current liabilities		88,334	128,012	216,346	222,300
Provisions for liabilities		-	-	-	-
Total net assets		88,334	128,012	216,346	222,300
Funds of the Charity 2.4,14,15					
Restricted funds		-	128,012	128,012	125,594
Unrestricted funds		88,334	-	88,334	96,706
Total funds		88,344	128,012	216,346	222,300

Approved by the PCC on 31st March 2026 and signed on their behalf by

Rev Helke Prentice, Chair of the PCC

The notes on pages 11 to 22 form part of these financial statements.

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts, and 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 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011. The charity constitutes a public benefit entity as defined by FRS 102. There are no material uncertainties about the charity's ability to continue to operate.

Note 2 Accounting policies

The following accounting policies have been applied by the charity.

2.1 Income

Recognition of income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Legacies

Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Tax reclaims on donations and gifts

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

Donated goods

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. Perishable goods donated for resale and with low values are accounted for as donations (at fair value) with an equal, balancing amount charged to the appropriate expenditure category and are not brought into stock (see note 4).

Volunteer help

The church relies heavily upon the work undertaken by volunteers, in all of its activities. Whilst the value of these contributions is significant, it is not practical for it to be measured in financial terms and so this is not reflected in these accounts.

2.2 Expenditure and liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

Liabilities are measured at the best estimate of the amount required to settle the obligation(s) at the reporting date.

2.3 Assets

Fixed tangible assets

The general purpose in accounting for certain items as fixed tangible assets is to spread their costs over the years in which the items are expected to be useful. The church's fixed tangible assets each fall into one or more of the following categories:

- Consecrated and benefice property, which is excluded from the accounts by s.10(2)(a)&(c) of the Charities Act 2011.
- Other land and buildings held on behalf of the PCC for its own use or as investment and which is valued in these accounts at a fair but prudent valuation which is considered to be a reasonable estimate of fair value.
- Moveable church furnishings held by the Vicar and Churchwardens on special trust for the PCC and which require a faculty for disposal. These are inalienable property and are listed in the church's inventory, which can be inspected at any reasonable time.
- Fixed tangible assets for which, because of the passage of time, there is insufficient cost information available. Such assets are not recognised in these financial statements.
- Improvements and renewals to the church building which are inseparable from the building and which are not recognised in these financial statements.
- Fixed tangible assets with an original cost less than £300 which have been written off in the year of acquisition.
- Heritage assets which are assets with historical, artistic, scientific, technological, geophysical or environmental qualities maintained principally for their contribution to knowledge and culture. St Stephen's does not recognise the value of heritage assets in its balance sheet as the cost of obtaining valuations exceeds the usefulness of such valuations.
- Significant assets (with an original cost of £300 or more) which have been acquired as part of or since the church's major re-ordering in 2011/12. Relevant assets acquired prior to 2014 were introduced at their fair value at 1 January 2014 as deemed cost. Fixed tangible assets are depreciated over their expected useful lives.

Fixed asset investments

Fixed asset investments are recognised in the balance sheet at open market value.

Debtors

Debtors are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity.

2.4 Fund Accounting

PCC funds are analysed under specific headings, as follows.

General funds represent the 'free' funds of the PCC that are not subject to any restriction regarding their use and are available for application for the general purposes of the PCC.

Designated funds are earmarked by the PCC for particular purposes but are nevertheless still unrestricted as the PCC can redesignate the funds if it wishes.

Restricted funds are funds collected or donated for a particular purpose and cannot be used by the PCC for any other purpose except by agreement with the donor(s).

The funds of the PCC have been appropriately analysed and the statement of financial activities has been prepared in accordance with this analysis.

Note 3 Analysis of Income

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2025 £	Total for 2024 £
Donations and legacies					
Tax-efficient planned giving		64,383	-	64,383	64,972
Other planned giving		14,495	-	14,495	12,910
Collections at services		4,331	-	4,331	5,672
Non-recurring donations		34,198	-	34,198	32,532
Donations for the Chapel		3,329	-	3,329	4,794
Legacies		-	-	-	5,000
Tax recovered (Gift Aid)		23,158	-	23,158	21,546
Grants received	2	-	-	-	3,600
Total		143,894	-	143,894	151,026
Charitable Activities					
Statutory fees (retained by PCC)		867	-	867	384
Café sales		189,412	-	189,412	196,706
Total		190,279	-	190,279	197,090
Other trading activities					
Hire of building		5,740	-	5,740	8,933
Investment Income					
Bank interest		3,835	-	3,835	5,084
Other investment income		-	4,993	4,993	4,768
Total		3,835	4,993	8,828	9,852
Other incoming resources					
Extraordinary income	3a	173	-	173	1,219
Taxable Chapel Sales		-	-	-	-
		1,292	-	1,292	-
Total incoming resources		345,213	4,993	350,206	368,120

In 2024 £19,789 of income related to restricted funds.

Note 3a Extraordinary Income

During 2022 the PCC accepted the transfer of the entire assets of St Stephens Church Trust Estates, a separate charity, consisting of a bank balance of £2,656 and investment assets valued at £92,953 at the date of transfer. The assets were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

Note 4 Donated goods

Income from charitable activities includes the proceeds from the sale of cakes etc. which have been donated to the church for sale in The Café.

Sales of donated goods	2025	2024
	£	£
Sale value	20,839	19,914
Deemed value of donation	5,209	4,979

Note 5 Analysis of expenditure

	Notes	Unrestricted Funds	Restricted Funds	Total for 2025	Total for 2024
		£	£	£	£
Resources expended					
Diocesan parish share		62,011	-	62,011	60,102
Staff pay and expenses		162,678	-	162,678	153,028
Church electricity, gas and water		17,963	-	17,963	19,057
Church insurance		6,288	-	6,288	6,186
Advertising		380	-	380	516
Depreciation		6,559	-	6,559	7,938
Donations - charities/mission	6	9,575	-	9,575	8,734
Direct costs for The Café		58,929	-	58,929	57,969
Direct costs for The Chapel		4,727	-	4,727	3,169
Church running expenses:					
Office and telephone		2,906	-	2,906	2,734
Vestry/altar		310	-	310	75
Subscriptions		2,669	-	2,669	2,194
Repairs and maintenance		10,305	12,455	22,760	22,246
Cleaning and waste disposal		3,464	-	3,464	3,520
Hospitality		257	-	257	970
Sundry		169	36	205	230
Sundry church costs		4,395	48	4,443	4,083
Total resources expended		353,585	12,539	366,124	352,751

In 2024 £7,112 of expenditure related to restricted funds.

Note 5 (continued)**Analysis of expenditure from unrestricted funds, on charitable activities, by activity**

	The Café (unrestricted)	Other ordinary ministry of the church (unrestricted)	Totals for unrestricted funds
Resources expended	£	£	
Diocesan parish share	-	62,011	62,011
Staff pay and expenses	94,648	68,030	162,678
Church electricity, gas and water	15,397	2,566	17,963
Church insurance	-	6,288	6,288
Advertising	-	380	380
Depreciation	2,685	3,874	6,559
Donations – charities/missions	-	9,575	9,575
Direct costs for The Cafe	58,929	-	58,929
Direct costs for The Chapel	-	4,727	4,727
Church running expenses -			
Office and telephone	-	2,906	2,906
Vestry/Altar	-	310	310
Subscriptions	-	2,669	2,669
Repairs and maintenance	-	10,305	10,305
Cleaning and waste disposal	2,969	495	3,464
Hospitality	-	257	257
Sundry	-	169	169
Sundry Church Costs	-	4,395	4,395
Total unrestricted resources expended	174,628	178,957	353,585

Note 6 Donations and grants made

	2025	2024
	£	£
To organisations		
British Epilepsy	220	-
Community Chaplin	300	-
Christian Police	200	-
Christian Aid - Norwich Branch	-	1,000
Church's Ministry Among Jewish People	-	-
Emmaus Norfolk and Waveney	-	1,000
Hope into Action	-	500
Good New for Everybody	300	-
St Martin Housing	500	-
The Matthew Project	-	1,000
Nepal -Gail Halley	200	150
New Route Integration	200	-
Norwich Community Advice Connect Centre	-	1,000
Rest CIC	2,000	-
St Mathews Thorpe	500	-
Shevet Achim UK	500	-
Transforming Norwich	-	150
The Vidhyal Trust	500	-
Wulugu Project	200	-
Total to organisations	5,620	4,800
To individuals		
Bridget Carroll	1,800	1,650
Payments to other individuals	2,155	2,284
Total to individuals	3,955	3,934
Grand total	9,575	8,734

Note 7 Stocks

The church holds a small stock of goods for its café operation. As these are perishable their value is minimal and so is not included in these accounts.

Note 8 Fixed tangible assets

	Tangible assets £
Cost	
At 1 January 2025	116,812
Additions/(Disposals)	4,846
At 31 December 2025	<u>121,658</u>
Depreciation	
At 1 January 2025	107,754
Charge for the year	6,559
At 31 December 2025	<u>114,313</u>
Net book value	
At 31 December 2025	<u>7,345</u>
At 31 December 2024	<u>9,058</u>

Note 8a Fixed asset investments

	Market value at 1 January 2025 £	Increase in market value £	Market value at year end £
Unit trusts			
4,599.875 M&G Securities Chari fund income units	68,306	11,159	79,465
1,138.12 COIF Charity Funds income units	23,187	(1,196)	21,991
Total investments	<u>91,493</u>	<u>9,962</u>	<u>101,456</u>

Note 9 Debtors

	2025 £	2024 £
Trade debtors	520	0
Gift Aid	5,486	1,627
Other accrued income/prepayments	5,057	3,842
Total	<u>11,063</u>	<u>5,469</u>

Note 10 Creditors

	2025	2024
	£	£
Accrued expenses	2,668	1,792
PAYE	2,634	2,136
VAT	12,002	8,838
Trade creditors	3,434	4,881
Other creditors	35	684
Total	20,772	18,331

Note 11 Cash at bank and In hand

	2025	2024
	£	£
Co-operative Current Account	29,711	14,685
Co-operative Deposit Account	272	18,137
CCLA Investment Management Limited	55,078	55,078
Epworth Affirmative Management Limited	31,003	44,758
Elavon Collection Account	-	715
Sumup Collection Account	-	-
Undeposited receipts	997	1,064
Petty Cash	23	4
Café and Chapel cash floats	170	170
Total	117,255	134,611

Note 12 Statement of cash flows

	2025	2024
	£	£
Cash flows from operating activities		
<i>Net cash provided by operating activities (see note 13)</i>	(21,341)	10,005
Cash flows from investing activities:		
Interest and investment income	8,828	9,852
Cash element of extraordinary income	-	-
Acquisition of fixed tangible assets	(4,846)	(6,469)
Net cash provided by (used in) Investing activities	3,982	3,383
Change in cash in the period	(17,359)	13,388
Cash at the beginning of the year	134,614	121,223
Cash at the end of the year	117,255	134,611

Note 13 Reconciliation of net income to net cash flow from operating activities

	2025	2024
	£	£
Net (expenditure)/income before extraordinary income	(5,956)	19,238
Adjustments for:		
Depreciation charges	6,559	7,938
Interest and investment income	(8,828)	(9,852)
(Profit)/Loss on revaluation of investments	(9,962)	(3,869)
Decrease/(increase) in debtors	(5,594)	1,039
(Decrease)/Increase in creditors and provisions	2,441	(4,489)
Net cash provided by operating activities	(21,340)	10,005

Note 14 Restricted and designated funds

Designated funds

Giving Fund (D) The PCC designates a proportion of its unrestricted income for charitable giving.

Restricted funds

Open Pipes Project (R) This restricted fund relates to donations received specifically towards the costs of the major proposed project to recommission the TC Lewis pipe organ at St Stephen's Church.

At 31 December 2025 the balance held in this fund was £4,588.

Church Fabric Repair Fund This restricted fund results from the transfer to the PCC in 2022 of the entire assets of St Stephens Church Trust Estates, a separate charity, which were transferred and accepted to be held as a restricted fund to be used for the maintenance and repair of the fabric of the St Stephen's church building.

At 31 December 2025 the balance held in this fund was £117,421.

Garden Fund During the year a donation was received to help with the cost of maintaining the Churchyard, specifically the planting and upkeep thereof. The costs of a part time gardener are being set against this Fund.

The funding was fully utilised during 2025.

Solar Panel Fund During the year a donation was made towards the costs of installing solar panels on the roof of St Stephen's Church.

At 31 December 2025 the balance held in this fund was £6,000.

Note 14 Restricted and designated funds

Restricted funds (continued)

Chair Replacement Fund During the year donations were made towards the costs of replacing the Church Chairs.

The funding was fully utilised during 2025.

Note 15 Movements in funds

	Balance at 31 December 2024 £	Incoming £	Expended £	Increase in market value £	Transfers between unrestrict- ed funds £	Balance at 31 December 2025 £
General Fund (Unrestricted)	93,177	345,213	(344,010)	-	(11,484)	82,888
Designated Funds (Unrestricted)						
Giving Fund	3,529	-	(9,575)	-	11,484	5,449
Totals for unrestricted funds	96,706	345,213	(353,585)	-	-	88,334
Restricted Funds						
Open Pipes Project	4,588	-	-	-	-	4,588
Church Fabric Repair Fund	105,938	4,993	(3,471)	9,962	-	117,422
Garden Fund	48	-	(48)	-	-	-
Solar Panel Fund	6,000	-	-	-	-	6,000
Chair Replacement Fund	9,020	-	(9,020)	-	-	-
Totals for Restricted Funds	125,594	4,993	(12,539)	9,962	-	128,010
	222,300	350,206	(366,124)	9,962	-	216,344

Note 16 Trustees

No trustees were paid any remuneration or received any other benefits from an employment with the charity. No trustee expenses have been incurred. Unrestricted donation income includes £43,384 (2024 £43,466) received from trustees and related parties.

Note 17 Paid employees

Staff costs	2025	2024
	£	£
Salaries and wages	156,582	147,002
Social security costs (net of Employment Allowance)	3,737	3,806
Other employee benefits	2,359	2,220
Total staff costs	162,678	153,028

Average head count in the year	2025	2024
Part time	10	9
Full time	1	2
Estimated full time equivalent	4	6

The Charities SORP obliges charities to disclose whether they had any employees who received employee benefits (excluding employer pension costs) of more than £60,000. St Stephen's did not.

Note 18 Related party transactions

There were no related party transactions during the year.

Note 19 Independent examiner

The trustees are grateful to their independent examiner, Mr Philip Buttinger ACMA, who provided his services without charge.