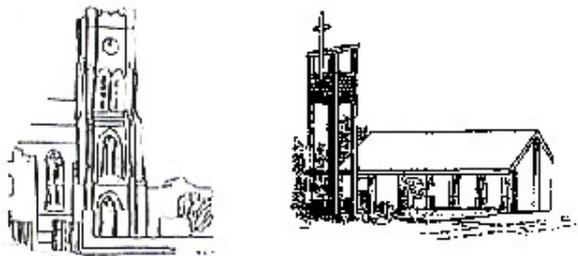


**Holy  
Trinity**  
**St Columba**  
**FAREHAM**

Annual Report  
and  
Financial Statements  
of the  
Parochial Church Council

for the Year Ending 31<sup>st</sup> December 2018



The Parish of Holy Trinity with St. Columba,  
Fareham

Registered Charity number 1135129

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# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Statutory Information

|                                |   |
|--------------------------------|---|
| Rector                         | The Reverend Sally Davenport  |
| Correspondence Address         | Holy Trinity Parish Office<br>West Street<br>Fareham<br>Hampshire<br>PO16 0EL   |
| Parish Office Telephone Number | (01329) 232688  |
| Charity Registration Number    | 1135129   |
| Main Bankers                   | Lloyds Bank Plc.<br>43 West Street<br>Fareham<br>PO16 0BE   |
| Solicitors                     | Brutton & Co.<br>228 West Street<br>Fareham<br>PO16 0AJ   |
| Architects                     | Jane Jones-Warner RIBA SCA AABC IHBC<br>Jane Jones-Warner Associates<br>Duncannons<br>Stansted House<br>Stansted Park<br>Hampshire<br>PO9 6DX |
| Independent Examiner           | Nigel Smith, BSc (Econ), CPFA<br>2 Dover Close<br>Fareham<br>Hampshire<br>PO14 3SU  |
| Insurer                        | Ecclesiastical Insurance Office Plc.<br>Beaufort House<br>Brunswick Road<br>Gloucester<br>GL1 1LF   |

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018

### The Parish and the Parochial Church Council

The parish of Holy Trinity with St Columba is a Team Ministry with two churches, Holy Trinity on West Street in Fareham town centre and St Columba on Hillson Drive in the suburban North West of Fareham. The Parish is managed by one Parochial Church Council (PCC) comprising members from both churches.

Our Rector, the Reverend Sally Davenport, was appointed in February 2011 and licensed in April 2011. The role of Vicar (0.5) has been vacant since the Reverend Ruth Schofield left the parish in March 2017 but we now look forward to the licensing of the Reverend Greg Bakker as Mission Priest (0.5) on 27<sup>th</sup> January 2019. The Reverend Wendy May Jacobs began her curacy in the parish in September 2018.

Allen Cole continues to play the organ at St Columba. Gordon Uphill plays the organ at Holy Trinity and trains the choir there. We extend our thanks to retired (PTO) clergy: the Reverend Ann Burr, the Reverend Doreen Jackson, the Reverend Michael Cooper, the Reverend Judy Henning, the Reverend Sylvia Martin, the Reverends Gary and Lorraine Snape for their continued ministry among us; and to our PTO Reader, David Inns.

The PCC has the responsibility of cooperating with the Clergy Team in promoting in this parish of approximately 19,200 people the whole mission of the Church congregation – pastoral, evangelistic, social and ecumenical.

The following Parish Vision Statement was adopted some years ago:

#### Our Vision

- To live and share the Word of God in the area of Fareham committed to our concern

#### Our Aim

- To present Jesus Christ to all people as an agent of change and renewal in their lives

#### Our Objectives

- To develop our spirituality and relationship with God
- To use our resources to the full and invest through their development
- To build mutually supportive structures in our church life
- To serve and be inspired by the local community into which God had called us
- To encourage our staff to use their skills effectively and develop them through training
- Not to do alone what we can do with our ecumenical partners in Christ

The PCC has two associated trusts, the Holy Trinity Parish Hall Trust, which is responsible for the upkeep of the Holy Trinity Church Hall, and the Helen Butter Waddell-Boyd Trust, administering a bequest. There is one charity, the Le Blanc Charity (257280), which provides a small income for the use of the PCC.

The PCC is a corporate body established by the Church of England, operating under the Parochial Church Council (Powers) Measure 1956 and registered with the Charity Number 1135129. The Team Ministry was inaugurated by Order in Council on 23<sup>rd</sup> June 1971.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Members of the PCC

Members of the congregation who are on the Church Electoral Roll are eligible to stand for election to the PCC. Elections to the PCC are conducted at the APCM in accordance with the Church Representation Rules. Each member stands for a term of three years and can stand for two consecutive terms.

|                                 |   |  |
|---------------------------------|---|--|
| <b>Rector</b>                   | The Reverend Sally Davenport  |  |
| <b>Vicar</b>                    | Vacant (the Rev'd Greg Bakker appointed Mission Priest w.e.f. January 2019) |  |
| <b>Assistant Curate</b>         | The Reverend Wendy-May Jacobs (from September 2018)                         |  |
| <b>Reader Representatives</b>   | None  |  |
| <b>Churchwardens</b>            |   |  |
| <b>Holy Trinity</b>             | Mr Paul Leece   | (resigned 10 <sup>th</sup> April 2018)   |
|                                 | Mrs Judi Bushell  | (re-elected 10 <sup>th</sup> April 2018) |
|                                 | Mr Jim Palmer   | (resigned 10 <sup>th</sup> April 2018)   |
| <b>St Columba</b>               | Mr Maurice Shergold   | (resigned 10 <sup>th</sup> April 2018)   |
|                                 | Mr Philip Dickinson   | (elected 10 <sup>th</sup> April 2018)    |
| <b>Treasurer</b>                | Mrs Sue Marshall  | (re-appointed 1 <sup>st</sup> May 2018)  |
| <b>Secretary</b>                | Mrs Daphne Armstrong  | (re-appointed 1 <sup>st</sup> May 2018)  |
| <b>Synod Representatives</b>    | Mrs Sue Craft   | (Deanery)                                |
| <b>(ex officio PCC Members)</b> | Mrs Lucy Docherty   | (Deanery, Diocesan and General)          |
|                                 | Mrs Alison Jacobs   | (Deanery)                                |
|                                 | Mr Jim Palmer   | (Deanery)                                |
|                                 | Mrs Jane Whiteley   | (Deanery)                                |

| <b>Elected members</b>           | <b>Retired APCM 2018</b> | <b>Term</b>     |  |
|----------------------------------|--------------------------|-----------------|--|
| Mr Philip Dickinson <sup>1</sup> | 2018 SC                  | 1 <sup>st</sup> | <sup>1</sup> also <i>ex officio</i> : churchwarden |
| Mrs Rowena Palmer                | 2018 SC                  | 2 <sup>nd</sup> |  |
| Mrs Judi Bushell <sup>2</sup>    | 2018 HT                  | 1 <sup>st</sup> | <sup>2</sup> also <i>ex officio</i> : churchwarden |
| Mrs Sheila Clark                 | 2018 HT                  | 1 <sup>st</sup> |  |
| Mr Andrew Lauben-Pearson         | 2018 HT                  | 1 <sup>st</sup> |  |
| Mrs Sally Martin                 | 2018 HT                  | 1 <sup>st</sup> |  |

|                         | <b>Retire in</b> | <b>Current Term</b> |
|-------------------------|------------------|---------------------|
| Mrs Margaret Handley    | 2019 SC          | 1 <sup>st</sup>     |
| Miss Julia Docherty     | 2019 HT          | 1 <sup>st</sup>     |
| Mrs Sue Hall            | 2019 HT          | 1 <sup>st</sup>     |
| Mr Peter Hallam         | 2020 SC          | 2 <sup>nd</sup>     |
| Mrs Jane Whiteley       | 2020 SC          | 1 <sup>st</sup>     |
| Mrs Daphne Armstrong    | 2020 HT          | 1 <sup>st</sup>     |
| Miss Abi Handley        | 2021 SC          | 1 <sup>st</sup>     |
| Mr Jim Palmer           | 2021 SC          | 1 <sup>st</sup>     |
| Mr Don Smith            | 2021 SC          | 2 <sup>nd</sup>     |
| Miss Elizabeth Whiteley | 2021 SC          | 1 <sup>st</sup>     |
| Mrs Sarah Bourner       | 2021 HT          | 1 <sup>st</sup>     |
| Mrs Karen Churchill     | 2021 HT          | 1 <sup>st</sup>     |
| Mrs Sheila Holliday     | 2021 HT          | 1 <sup>st</sup>     |

### Co-opted member (one year)

Mr Alan Tottle (HT)

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Sub-committees of the PCC

The PCC, as a decision making body, operates through the following committees. Reports from the meetings of committees are given to PCC members for information, comment and questions. In this way the PCC monitors and approves much of the work carried out on its behalf by the sub-committees. While the PCC has the power to overrule a committee, in practice it seldom does.

#### **Standing Committee**

The only committee required by law, with power to transact the business of the PCC between its meetings, subject to any directions given by the Council.

#### **Finance and General Purposes Committee**

This committee oversees the general financial affairs of the two churches in the parish by monitoring income and expenditure, and preparing an annual budget. It also takes responsibility for the stewardship of parish resources, including all parish properties (buildings and equipment).

#### **Holy Trinity Church Committee (HTCC)**

This committee is responsible for worship and church life, education, mission and outreach and Christian Unity within the church of Holy Trinity.

#### **St Columba Church Committee (SCCC)**

This committee is responsible for worship and church life, education, mission and outreach and Christian Unity within the church of St Columba.

#### **The St Columba Development Steering Group**

This committee oversees the St Columba development project.

#### **Highlands Hub Management Committee**

This committee oversees the day to day running of the Highlands Hub which has one part-time member of staff and around 35 volunteers providing our mission to the local community.

#### **The Stewardship Committee**

This committee continues to review stewardship on an annual basis.

#### **The Communications Team**

This team was set up in May 2018 to make recommendations to the PCC on a parish-wide communications strategy.

#### **The Welcome Group**

This group was set up in May 2018 to follow up on lessons learnt on recent courses; and to help address the problem of falling attendance at Sunday services.

### PCC Review

The PCC held six meetings during 2018. The Annual Parochial Church Meeting (APCM) was held on 10<sup>th</sup> April 2018.

At every PCC meeting, members are asked to declare any interest in agenda items. We are also obliged to report on issues relating to health and safety, and the safeguarding of children and vulnerable adults. Meeting minutes are displayed on notice boards at both churches. A summary of major items discussed at meetings during 2018 is given overleaf:

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

- 9 Jan
- PCC adopted Data Protection Policy: how parish will comply with Data Protection Act 1998 and General Data Protection Regulation (GDPR) from May 2018
  - PCC agreed it would be viable to reduce number of elected PCC members from 14 to 12
  - PCC agreed that authority be given to Standing Committee and Churchwardens to disburse funds up to a stated limit; to be reported at the following PCC meeting
  - PCC agreed that proceeds from sale of land adjacent to Holy Trinity (£55K) should be allocated to a future capital project (or projects), not yet identified
  - Gift Days in 2017: over £13K raised to address year-end deficit
- 15 Mar
- Treasurer reviewed Year-end financial position. PCC adopted Annual Report and Financial Statements for the year ended 31 Dec 2017
  - Parish Vacancy: our 0.5 post to be combined with a Diocesan 0.5 post (also ordained); PCC approved wording of advertisement, role description and parish profile
  - PCC approved revised policy on Gifts and Legacies
- 1 May
- Appointments of: PCC Vice Chair, PCC Secretary, PCC Treasurer, Safeguarding Representatives (both churches), Health and Safety Officers (both churches), Electoral Roll Officer, and members of Standing Committee
  - Treasurer presented First Quarter Management Accounts. Review of investments
  - Following upgrade of Parish Office IT system to Microsoft Office 365, PCC approved investigating the use of a collaborative environment in the Cloud to assist our PCC business (shared area for keeping documents etc)
  - Parish-wide Communications Group to be set up
- 4 Jul
- Report received from Communications Group: survey into requirements to be undertaken
  - PCC adopted Safeguarding Policy
  - PCC informed that the late Nigel Dean had left a generous legacy to the parish
  - GDPR: preparations continuing; PCC adopted Privacy Notice
  - PCC agreed that the few remaining burial plots at Holy Trinity should be used as and when the need arises, with no reservations being permitted
  - Leading Your Church Into Growth (LYCIG): final session took place at St Columba on 14 Jun 2018. Three priorities to emerge: welcome, communication and worship
  - Administrative Assistant post now vacant; to be advertised
- 6 Sep
- Parish vacancy: candidates to visit Diocese/parish on 2 Oct 2018. PCC members to meet candidates at an informal supper.
  - Treasurer presented Half-year Management Accounts
  - PCC agreed 2019 hire rates for halls at both churches
  - PCC agreed to support CTiF's proposed Debt Advice Centre
- 20 Nov
- PCC agreed to payment of £800 towards set-up costs for Debt Advice Centre
  - Treasurer presented Third Quarter Management Accounts and Budget for 2019; review of investments
  - Annual review of Salaries and Fees: PCC adopted proposed increases
  - Appointment of Revd Greg Bakker as Diocesan Pioneer Development Officer (0.5) and Mission Priest at Holy Trinity with St Columba (0.5), from 27 Jan 2019
  - GDPR: PCC adopted two documents: Guidance on Data Protection; and HTSCF Information Security Policy
  - PCC reviewed parish policies

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Public Benefit

The churches are open to all for worship throughout the year and continue to serve the needs of the local communities for baptisms, thanksgiving on the birth of a child, marriages, renewal of vows, and funerals. During the year we held the following:

|                 | 2018                                    | 2017 |
|-----------------|---|------|
| <b>Baptisms</b> | 22                                      | 29   |
| <b>Weddings</b> | 3                                       | 9    |
| <b>Funerals</b> | 7 in church; 21 services in crematorium | 15   |

The main services at both churches are held on a Sunday where the regular worship is predominantly Eucharistic in various styles. A non-Eucharistic act of Morning Worship is offered on the first and third Sundays in the month at St Columba as a 'gateway' for those who have not been to church before. A special family service takes place at Holy Trinity on the third Sunday of the month which is particularly suitable for families with children. Midweek Holy Communion is held at Holy Trinity on a Wednesday morning.

At St Columba, children stay in the church throughout the service. At Holy Trinity young people meet during the service with Junior Church and Godly Play to explore the Christian faith. We continue to encourage friendly services for young families, those with caring responsibilities and for those making their first steps in the Christian faith.

Morning Prayer has taken place at Holy Trinity each Monday and Wednesday; and at St Columba each Tuesday. The Holy Trinity Prayer Group meets each Tuesday morning; and the St Columba Prayer Group meets twice a month on Wednesday mornings, and once a month at The Hub on Highlands Road. Volunteers keep Holy Trinity church open to visitors during the day from Monday to Saturday.

The parish supports house groups, Junior Church, mixed age music groups, a toddlers' group, and a branch of Mothers' Union members. During the year, we ran Advent and Lent courses, Prayer and Meditation Lunches monthly at St Columba, as well as courses in exploring Faith, Discipleship and Ethics.

Clergy and other members of the congregation go into local schools regularly to take assemblies and St Columba has maintained strong links with St Columba Academy where they lead 'Open the Book' sessions. Members of the Church are on their Governing body and we have continued to support the school through a Community Worker. In 2018, we continued, with our Community Worker and volunteers, to support the breakfast club at the Academy. We also continued with the Read, Pray, Bake initiative to support the school and enhance links with the congregation. All classes from the academy visited the Church for services during the year.

As well as clergy going into our local schools, the schools use our buildings for concerts, special assemblies and Christmas Carol services. The schools are invited to parish celebrations during the year such as Mothering Sunday, Easter, Harvest and Christmas. During 2018, groups of primary school-age children visited Holy Trinity to find out about the church's heritage by carrying out a Children's Discovery Trail, designed for us by the National Association of Decorative and Fine Arts Societies (NADFAS). A local group of the Beavers also visited Holy Trinity to find out about the church as part of their Faith badge work.

At both Holy Trinity and St. Columba, the halls and churches are available to all and used by a wide cross-section of the community during the week.

At Holy Trinity, this includes the weekly Lunch Club for the elderly and various cultural, social, environmental, health and leisure organisations, as well as local branches of charities and political associations. Children's Uniformed Groups use the premises each week during term-time as well as a Mother and Toddler group. A local Quaker group hires Holy Trinity's Lounge for its weekly meetings. A Hungarian Folk Dance group meet regularly for classes and events at Holy Trinity.

At St. Columba, those using the Hall include uniformed organisations, a toddler group, the Open Sight Club, a Sewing Group, Art Group, Model Railway and other local community and outreach groups on an occasional basis. Members of the local community regularly hire the halls at both churches for family celebrations and gatherings. At St Columba, the church and Hall have been booked on a monthly basis by St Mary's Jacobite Syrian Church. The

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018

### Public Benefit (*continued*)

Church has also been used for social events, to which our local community, and members of other churches, have been invited. These have included a May Fair, Christmas Fair, Christmas Lunch, a Beetle Drive and Quiz Night,

both including suppers. We have continued to run community tea parties drawing in members of the community around us. Activity mornings for children were held during the Easter Holiday.

The Parish actively supports the work of the Basics Bank in Fareham, provides facilities for the recycling of foil and bottle tops for local charities, actively supports the local Fairtrade Initiative and six other charities (local, national and international). The Parish also responds to emergency relief, collects for Christian Aid, Tools for Self-Reliance, and Crisis at Christmas appeals.

### Events through the year

Uniformed Organisations held their annual St George's Day Parade Service at the War Memorial in the town centre in April 2018. In November, an All Souls service at Holy Trinity was held aimed particularly at those who had suffered bereavement during the past year. Shortly afterwards, the church hosted the civic service on Remembrance Sunday marking the 100<sup>th</sup> year of the end of WWI. We also had an exhibition at this time on the subject of Peace, open to the general public.

At Holy Trinity, we had a Shanty Night with fish and chip supper in February and a concert in April given by the Hampshire Police Male Voice Choir, both enjoyed by many members of the public. During the year, Holy Trinity church was hired several times by local musical societies and we ourselves organised a programme of monthly lunchtime concerts between April and November, with a variety of musical styles, including Chamber, popular and choral, enjoyed by many people from the town centre and further afield.

Special Christmas services were held for St Columba Academy and Uplands Primary School; and for the Naomi House charity. There was a Christingle service for 17<sup>th</sup> Fareham Beaver Scouts, crib services for children and Carols by Candlelight at both churches on Christmas Eve. Total attendance at Christmas services amounted to 540 at St Columba and 1,412 at Holy Trinity.

We work alongside children, young people and their families in various different ways. Baptism preparation classes are offered to all concerned; Praise Makers is a short monthly service for young families, with a tea-party afterwards; the weekly Little Fishes group for babies and toddlers continues to thrive, extending its meetings during Half Term holidays as a 'Messy Church' activity, open to older siblings; Messy Church itself is held roughly every two months; and, as part of our ministry to Junior Church children, Godly Play is a monthly activity. Together with the local United Reformed Church we provide Parent Free Zone each month, a youth group for children aged 8 to 16. During August a week-long Holiday Club for children was hosted at Holy Trinity, organised by Christians Together in Fareham.

Other regular activities at Holy Trinity include the People Alone Circle (PAC) meeting monthly, with visiting speakers.

There is a team of Bereavement visitors and our Oasis Bereavement Group is held on the first Monday each month at the Hub. There are two services a year dedicated to remembering loved ones: in May at St Columba for those most recently bereaved and more generally at the All Souls service in November at Holy Trinity. The scheme of pastoral contact has continued its valuable work throughout the parish. Our ecumenical relationships through Christians Together in Fareham are also very active. The parish is very well served both by its Treasurer team and its PCC Secretary who, together with many other people, offer their time, gifts and competences in the running of the parish and its mission and ministry.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Health and Safety/Buildings

The Churchwardens regularly review the buildings in the light of the Health and Safety Policy and arrange for necessary work to be carried out. Health and Safety is a regular item on the Standing Committee agenda and the PCC is kept updated.

At Holy Trinity, additional fire prevention materials have been purchased: fire blankets, positioned in places where there are no extinguishers close by; plus sand to be used specifically when candles are being used extensively (for example, at the Carols by Candlelight service).

At St Columba, progress continues to be made with implementing repairs. The work to complete the Faculty to create a proper storage area at the rear of the balcony and install a safety barrier was completed in July 2018. The more substantial task of making the stair railings safe will be incorporated into the initial re-development Faculty planned for 2019. This will also incorporate the gutter repair to correct the water ingress issues. Meanwhile the ban of children using the stairs and balcony unaccompanied is considered an adequate temporary arrangement. In the longer term, around late 2019-2020, we plan to restructure and refurbish the vestries and anticipate that this will resolve safety issues over boiler ventilation.

### The Highlands Hub

Opened in April 2011, the Highlands Hub has continued to operate successfully throughout 2018. The Hub provides a coffee shop, computing and internet facilities and a welcoming social meeting place for those living in the area as well as three small meeting rooms which are available for use by community support groups. Volunteers are on hand when the Hub is open to provide advice and support to anyone coming in who needs it. Additionally, the Hub has been used as a base for a number of discipleship courses, which draw participants from our own and other local parishes as well as a handful from the wider community who might not otherwise be seen at church.

During the course of 2018, regular community users have included the Citizens Advice Bureau, Autism Hampshire, Suella Fernandez MP and the Hampshire Youth Offending Team. Charity fundraisers for events such as Children in Need, Macmillan Nurses and local charities have been held at the Hub, along with monthly Jumble Sales run by the Friends of the Hub. The 'Nutty Knitters' friends group continues to be very popular, gathering on both Wednesday and Friday mornings at the Hub.

The Hub lease was renewed in April 2017 for a further five years, albeit at a slightly increased cost. Late in 2017, ITalk advised that, due to financial constraints, they would be moving their operations to the Fareham Community Hospital. Their use of Hub rooms stopped completely early in 2018 and, as the income from ITalk's room usage was a key proportion of the Hub's income, this withdrawal has created a worrying deficit. This is being monitored carefully and action taken to address the shortfall.

The Fareham Rotary Club kindly donated an Automated External Defibrillator for use at the Hub and we thank them for their generosity. This was installed early in 2018, is mounted externally and is available to all in the area 24/7.

The numbers of local people calling on the Hub for support and services has remained steady throughout the year. Thanks go to all those who help the Hub do what it does and also to the Friends of the Hub who continue to work hard to raise funding to cover the Hub's running costs.

### St Columba Church Development Project

The St Columba development committee has met regularly this year and additional meetings have been held with members of the DAC and the Parish Architect with the result that a number of plans have been examined. A proposal is in place to replace the current chairs with lighter weight seating which can be moved more easily than the existing furniture and allow the interior of the building to be more versatile for current users of the hall as well as the congregation and visitors. Work is continuing to identify the optimum means of providing security cameras, which will require access to the internet, although that will also provide benefits elsewhere.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Safeguarding Policy

The Parish of Holy Trinity with St Columba is committed to the safeguarding, care and nurture of children and vulnerable adults so that all may be able to worship and pursue their faith journey with encouragement and in safety. We are also committed to the implementation of the Diocese of Portsmouth Safeguarding Policy and Procedures and the relevant legislation and guidance for the welfare of children, young people and vulnerable adults.

Every year the PCC agrees the Safeguarding of Children and Vulnerable Adults Policy Statement which is displayed in Holy Trinity and St Columba churches. Also displayed are the details of the Safeguarding Officers for the two churches – Alan Tottle at Holy Trinity and Allison Sturt at St Columba. They undertake the implementation of the Safeguarding activities in the Parish, as outlined in the Diocesan Safeguarding Handbook. The overall responsibility for Safeguarding lies with the Incumbents and the PCC and Safeguarding remains a main agenda item at every PCC meeting.

The Safeguarding officers ensure that all those who undertake work in a regulated activity with children or vulnerable adults in the parish, on a voluntary or paid basis, comply with Safeguarding procedures. They also ensure that children's, young persons' or mixed-age activities which fall under the Diocesan Safeguarding Procedures are endorsed by the PCC and that compliance with procedures is maintained. Records are maintained on Disclosure & Barring Service checks and safeguarding training.

The parish is currently reviewing its safeguarding records including records of attendance of children and adult workers to ensure that they are in line with the Church of England policy on the retention of records for safeguarding, or Diocesan arrangements.

Safeguarding allegations are brought to the attention of the Diocesan Safeguarding Advisor and managed in accordance with the Diocesan Safeguarding policy.

All persons and organisations hiring the parish premises on a regular basis do so by signing booking forms which include a declaration that they have read and understood the Diocesan Safeguarding Policy and Procedures, or that they abide by their own organisation's safeguarding procedures.

The parish is also in the stages of issuing identity cards to Pastoral Visitors that have had DBS checks and undertaken safeguarding training.

### Report from the Stewardship Committee

The Stewardship Committee normally meets roughly quarterly to consider ways of continuing to promote Christian Stewardship within our parish. In early 2018 we completed plans for a giving review programme, in conjunction with a number of sermons about Christian Stewardship in both churches. The level of response from congregation members, in terms of numbers, was on the low side, but in terms of giving it was encouraging that our planned giving is running at around the same level as last year, but from fewer donors, reflecting the number of people who have, sadly, died, or moved away.

There are two issues that the committee and the PCC will need to consider as we enter 2019. The first is how we can contact people, particularly those not on the Electoral Roll, within the limitations created by the General Data Protection regulations, which came into force in May of 2018. The second is to consider the vulnerability of our future income in the light of the fact that over half our planned giving now comes from just 22 people, out of over 150 members of the planned giving scheme. The parish is becoming increasingly reliant on the generosity of fewer donors, and this trend will need to be reversed if we are to avoid facing considerable financial difficulties in future years.

## Annual Report For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Financial Review

We began the year expecting to be incurring a deficit of nearly £16,500 in the General Fund by the end of the year but actually made had a surplus of £3,495 mainly due the repairs and maintenance budget not being spent. Giving was just above budget although the emphasis is now on pledge giving rather than loose plate.

In 2017, there was a backlog of maintenance and repairs highlighted and a gift day was held to increase the General Fund. Unfortunately, the majority of the budget of £24,000 allocated for repairs and maintenance during 2018 was not spent due to technical and timing problems. This has resulted in an underspend on repairs and maintenance of £18.9k during 2018 which has been carried forward to 2019 as can be seen in the increased General Fund closing balance of £113.9k (2017 £110.5k).

The Holy Trinity Hall has continued to make a surplus during the year amounting to £3,325 (2017 - £4,430) with many regular users continuing to use the facilities on offer. The St. Columba Hall produced a surplus of £3,577 (2017 – £4,906) reflecting its popularity as a low cost venue. During 2018 the Highlands Hub made a deficit of £15,979 (2017 – deficit of £781) reflecting the loss of many regular hirers.

The investment income during the year for the Helen Butter Waddle-Boyd Trust was £8,504 (2017 - £9,746). The investments decreased in value by £7,638 (2017 – increased by £3,650). The performance of the investments are reviewed regularly and recommendations are made to the PCC should a need to move money from poor performing funds arise. A complete review was carried out in 2018 and the decision made to sell the Invesco and Prudential shares. The Invesco shares were sold and the proceeds re-invested. The Prudential shares are being sold by the Diocese which is taking longer due to technical problems.

The PCC would like to thank the generosity of the Parish and community who have made donations during the year especially the legacy from the estate of Nigel Dean.

### Investment Policy

The PCC has in place the following investment policy.

- Investments are to be reviewed every six months at the F&GP meeting with any proposed changes to be brought to the next PCC meeting for approval.
- Identify poorly performing investment and consider alternative investments to increase yield where possible.
- Identify funds which could be put into fixed term or limited access accounts to earn higher interest rates.
- Investments to be made with consideration of the Church of England's Ethical Investment Advisory Group's guidelines.

### Reserve Policy

It is the policy of the PCC to hold in freely accessible reserves (current assets less current liabilities) for the general fund and any operating restricted reserve (see below) an equivalent of at least four months of expenditure.

It is also the policy of the PCC that where funds become insolvent at the year end, and the budget indicates that those funds will not recover within a year, a transfer from the General fund will be made. If the General fund is insolvent, transfers will be made proportionally from all the designated funds.

The funds covered by this reserve policy and their current level of reserves are as follows:

| Fund                       | Required in reserves<br>£ | In reserves as at 2018<br>£ | In excess of/<br>(short by)<br>£ |
|----------------------------|---------------------------|-----------------------------|----------------------------------|
| General Fund               | 52,124                    | 83,655                      | 31,531                           |
| Highlands hub (restricted) | 11,722                    | 24,854                      | 13,132                           |
| Messy Church (restricted)  | 566                       | 2,203                       | 1,637                            |
| HT Hall (restricted)       | 3,500                     | 11,453                      | 7,953                            |
| SC Hall (restricted)       | 1,336                     | 9,678                       | 8,342                            |

## Annual Report

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the Financial Statements in accordance with the applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare finance statements for each financial year that give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charity SORP;
- Make judgements and estimates on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the PCC .....2019 by:

The Reverend Sally Davenport  
Chair and Rector

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Independent Examiner's Report

### To the members of the Holy Trinity with St. Columba Parochial Church Council

I report on the accounts of the PCC for the year ended 31 December 2018, which are set out on pages 13 to 28

#### Respective responsibilities of the PCC and the examiner

The members of the PCC are responsible for the preparation of the accounts who consider for this financial year an audit is not required under section 144 of the Charities Act 2011 (the 2011 Act) or the Church Accounting Regulations 2006 (the Regulations) and that instead, an independent examination is needed.

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 report

My examination was carried out in accordance with the General Directions given by the Charity Commission and the Church guidance, 2006 edition. 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 to comply with the accounting requirements of the Charities Act and the Church Accounting Regulationshave 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.

Nigel Smith, BSc (Econ), CPFA  
2 Dover Close  
Fareham  
Hampshire  
PO14 3SU

Date:

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Statement of Financial Activities**  
**For the year ended 31<sup>st</sup> December 2018**

|                                      | Notes | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | 2018<br>Total<br>Funds<br>£ | 2017<br>Total<br>Funds<br>£ |
|--------------------------------------|-------|----------------------------|--------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>Incoming and endowments from:</b> |       |                            |                          |                          |                         |                             |                             |
| Donations and legacies               | 2     | 140,981                    | 118,002                  | 14,327                   | –                       | 273,310                     | 188,991                     |
| Charitable activities                | 3     | 5,488                      | –                        | 1,969                    | –                       | 7,457                       | 9,004                       |
| Other trading activities             | 4     | 1,015                      | –                        | 37,937                   | –                       | 38,952                      | 50,672                      |
| Investment income                    | 5     | 2,078                      | 2,607                    | 4,052                    | 8,504                   | 17,241                      | 18,757                      |
| Other income                         | 6     | 10,721                     | –                        | 2,125                    | –                       | 12,846                      | 66,325                      |
| <b>Total income</b>                  |       | <b>160,283</b>             | <b>120,609</b>           | <b>60,410</b>            | <b>8,504</b>            | <b>349,806</b>              | <b>333,749</b>              |
| <b>Expenditure on:</b>               |       |                            |                          |                          |                         |                             |                             |
| Raising funds                        | 7     | 1,134                      | 130                      | 3,687                    | 31                      | 4,982                       | 7,550                       |
| Charitable activities                | 8     | 135,736                    | 4,722                    | 43,893                   | 2,162                   | 186,513                     | 252,931                     |
| Other                                | 10    | 19,503                     | –                        | 16,674                   | 6,465                   | 42,642                      | 38,210                      |
| <b>Total expenditure</b>             |       | <b>156,373</b>             | <b>4,852</b>             | <b>64,254</b>            | <b>8,658</b>            | <b>234,137</b>              | <b>298,691</b>              |
| Net gains/(losses) on investments    |       | (415)                      | –                        | (2,181)                  | (6,711)                 | (9,307)                     | 13,462                      |
| <b>Net income/(expenditure)</b>      |       | <b>3,495</b>               | <b>115,758</b>           | <b>(6,025)</b>           | <b>(6,865)</b>          | <b>106,363</b>              | <b>48,520</b>               |
| <b>Transfers between funds</b>       |       |                            |                          |                          |                         |                             |                             |
| Gross transfers between funds – in   |       | –                          | –                        | –                        | –                       | –                           | 82,046                      |
| Gross transfers between funds - out  |       | –                          | –                        | –                        | –                       | –                           | (82,046)                    |
| <b>Net movement in funds</b>         |       | <b>3,495</b>               | <b>115,758</b>           | <b>(6,025)</b>           | <b>(6,865)</b>          | <b>106,362</b>              | <b>48,520</b>               |
| <b>Reconciliation of funds</b>       |       |                            |                          |                          |                         |                             |                             |
| Total funds brought forward          |       | <b>110,450</b>             | <b>381,570</b>           | <b>878,227</b>           | <b>226,944</b>          | <b>1,597,191</b>            | <b>1,548,670</b>            |
| <b>Total funds carried forward</b>   |       | <b>113,945</b>             | <b>497,327</b>           | <b>872,202</b>           | <b>220,079</b>          | <b>1,703,553</b>            | <b>1,597,191</b>            |

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Balance Sheet**  
**As at 31<sup>st</sup> December 2018**

|                                      | Notes |                | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|--------------------------------------|-------|----------------|---------------------------------------|---------------------------------------|
| <b>Fixed assets</b>                  |       |                |                                       |                                       |
| Tangible assets                      | 16    |                | 608,730                               | 611,000                               |
| Investments                          | 17    |                | 346,774                               | 352,018                               |
|                                      |       |                | <b>955,504</b>                        | <b>963,018</b>                        |
| <b>Current assets</b>                |       |                |                                       |                                       |
| Stocks                               | 18    | 292            | 409                                   |                                       |
| Debtors                              | 19    | 17,964         | 17,591                                |                                       |
| Cash at bank and in hand             | 20    | 748,091        | 632,625                               |                                       |
|                                      |       | <b>766,347</b> | <b>650,625</b>                        |                                       |
| <b>Liabilities</b>                   |       |                |                                       |                                       |
| Creditors: amounts due in one year   | 21    | 18,298         | 16,452                                |                                       |
| <b>Net current assets</b>            |       |                | <b>748,049</b>                        | <b>634,173</b>                        |
| <b>Total assets less liabilities</b> |       |                | <b>1,703,553</b>                      | <b>1,597,191</b>                      |
| <b>The funds of the Parish</b>       |       |                |                                       |                                       |
| General fund                         | 24a   |                | 113,945                               | 110,450                               |
| Designated funds                     | 24b   |                | 497,328                               | 381,569                               |
| Restricted funds                     | 24c   |                | 872,202                               | 878,226                               |
| Endowment funds                      | 24d   |                | 220,078                               | 226,946                               |
| <b>Total funds of the Parish</b>     |       |                | <b>1,703,553</b>                      | <b>1,597,191</b>                      |

Approved by the PCC on ..... 2019 and signed on its behalf by:

The Reverend Sally Davenport  
Chair and Rector

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Statement of Cash Flows**  
**For the year ended 31<sup>st</sup> December 2018**

|   | Notes | 2018<br>Total<br>Funds<br>£ | 2017<br>Total<br>Funds<br>£ |
|---|-------|-----------------------------|-----------------------------|
| <b>Cash flows from operating activities</b>                               |       |                             |                             |
| <b>Net cash provided by operating activities</b>                          | 22    | 83,260                      | 21,425                      |
| <b>Cash flows from investing activities</b>                               |       |                             |                             |
| Dividends, interest and rents from investments                            |       | 17,241                      | 18,756                      |
| Proceeds from the sale of property, plant and equipment                   |       | -                           | -                           |
| Purchase of property, plant and equipment                                 |       | -                           | -                           |
| Proceeds from the sale of investments                                     |       | (32,287)                    | -                           |
| Purchase of investments   |       | 31,361                      | -                           |
| <b>Net cash provided by investing activities</b>                          |       | <b>18,167</b>               | <b>18,756</b>               |
| <b>Cash flows from financing activities</b>                               |       |                             |                             |
| Repayments of borrowing   |       | -                           | -                           |
| Cash inflows from new borrowing   |       | -                           | -                           |
| Receipt of endowment  |       | -                           | -                           |
| <b>Net cash provided by financing activities</b>                          |       | <b>-</b>                    | <b>-</b>                    |
| <b>Change in cash and cash equivalents in the reporting period</b>        |       | <b>101,427</b>              | <b>40,181</b>               |
| <b>Cash and Cash equivalents at the beginning of the reporting period</b> |       | <b>632,625</b>              | <b>597,182</b>              |
| <b>Cash and cash equivalents at the end of the reporting period</b>       | 23    | <b>748,091</b>              | <b>632,625</b>              |

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2018

### 1 Accounting Policies

#### **Basis of preparing the accounts**

The financial statements have been prepared under the Charities Act 2011 in accordance with all applicable accounting standards as modified by the Church Accounting Regulations 2006 and the Statement of Recommended Practice for Accounting and Reporting SORP FRS 102 (effective 1st January 2015) issued by the Charity Commissioners for England & Wales.

The particular accounting policies adopted are set out below.

#### **Accounting convention**

The financial statements have been prepared on an accruals basis under the historical cost convention as modified for the revaluation of property and investments assets. 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.

#### **Recognition of Income**

Income from donations, Gift Aid claims, dividends and hall hiring are recognised in the year that they relate to. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Pledged giving, loose plate collections and interest are recognised when received.

All incoming resources are accounted for gross and are shown separately from any direct expenditure incurred.

#### **Recognition of expenditure**

Expenses are recognised in the year that they relate to. The cost of raising funds, charitable activities and other costs are detailed in the notes to the accounts.

Each year the PCC aims to make grants and donations (Parish Giving) based on a percentage of pledge income received, further details are given in note 9 of the accounts.

VAT on expenditure is irrecoverable and as such all expenditure within the financial statements are shown at the gross amount. Where VAT can be reclaimed as part of the Listed Places of Worship Grant scheme, the expenditure is still shown as gross with the income from the grant being recognised as income upon receipt.

#### **Recognition of liabilities**

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the SORP.

#### **Fund Structure**

Unrestricted funds are general funds, which can be used by the PCC for ordinary purposes.

Designated funds are those initially received as unrestricted funds but are designated by the PCC for specific purposes. Details of designated funds are given in note 24 to the accounts.

Restricted funds represent income from specific activities and trusts which are only to be spent in accordance with the stipulations set out at the time of the donation. Any balance remaining unspent at the end of each year is carried forward to be used in future years.

The endowment funds relate to the Helen Butter Waddell-Boyd Will Trust. The capital must be maintained and only the income gained from investing the endowment may be spent in accordance with the stipulations of the trust.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2018 (continued)

*Note: there may be rounding differences in some tables*

### 1 Accounting Policies (continued)

#### Fixed assets

Fixed assets are depreciated over their estimated useful economic lifetime. Where this is unknown or is difficult to determine, the default policy under Equipment, Fixture and Fittings are used. The following depreciation policies were used during the year:

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Equipment, Fixture and Fittings | 20% straight line (over 5 years)  |
| Organs                          | 10% straight line (over 10 years) |
| Solar Panels                    | 4% straight line (over 25 years)  |

Consecrated and beneficed property is excluded from the accounts under section 10(2) to (4) of the Charities Act 2011.

Moveable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted for as inalienable property unless consecrated. They are listed in the church's Inventory, which can be inspected (at any reasonable time). For inalienable property acquired before 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Items acquired since 1st January 2000 have been capitalised and depreciated in the accounts over their estimated useful economic lifetime on a straight-line basis. All expenditure incurred during the year on consecrated or beneficed buildings, individual items under £1,000 or on the repair of movable church furnishings acquired before 1st January 2000 are written off.

#### Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently revalued at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on these revaluation and disposals throughout the year.

The PCC does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the PCC is that of volatility in equity markets and investment markets.

#### Stock

Stock is valued at the lower of cost or net realisable value. Stock counts are taken at least annually on or as close to 31<sup>st</sup> December as practically possible.

### 2 Analysis of income from donations and legacies

|                                      | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | 2018<br>Total<br>Funds<br>£ | 2017<br>Total<br>Funds<br>£ |
|--------------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| Gift Aided pledged giving            | 91,398                     | -                        | -                        | -                       | 91,398                      | 79,679                      |
| Gift Aid recovered on pledged giving | 22,849                     | -                        | -                        | -                       | 22,849                      | 19,920                      |
| Non-gift Aided pledged giving        | 9,308                      | -                        | -                        | -                       | 9,308                       | 15,824                      |
| Loose plate                          | 10,742                     | -                        | -                        | -                       | 10,742                      | 11,294                      |
| General donations                    | 1,140                      | -                        | 3,532                    | -                       | 4,672                       | 10,357                      |
| Donated goods and services           | -                          | -                        | -                        | -                       | -                           | -                           |
| Gift aid recovered on donations      | 2,479                      | -                        | 89                       | -                       | 2,568                       | 11,073                      |
| Specific donations                   | 3,065                      | 696                      | 7,345                    | -                       | 11,106                      | 35,844                      |
| Legacies received                    | -                          | 117,307                  | -                        | -                       | 117,307                     | -                           |
| Grants received                      | -                          | -                        | 3,360                    | -                       | 3,360                       | 5,000                       |
| <b>Total donations and legacies</b>  | <b>140,981</b>             | <b>118,003</b>           | <b>14,326</b>            | <b>-</b>                | <b>273,310</b>              | <b>188,991</b>              |

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2018 (continued)**

**3 Analysis of income from charitable activities**

|  | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|--|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| Donations for use of church                    | 790                        | –                        | –                        | –                       | 790                                   | 1,352                                 |
| Parish events                                  | 1,550                      | –                        | 1,969                    | –                       | 3,519                                 | 1,804                                 |
| PCC Fees                                       | 3,148                      | –                        | –                        | –                       | 3,148                                 | 5,848                                 |
| <b>Total income from charitable activities</b> | <b>5,488</b>               | <b>–</b>                 | <b>1,969</b>             | <b>–</b>                | <b>7,457</b>                          | <b>9,004</b>                          |

**4 Analysis of income from other trading activities**

|                                       | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|---------------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| Fair trade income                     | 547                        | –                        | –                        | –                       | 547                                   | 614                                   |
| HT Hall letting income                | –                          | –                        | 13,826                   | –                       | 13,826                                | 14,272                                |
| SC Hall letting income                | –                          | –                        | 7,585                    | –                       | 7,585                                 | 8,182                                 |
| Hub letting Income                    | –                          | –                        | 4,614                    | –                       | 4,614                                 | 12,703                                |
| Fairs and fund raising                | 236                        | –                        | 2,153                    | –                       | 2,389                                 | 3,879                                 |
| Magazine income                       | 40                         | –                        | –                        | –                       | 40                                    | 91                                    |
| Sale of cards and books               | 192                        | –                        | –                        | –                       | 192                                   | 232                                   |
| Hub cafe sales                        | –                          | –                        | 9,275                    | –                       | 9,275                                 | 10,107                                |
| Other Hub sales                       | –                          | –                        | 484                      | –                       | 484                                   | 592                                   |
| <b>Total other trading activities</b> | <b>1,015</b>               | <b>–</b>                 | <b>37,937</b>            | <b>–</b>                | <b>38,952</b>                         | <b>50,672</b>                         |

**5 Analysis of investment income**

|                                | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|--------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| <b>Investment income</b>       |                            |                          |                          |                         |                                       |                                       |
| Dividends received             | 979                        | –                        | 4,010                    | 2,928                   | 7,917                                 | 9,077                                 |
| Interest received              | 1,099                      | 2,607                    | 42                       | 5,576                   | 9,324                                 | 7,587                                 |
| Other investment income        | –                          | –                        | –                        | –                       | –                                     | 2,092                                 |
| <b>Total investment income</b> | <b>2,078</b>               | <b>2,607</b>             | <b>4,052</b>             | <b>8,504</b>            | <b>17,241</b>                         | <b>18,756</b>                         |

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2018 (continued)**

**6 Analysis of other income**

|                           | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|---------------------------|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| <b>Other income</b>       |                            |                          |                          |                         |                                       |                                       |
| Car park and ground rents | 10,315                     | –                        | –                        | –                       | 10,315                                | 9,482                                 |
| Other incoming resources  | 406                        | –                        | 2,125                    | –                       | 2,531                                 | 56,843                                |
| <b>Total other income</b> | <b>10,721</b>              | <b>–</b>                 | <b>2,125</b>             | <b>–</b>                | <b>12,846</b>                         | <b>66,325</b>                         |

**7 Analysis of expenditure on raising funds**

|                                   | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|-----------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| Stewardship expenses              | –                          | –                        | –                        | –                       | –                                     | 342                                   |
| Cards for resale                  | 123                        | –                        | –                        | –                       | 123                                   | 80                                    |
| Hub cafe purchases                | –                          | –                        | 3,217                    | –                       | 3,217                                 | 3,673                                 |
| Catering and refreshment expenses | 446                        | 130                      | 326                      | 31                      | 933                                   | 2,046                                 |
| Fairs and fund raising expenses   | 35                         | –                        | 144                      | –                       | 179                                   | 753                                   |
| Fair Trade Expenditure            | 530                        | –                        | –                        | –                       | 530                                   | 656                                   |
| <b>Total raising funds</b>        | <b>1,134</b>               | <b>130</b>               | <b>3,687</b>             | <b>31</b>               | <b>4,982</b>                          | <b>7,550</b>                          |

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2018 (continued)

### 8 Analysis of expenditure on charitable activities

|   | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | <b>2018<br/>Total<br/>Funds<br/>£</b> | <b>2017<br/>Total<br/>Funds<br/>£</b> |
|---|----------------------------|--------------------------|--------------------------|-------------------------|---------------------------------------|---------------------------------------|
| Parish event expenses                             | 381                        | –                        | 45                       | –                       | 426                                   | 400                                   |
| Parish giving – Overseas                          | 2,718                      | –                        | –                        | –                       | 2,718                                 | 1,791                                 |
| Parish giving - National Agencies                 | 1,624                      | –                        | –                        | –                       | 1,624                                 | 3,581                                 |
| Parish giving - Local Charities                   | 4,212                      | –                        | –                        | –                       | 4,212                                 | 1,791                                 |
| Special collections paid                          | 888                        | –                        | –                        | –                       | 888                                   | –                                     |
| Parish & Deanery share                            | 102,424                    | –                        | –                        | –                       | 102,424                               | 104,448                               |
| Clergy travel costs                               | 395                        | –                        | –                        | 835                     | 1,230                                 | 2,489                                 |
| Clergy telephones                                 | 74                         | –                        | –                        | 188                     | 262                                   | 739                                   |
| Clergy post and stationery                        | –                          | –                        | 35                       | -                       | 35                                    | 291                                   |
| Clergy books and publications                     | –                          | –                        | 9                        | -                       | 9                                     | 621                                   |
| Clergy hospitality                                | 32                         | 300                      | 214                      | –                       | 546                                   | 127                                   |
| Clergy miscellaneous costs                        | 273                        | –                        | 204                      | 205                     | 682                                   | 1,364                                 |
| Clergy housing costs                              | –                          | –                        | –                        | -                       | –                                     | 120                                   |
| Altar requisites                                  | 1491                       | 275                      | 184                      | –                       | 1,950                                 | 974                                   |
| Church flowers                                    | –                          | –                        | 498                      | –                       | 498                                   | 676                                   |
| Training, education and books                     | 629                        | 60                       | 345                      | –                       | 1,034                                 | 826                                   |
| Messy Church & Little Fishes exp.                 | –                          | –                        | 1,398                    | –                       | 1,398                                 | 1,093                                 |
| Who Let the Dads Out exps                         | –                          | -                        | 38                       | -                       | 38                                    | 13                                    |
| Childrens Work Exps                               | –                          | –                        | 3,471                    | –                       | 3,471                                 | 1,346                                 |
| HT organist and choir                             | 2,725                      | 295                      | 255                      | –                       | 3,275                                 | 3,095                                 |
| SC organist and choir                             | 1,390                      | –                        | 103                      | –                       | 1,493                                 | 1,546                                 |
| Depreciation                                      | –                          | 1,890                    | 380                      | –                       | 2,270                                 | 3,229                                 |
| Loss/(Profit) on the sale of shares               | –                          | –                        | –                        | 927                     | 927                                   | –                                     |
| HT Heat, light and water                          | 3,538                      | –                        | –                        | –                       | 3,538                                 | 3,041                                 |
| HT Insurance                                      | 2,069                      | –                        | –                        | –                       | 2,069                                 | 1,960                                 |
| HT Repairs  | 1,282                      | 1,480                    | –                        | 7                       | 2,769                                 | 49,317                                |
| HT Miscellaneous                                  | 611                        | –                        | 108                      | –                       | 719                                   | 2,213                                 |
| HT Upkeep of grounds                              | 20                         | –                        | –                        | –                       | 20                                    | 19                                    |
| SC Heat, light and water                          | 3,558                      | –                        | 167                      | –                       | 3,725                                 | 2,836                                 |
| SC Insurance                                      | 602                        | –                        | –                        | –                       | 602                                   | 583                                   |
| SC Repairs  | 3,096                      | -                        | –                        | –                       | 3,096                                 | 10,301                                |
| SC Miscellaneous                                  | 980                        | 422                      | 19                       | –                       | 1,421                                 | 830                                   |
| SC Upkeep of grounds                              | 724                        | –                        | –                        | –                       | 724                                   | 283                                   |
| HT Hall Heat, light and water                     | –                          | –                        | 3,342                    | –                       | 3,342                                 | 3,121                                 |
| HT Hall Insurance                                 | –                          | –                        | 1,379                    | –                       | 1,379                                 | 1,275                                 |
| HT Hall Repairs                                   | –                          | –                        | 959                      | –                       | 959                                   | 17,605                                |
| HT Hall Cleaning                                  | –                          | –                        | 4,567                    | –                       | 4,567                                 | 4,496                                 |
| HT Hall Sundries                                  | –                          | –                        | 297                      | –                       | 297                                   | 167                                   |
| SC Hall Insurance                                 | –                          | –                        | 1,220                    | –                       | 1,220                                 | 1,141                                 |
| SC Hall Repairs                                   | –                          | –                        | 623                      | –                       | 623                                   | 310                                   |
| SC Hall Cleaning                                  | –                          | –                        | 2,100                    | –                       | 2,100                                 | 1,975                                 |
| SC Hall Sundries                                  | –                          | –                        | -                        | –                       | -                                     | -                                     |
| Hub Rent  | –                          | –                        | 15,000                   | –                       | 15,000                                | 14,426                                |
| Hub Light, heat & water                           | –                          | –                        | 1,733                    | –                       | 1,733                                 | 1,811                                 |
| Hub Insurance                                     | –                          | –                        | 1,339                    | –                       | 1,339                                 | 1,547                                 |
| Hub Repairs & maintenance                         | –                          | –                        | 102                      | –                       | 102                                   | 182                                   |
| Hub Equipment                                     | –                          | –                        | 1,612                    | –                       | 1,612                                 | 566                                   |
| Hub Cleaning                                      | –                          | –                        | 1,415                    | –                       | 1,415                                 | 1,348                                 |
| Hub Sundries                                      | –                          | –                        | 732                      | –                       | 732                                   | 1018                                  |
| <b>Total expenditure on charitable activities</b> | <b>135,736</b>             | <b>4,722</b>             | <b>43,893</b>            | <b>2,162</b>            | <b>186,513</b>                        | <b>252,931</b>                        |

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### 9 Analysis of grants and donations payable by the PCC

Each year, the PCC aims to make grants and donations to other charities equal to approximately 7½% of the pledge income received during the year. Additionally, special collections are held during the year for various charities at weddings, funerals, baptisms, and other special services. These special collections are not recognised as income and are instead held on the balance sheet as a liability until such time as they are paid.

At the APCM in 2018 the decision was made the support 6 charities for 2 years through our Parish Giving and to develop stronger links. The choices of charities were selected from the suggestions of the congregation.

|   | 2018         | 2017         |
|---|--------------|--------------|
|   | £            | £            |
| Idiopathic Intracranial Hypertension Charity      |              | 896          |
| Lion Aid  |              | 896          |
| Motor Neurone Disease Association                 |              | 895          |
| Opendoors   |              | 895          |
| Open Sight  |              | 895          |
| Portsmouth Down Syndrome Association (Footprints) |              | 895          |
| The Rainbow Centre                                |              | 895          |
| Shooting Star Chase                               |              | 896          |
| Friends Without Borders                           | 1,259        |              |
| Samaritans of Portsmouth and East Hampshire       | 1,259        |              |
| Combat Stress                                     | 1,259        |              |
| Church Times Train a Priest Fund (TAP)            | 1,259        |              |
| Medecins sans Frontieres (MSF)                    | 1,259        |              |
| Open Doors  | 1,259        |              |
|   | 7,554        | 7,163        |
| <b>Total</b>                                      | <b>7,554</b> | <b>7,163</b> |

In addition to the above, the following special collections were held during the year.

|   | 2018 | 2017  |
|---|------|-------|
|   | £    | £     |
| <b>Special collections held during the year</b> |      |       |
| Basics Bank                                     | 13   | 1,619 |
| Bishop's Discretionary Fund                     | -    | 274   |
| Bishop's Lent Appeal                            | 60   | 91    |
| British Royal Legion                            | 422  | -     |
| Cancer Research                                 | 134  | 706   |
| Children's Society                              | 163  | 550   |
| Crisis  | 83   | 879   |
| CTIF  | -    | 1,478 |
| Debbie – wedding gift                           | 100  | -     |
| Defibrillator                                   | 423  | 1,115 |
| Godley Play training                            | 506  | -     |
| IONA  | 112  | -     |
| Leaving gifts                                   | 115  | 552   |
| DEC - Yemen                                     | -    | 679   |
| HIHCT   | 332  | 422   |
| Marie Curie                                     | -    | 73    |
| Open Bethlehem                                  | -    | 380   |
| Parkinsons UK                                   | 225  | -     |
| Send a Cow                                      | 432  | -     |

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2018 (continued)**

|                                |              |              |
|--------------------------------|--------------|--------------|
| Stokes bay Strummers           | 125          | 144          |
| Stubbington Ark                | 30           | -            |
| Two Saints                     | -            | 119          |
| <b>Total paid to charities</b> | <b>3,330</b> | <b>4,856</b> |

**10 Analysis of other costs**

|                                      | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | 2018<br>Total<br>Funds<br>£ | 2017<br>Total<br>Funds<br>£ |
|--------------------------------------|----------------------------|--------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| <b>Other costs</b>                   |                            |                          |                          |                         |                             |                             |
| Subscriptions                        | 802                        | -                        | 100                      | -                       | 902                         | 672                         |
| Printing and stationery              | 2,445                      | -                        | 169                      | -                       | 2,614                       | 3,269                       |
| Postage                              | 237                        | -                        | -                        | -                       | 237                         | 122                         |
| Office Telephone                     | 668                        | -                        | -                        | -                       | 668                         | 830                         |
| Salaries                             | 11,591                     | -                        | 13,380                   | 4,898                   | 29,869                      | 28,780                      |
| Employer's pension & NI contribution | 66                         | -                        | 173                      | -                       | 239                         | 33                          |
| Repairs & renewals of equipment      | 12                         | -                        | 183                      | 1,495                   | 1,690                       | 850                         |
| Legal & professional fees            | 3,543                      | -                        | 2,400                    | -                       | 5,943                       | 2,722                       |
| Bank charges and interest            | 107                        | -                        | 209                      | 72                      | 388                         | 405                         |
| Sundry expenses                      | 32                         | -                        | 60                       | -                       | 92                          | 527                         |
| <b>Total other costs</b>             | <b>19,503</b>              | <b>-</b>                 | <b>16,674</b>            | <b>6,465</b>            | <b>42,642</b>               | <b>38,210</b>               |

**11 Surplus for the financial year**

|  | 2018<br>£ | 2017<br>£ |
|--|-----------|-----------|
| The Surplus for the financial year is stated after charging: |           |           |
| Operating leases - rent                                      | 15,000    | 14,426    |
| Depreciation of owned fixed assets                           | 2,270     | 3,229     |

**12 Staff costs and remunerations**

|                                  | 2018<br>£     | 2017<br>£     |
|----------------------------------|---------------|---------------|
| Gross Salaries                   | 41,132        | 39,503        |
| Employer's National Insurance    | 94            | 15            |
| Employer's Pension Contributions | 145           | 34            |
| <b>Total</b>                     | <b>41,371</b> | <b>39,552</b> |

The average number of employees during the year was 8 (2017 - 8). The average number of full time equivalent employees during the year amounted to 2 (2017- 2).

During the year there were no employees (2017 – nil) with remunerations (full time or pro-rata) in excess of £60,000 per annum. The pension contributions are operated through NEST.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2018 (continued)

### 13 Trustees' remunerations and expenses

No members of the PCC have received a remuneration either in the current year or the previous year. Various members of the PCC were reimbursed for sundry items that they purchased on behalf of the Parish, no un-receipted expenditure was paid to PCC members.

### 14 Operating Leases

At the year end, the PCC had annual commitments under non-cancellable operating leases as set out below:

|                               | 2018<br>£     | 2017<br>£     |
|-------------------------------|---------------|---------------|
| Total minimum lease payments: |               |               |
| within one year               | 15,000        | 15,000        |
| within two to five years      | 45,000        | 60,000        |
| <b>Total</b>                  | <b>60,000</b> | <b>75,000</b> |

### 15 Related party transactions

During the year total donations from all PCC members while in office amounted to £12,908 (2017 - £22,840).

The Scout Group have sole use of the Scout Hut, a building owned by the PCC. During the year expenditure relating to insurance, repairs, and utilities paid for by the PCC were recharged totalling £878 (2017 - £844). The balance owed to the related party at the year end amounted to £151 (2017 -£129).

Sally Davenport, Rector of Holy Trinity Church sits on the Board of Trustees for The William Price Charitable Trust. The Trust provides grants to the PCC, amongst other organisations, for the education of under 25s in furthering their Christian upbringing. During the year the PCC received £5,000 (2017- £5,000) from the Trust.

### 16 Fixed assets

|                                       | Hall<br>Property<br>£ | Solar<br>Panels<br>£ | Fixtures &<br>Fittings<br>£ | Total<br>£ |
|---------------------------------------|-----------------------|----------------------|-----------------------------|------------|
| <b>Asset cost or valuation amount</b> |                       |                      |                             |            |
| At 1 <sup>st</sup> January 2018       | 600,000               | 9,500                | 44,608                      | 654,108    |
| Additions                             | -                     | -                    | -                           | -          |
| Disposals                             | -                     | -                    | -                           | -          |
| At 31 <sup>st</sup> December 2018     | 600,000               | 9,500                | 44,608                      | 654,108    |
| <b>Accumulated Depreciation</b>       |                       |                      |                             |            |
| At 1 <sup>st</sup> January 2018       | -                     | 2,280                | 40,828                      | 43,108     |
| Charge for the year                   | -                     | 380                  | 1,890                       | 2,270      |
| Eliminated on disposals               | -                     | -                    | -                           | -          |
| At 31 <sup>st</sup> December 2018     | -                     | 2,660                | 42,718                      | 45,378     |
| <b>Net Book Value</b>                 |                       |                      |                             |            |
| At 1 <sup>st</sup> January 2018       | 600,000               | 7,220                | 3,780                       | 611,000    |
| At 31 <sup>st</sup> December 2018     | 600,000               | 6,840                | 1,890                       | 608,730    |

Holy Trinity with St. Columba PCC  
Charity number: 1135129

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2018 (continued)**

Hall Property comprises of the Holy Trinity Parish Centre (including Scout Den) at a value of £500,000 and the St. Columba Church Hall at a value of £100,000. The original cost of these properties is unknown and has been revalued to a nominal value. As the PCC will not be selling either of these properties no impairment or further revaluations are considered necessary

**17 Fixed asset investments**

|  | Unrestricted<br>Investments<br>£ | Restricted<br>Investments<br>£ | HBWB<br>Investments<br>£ | Total<br>£     |
|--|----------------------------------|--------------------------------|--------------------------|----------------|
| <b>Valuation</b>   |                                  |                                |                          |                |
| Market value at 1 <sup>st</sup> January 2018             | 29,110                           | 115,899                        | 207,009                  | 352,018        |
| Additions at cost and dividends<br>reinvested            | 979                              | 4,010                          | 31,361                   | 36,350         |
| Carrying value of disposals                              | –                                | –                              | (32,288)                 | (32,288)       |
| Net gains/(losses) on revaluation of<br>investments      | (415)                            | (2,180)                        | (6,711)                  | (9,306)        |
| <b>Market value at 31<sup>st</sup> December<br/>2018</b> | <b>29,674</b>                    | <b>117,729</b>                 | <b>199,371</b>           | <b>346,774</b> |
| Investments held in the UK                               | 18,932                           | 81,429                         | 155,170                  | 255,531        |
| Investments held outside of the UK                       | 10,742                           | 36,300                         | 44,201                   | 91,243         |
| <b>Total market value</b>                                | <b>29,674</b>                    | <b>117,729</b>                 | <b>199,371</b>           | <b>346,774</b> |

Investments held outside of the UK relate to holdings in Iberdrola plc. and CBF investment funds which have partial overseas holdings to which the PCC have no overall control of their investment. The Invesco shares were disposed of during the year.

**18 Stock**

|                  | 2018<br>£  | 2017<br>£  |
|------------------|------------|------------|
| Fair trade stall | 116        | 155        |
| Hub stock        | 176        | 254        |
| <b>Total</b>     | <b>292</b> | <b>409</b> |

**19 Debtors**

|                                 | 2018<br>£     | 2017<br>£     |
|---------------------------------|---------------|---------------|
| Gift Aid                        | 630           | 1,589         |
| Investment income due           | 2,676         | 1,542         |
| Prepayments                     | 4,826         | 3,904         |
| Social security and other taxes | –             | –             |
| Other debtors                   | 9,832         | 10,556        |
| <b>Total</b>                    | <b>17,964</b> | <b>17,591</b> |

**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2018 (continued)**

**20 Cash at bank and in hand**

|                  | 2018<br>£      | 2017<br>£      |
|------------------|----------------|----------------|
| Cash in hand     | 174            | 113            |
| Current accounts | 86,594         | 92,279         |
| Deposit accounts | 661,323        | 540,233        |
| <b>Total</b>     | <b>748,091</b> | <b>632,625</b> |

**21 Creditors: amounts falling due within one year**

|                                 | 2018<br>£     | 2017<br>£     |
|---------------------------------|---------------|---------------|
| Trade creditors                 | 6,145         | 1,999         |
| Social security and other taxes | 505           | 214           |
| Special collections creditor    | 1,558         | 1,934         |
| Parish Giving creditor          | 7,554         | 7,163         |
| Other creditors                 | 2,536         | 5,142         |
| <b>Total</b>                    | <b>18,298</b> | <b>16,452</b> |

**22 Reconciliation of net movement in funds to net cash flows from operating activities**

|   | 2018<br>£      | 2017<br>£     |
|---|----------------|---------------|
| <b>Net movements in funds for the reporting period (as per the statement of financial activities)</b> | <b>106,362</b> | <b>48,521</b> |
| <b>Adjustments for:</b>   |                |               |
| Depreciation charges  | 2,270          | 3,229         |
| (Gains)/losses on investments   | (9,307)        | (13,462)      |
| Dividends, interest and rents from investments  | (17,241)       | (18,756)      |
| (Profit)/loss on the sale of fixed assets   | (926)          | –             |
| (Increase)/decrease in stocks   | (116)          | (27)          |
| (Increase)/decrease in debtors  | 372            | 5,379         |
| Increase/(decrease) in creditors  | 1,846          | (3,459)       |
| <b>Net cash provided by operating activities</b>  | <b>83,260</b>  | <b>21,425</b> |

**23 Analysis of cash and cash equivalents**

|  | 2018<br>£      | 2017<br>£      |
|--|----------------|----------------|
| Cash in hand                           | 748,091        | 632,625        |
| Notice deposits (less than 3 months)   | –              | –              |
| Overdraft facility repayable on demand | –              | –              |
| <b>Total cash and cash equivalents</b> | <b>748,091</b> | <b>632,625</b> |

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Notes to the Financial Statements

For the year ended 31<sup>st</sup> December 2018 (*continued*)

### 24 Analysis of individual funds

The follow analysis shows the movements within individual funds.

|                                   | Opening<br>Balance<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | Gains/<br>Losses<br>£ | Closing<br>Balance<br>£ |
|-----------------------------------|-------------------------|----------------|------------------|----------------|-----------------------|-------------------------|
| <b>24a Unrestricted Funds</b>     |                         |                |                  |                |                       |                         |
| General Fund                      | 110,450                 | 160,283        | 156,373          | –              | (415)                 | 113,945                 |
| <b>Total Unrestricted</b>         | <b>110,450</b>          | <b>160,283</b> | <b>156,373</b>   | <b>–</b>       | <b>(415)</b>          | <b>113,945</b>          |
| <b>24b Designated</b>             |                         |                |                  |                |                       |                         |
| Dr Collin's Memorial Fund         | 43,025                  | 183            | 3,792            | –              | –                     | 39,416                  |
| Gerald Brook Memorial Fund        | 1,644                   | 8              | 359              | –              | –                     | 1,293                   |
| HT Roof Repair Fund               | 59,835                  | 266            | -                | –              | –                     | 60,101                  |
| Memorial Garden Fund              | 518                     | 2              | –                | –              | –                     | 520                     |
| Organ Replacement Fund            | 6,500                   | 29             | 295              | –              | –                     | 6,234                   |
| Sheila Walters Memorial Fund      | 1,173                   | 5              | 130              | –              | –                     | 1,048                   |
| Specific Purposes Fund            | 3,000                   | 709            | 275              | –              | –                     | 3,434                   |
| St. Columba Development Fund      | 210,874                 | 1,336          | –                | –              | –                     | 212,210                 |
| Parish Capital Fund (Zodiac site) | 55,000                  | 118,072        | -                | –              | -                     | 173,072                 |
| <b>Total Designated</b>           | <b>381,569</b>          | <b>120,610</b> | <b>4,851</b>     | <b>–</b>       | <b>–</b>              | <b>497,328</b>          |
| <b>24c Restricted</b>             |                         |                |                  |                |                       |                         |
| Hall Property Reserve             | 600,000                 | –              | –                | –              | –                     | 600,000                 |
| Highlands Hub                     | 40,832                  | 19,187         | 35,165           | –              | –                     | 24,854                  |
| HT & SC Flower Funds              | 708                     | 633            | 624              | –              | –                     | 717                     |
| HT Choir Fund                     | 1,366                   | 6              | 305              | –              | –                     | 1,067                   |
| HT Parish Hall                    | 8,128                   | 13,826         | 10,501           | –              | –                     | 11,453                  |
| HT Parish Hall Extra-Ordinary     | 113,586                 | 6,136          | 380              | –              | (2,181)               | 117,161                 |
| HT Major Projects                 | 56,014                  | 3,578          | 159              | –              | –                     | 59,433                  |
| Messy Church/Little Fishes Fund   | 1,668                   | 2,232          | 1,697            | –              | –                     | 2,203                   |
| PAC                               | –                       | 154            | 170              | –              | –                     | (16)                    |
| Prices Trust Fund                 | 6,516                   | 5,040          | 8,117            | –              | –                     | 3,439                   |
| Quest Operating Fund              | 538                     | 2              | –                | –              | –                     | 540                     |
| Restoration Fund                  | 23,010                  | 102            | –                | –              | –                     | 23,112                  |
| SC Choir Fund                     | 474                     | 2              | 103              | –              | –                     | 373                     |
| SC Hall Fund                      | 6,100                   | 7,585          | 4,007            | -              | –                     | 9,678                   |
| Specific Purposes Fund            | 5,816                   | 20             | 368              | –              | –                     | 5,468                   |
| St. Columba Development Fund      | 13,470                  | 1,861          | 2,611            | –              | –                     | 12,720                  |
| <b>Total Restricted</b>           | <b>878,226</b>          | <b>60,364</b>  | <b>64,207</b>    | <b>–</b>       | <b>(2,181)</b>        | <b>872,202</b>          |
| <b>24d Endowment</b>              |                         |                |                  |                |                       |                         |
| HBWB Trust Capital                | 204,551                 | 348            | 927              | –              | (6,710)               | 197,262                 |
| HBWB Trust Revenue                | 22,395                  | 8,156          | 7,735            | –              | –                     | 22,816                  |
| <b>Endowment Total</b>            | <b>226,946</b>          | <b>8,504</b>   | <b>8,662</b>     | <b>–</b>       | <b>(6,710)</b>        | <b>220,078</b>          |
|                                   | <b>1,597,191</b>        | <b>349,761</b> | <b>234,093</b>   | <b>–</b>       | <b>(9,306)</b>        | <b>1,703,553</b>        |

## Notes to the Financial Statements For the year ended 31<sup>st</sup> December 2018 (*continued*)

### 24 Analysis of individual funds (*continued*)

#### Dr Collins Memorial Fund

During 2012, a legacy was received from the late Dr. Margaret Collins. This legacy was to be split between the two churches to use as each church council see fit. HTCC allocated part of their portion to purchasing new chairs for the Parish Centre in 2015, a coffee machine in 2016 and part of the cost of the notice boards in 2017. SCCC have decided that their portion of the legacy should be used to ensure the Highlands Hub can operate for the full term of the lease agreement should the current Highlands Hub Fund run out of money

#### Gerald Brook Memorial Fund

During 2011, a bequest was received from the late Gerald Brook.

#### HT Roof Repair Fund

The Holy Trinity Roof Repair Fund is a designated fund that holds a portion of the proceeds of the sale of the Miller Drive property.

#### Memorial Garden Fund

The Memorial Garden Fund is a designated fund to maintain the memorial garden in the grounds of Holy Trinity.

#### Organ Replacement Fund

The Organ Replacement Fund is a designated fund which holds a portion of the proceeds from the sale of the Miller Drive property.

#### Sheila Walters Memorial Fund

During 2013, a legacy was received from the late Sheila Walters.

#### Specific Funds

This is a joint designated and restricted fund for the purpose of holding short-term designated and restricted income that is expected to be used within a couple of years which does not warrant the creation of a dedicated fund.

#### SC Development Fund

The St. Columba Development Fund is a joint designated and restricted fund. The designated fund arose from the proceeds of the sale of the Miller Drive property. The restricted reserve holds donations and income raised to develop the site at St. Columba.

#### Parish Capital Fund

This contains the proceeds of the negotiations over the sale of the ransom strip within the Zodiac redevelopment and the Nigel Dean legacy. The PCC has decided that this is to be spent on future capital projects within the Parish.

#### Hall Property Reserve

This fund contains the nominal value for both halls.

#### Highlands Hub

The Highlands Hub Fund is a restricted fund to meet the day to day running costs of the Highlands Hub.

#### HT & SC Flower Fund

The Flower Fund relates to the supply of flowers for both Holy Trinity and St. Columba for Sunday services as well as weddings and funerals.

#### HT Choir Fund

The Holy Trinity Choir Fund holds income received by the Holy Trinity Choir and is primarily used to purchase hymn books for the choir.

# Holy Trinity with St. Columba PCC

Charity number: 1135129

## Holy Trinity Parish Hall Fund

The Holy Trinity Parish Hall fund is one of two funds which make up the Holy Trinity Parish Hall Trust. This fund is to pay for the day to day running costs of the hall from letting income. Should a surplus arise, a contribution is made to the Extra-Ordinary Repair Fund.

## Holy Trinity Parish Hall Extra-Ordinary Fund

The Holy Trinity Parish Hall Extra-Ordinary repair fund is the second of two funds which make up the Holy Trinity Parish Hall Trust. This fund holds the investments which would be used to rebuild or undertake major repair works to the hall.

## HT Major Projects

The Holy Trinity Tower Fund (also known as High Time) has been renamed and relates to funds left over from the repair works required on the tower and clock at Holy Trinity (High Time Refurbishment Fund).

## Messy Church/Little Fishes Fund

This restricted fund is to manage the income and expenditure relating to the Messy Church and Little Fishes children's groups.

## Prices Trust Fund

The Prices Trust Fund is a restricted fund holding the grant income received from The Prices Charitable Trust for the education of under 25s within the Parish of Fareham.

## Quest Operating Fund

The Quest Operating Fund holds the remaining balance of funds used for the Quest Youth group. There has been no activity in the fund for several years and is held as a restricted fund. With the creation of a new youth group, the PCC passed a resolution in 2015 to allow the new youth group of use this fund as their purposes are similar. In 2019 the balance of this fund will be used to aid the Scouts Silver Service lunch.

## Restoration Fund

The Restoration Fund holds restricted donations and the legacy from the late Dennis Stevens (£11,258) meant for the restoration of Holy Trinity Church. This fund is only to be used should a major capital repair project occur.

## SC Choir Fund

The St. Columba Choir Fund, similar to the HT Choir Fund, holds income received by the St. Columba Choir for the purpose of mainly purchasing new hymn books.

## SC Hall Fund

The St. Columba Hall fund is a restricted reserve to cover the day to day running costs of the Hall.

## HBWB Fund

The Helen Butter Waddell-Boyd (HBWB) Trust is a permanent endowment whereby the capital is to maintained (HBWB Capital Fund) and the income generated from investing the capital can then be spent on the upkeep of the office and various expenses for the incumbent of Holy Trinity.

## 25 Analysis of assets and liabilities represented by funds

|                     | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds<br>£ | Total<br>Funds<br>2018<br>£ |
|---------------------|----------------------------|--------------------------|--------------------------|-------------------------|-----------------------------|
| Fixed assets        | 500                        | 1,390                    | 606,840                  | -                       | 608,730                     |
| Investment assets   | 29,674                     | -                        | 117,729                  | 199,371                 | 346,774                     |
| Stock               | 116                        | -                        | 176                      | -                       | 292                         |
| Debtors             | 9,277                      | -                        | 8,211                    | 476                     | 17,964                      |
| Cash at bank        | 88,306                     | 496,213                  | 143,341                  | 20,231                  | 748,091                     |
| Current liabilities | (13,928)                   | (275)                    | (4,095)                  | -                       | (18,298)                    |
| <b>Total</b>        | <b>113,945</b>             | <b>497,328</b>           | <b>872,202</b>           | <b>220,078</b>          | <b>1,703,553</b>            |

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| <b>General Fund Summary 2018</b>        |                |                 |                 |                |                  |                 |
|---|----------------|-----------------|-----------------|----------------|------------------|-----------------|
|   | Jan-Dec        | Jan-Dec         |                 | Jan-Dec        |                  | Budget          |
|   | 2018           | 2018            | 2018 variance   | 2017           | 2018 actual      | 2018            |
|   | Actual         | Budget          | to budget       | Actual         | variance to 2017 |                 |
|   | £              | £               | £               | £              | £                | £               |
| <b>EXPENDITURE</b>                      |                |                 |                 |                |                  |                 |
| <b>PARISH SHARE</b>                     | <b>102,424</b> | <b>102,424</b>  | <b>0</b>        | <b>104,448</b> | <b>(2,024)</b>   | <b>102,424</b>  |
| Clergy Travel                           | 395            | 2,000           | 1,605           | 1,965          | (1,570)          | 2,000           |
| Other Clergy Costs                      | 379            | 2,300           | 1,921           | 2,341          | (1,962)          | 2,300           |
| <b>CLERGY COSTS</b>                     | <b>774</b>     | <b>4,300</b>    | <b>3,526</b>    | <b>4,306</b>   | <b>(3,532)</b>   | <b>4,300</b>    |
| Altar Requisites                        | 1,490          | 1,000           | (490)           | 974            | 516              | 1,000           |
| Light, Heat & Insurance                 | 9,767          | 8,500           | (1,267)         | 8,420          | 1,347            | 8,500           |
| Sundry                                  | 3,490          | 4,500           | 1,010           | 3,964          | (474)            | 4,500           |
| Organists & Choirs                      | 4,115          | 4,300           | 185             | 4,428          | (313)            | 4,300           |
| Repairs & Grounds                       | 5,122          | 24,000          | 18,878          | 11,660         | (6,538)          | 24,000          |
| <b>CHURCH COSTS</b>                     | <b>23,985</b>  | <b>42,300</b>   | <b>18,315</b>   | <b>29,446</b>  | <b>(5,461)</b>   | <b>42,300</b>   |
| Printing, Postage, & Stationery         | 2,683          | 2,800           | 117             | 3,190          | (507)            | 2,800           |
| Office Telephones                       | 668            | 900             | 232             | 831            | (163)            | 900             |
| Office Payroll Costs                    | 11,657         | 11,300          | (357)           | 11,212         | 445              | 11,300          |
| Stewardship Costs                       | 0              | 250             | 250             | 342            | (342)            | 250             |
| Other General Exps                      | 1,946          | 2,000           | 54              | 3,060          | (1,114)          | 2,000           |
| Bank charges, Acc. & Legal fees         | 3,681          | 2,500           | (1,181)         | 1,904          | 1,777            | 2,500           |
| <b>GENERAL EXPENSES</b>                 | <b>20,635</b>  | <b>19,750</b>   | <b>(885)</b>    | <b>20,539</b>  | <b>96</b>        | <b>19,750</b>   |
| <b>Parish Giving</b>                    | <b>8,554</b>   | <b>7,275</b>    | <b>(1,279)</b>  | <b>7,164</b>   | <b>1,390</b>     | <b>7,275</b>    |
| <b>TOTAL EXPENDITURE</b>                | <b>156,372</b> | <b>176,049</b>  | <b>19,677</b>   | <b>165,903</b> | <b>(9,531)</b>   | <b>176,049</b>  |
| <b>INCOME</b>                           |                |                 |                 |                |                  |                 |
| Loose Plate                             | 5,672          | 11,200          | (5,528)         | 11,294         | (5,622)          | 11,200          |
| Pledge Giving                           | 100,706        | 97,000          | 3,706           | 95,504         | 5,202            | 97,000          |
| Gift Aid received                       | 30,397         | 25,300          | 5,097           | 28,156         | 2,241            | 25,300          |
| PCC Fees (weddings & funerals)          | 3,148          | 4,500           | (1,352)         | 5,614          | (2,466)          | 4,500           |
| Donations                               | 4,205          | 3,500           | 705             | 17,852         | (13,647)         | 3,500           |
| Car Park Income                         | 10,315         | 10,000          | 315             | 9,482          | 833              | 10,000          |
| Sundry Income                           | 3,762          | 3,200           | 562             | 5,886          | (2,124)          | 3,200           |
| Interest & Dividends                    | 2,078          | 4,900           | (2,822)         | 2,966          | (888)            | 4,900           |
| <b>TOTAL INCOME</b>                     | <b>160,283</b> | <b>159,600</b>  | <b>683</b>      | <b>176,754</b> | <b>(16,471)</b>  | <b>159,600</b>  |
| <b>Investment gains(losses)</b>         | <b>(415)</b>   | <b>0</b>        | <b>(415)</b>    | <b>(415)</b>   | <b>0</b>         | <b>0</b>        |
| <b>Transferred from other funds</b>     | <b>0</b>       |                 |                 | <b>19,140</b>  |                  |                 |
| <b>Surplus / Deficit this year</b>      | <b>3,495</b>   | <b>(16,449)</b> | <b>(19,408)</b> | <b>29,576</b>  | <b>(6,940)</b>   | <b>(16,449)</b> |
| <b>General Fund Balance at 1.1.18</b>   | <b>110,450</b> |                 |                 |                |                  |                 |
| <b>General Fund Balance at 31.12.18</b> | <b>113,945</b> |                 |                 |                |                  |                 |

This page does not form part of the statutory accounts.

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