

Friends of Christ Church Portsdown

Introduction

The Friends of Christ Church Portsdown (FoCCP) is an initiative formulated in 2007 at Christ Church to engage the local and wider community in both financial and practical support, to conserve and maintain the buildings and grounds, that constitute Christ Church Portsdown for future generations. The FoCCP was publicised internally in December at the Advent Fayre and will be promoted externally, via an invitation delivered with the 2008 Parish Easter Card, to a launch event in the Spring.

Full details including the constitution, joining and membership information is available from the Church website, <http://www.christchurchportsdown.org/> or from the Church.

Membership

Membership is open to anyone, and not restricted exclusively to local people, the types of membership are:

- Individual membership at a minimum cost of £15 per year
- Family membership at a minimum cost of £25 per year
- Lifetime membership at a minimum cost of £150

Friends are encouraged to Gift Aid their subscriptions and are assured that details they provide will be kept confidential.

Objectives and Activities

The Friends of Christ Church Portsdown is an outreach initiative to connect with the greater community, targeted, but not limited to, those who live or work within the Parish of Portsdown. It was considered that there are people in the Parish who may not regularly attend Sunday services but nevertheless wish to see the Church, Church Hall, Churchyard and Military Cemetery accessible, well maintained and preserved for future generations. It is important that this link is maintained and improved as a means for sampling the wider community needs, and in the longer term, help to encourage members to become more involved in Church life. FoCCP supporters are also welcome to assist with parish and community projects in the Church, Church Hall and the Church Yard.

Structure, Governance and Management

The management committee will consist of a chairperson who shall be a serving Church Warden of Christ Church Portsdown, supported initially by four nominated members of Christ Church and at the earliest opportunity two members elected from 'The Friends' membership. The current Friends Committee members are as follows:

Chairperson:

Mrs Rosemary Filtness
(also Christ Church Warden)

Elected members:

To be elected following the
formal launch

Executive Committee

Mr Colin Dove
Mrs Pauline Metcalfe
Mr Roger Metcalfe
Mr Nigel Wheatley

Friends of Christ Church Portsdown - Financial Statement 2007 - Annex 2

While the FoCCP Management committee have responsibility for the objectives and activities as described the executive will remain as a sub committee of the Christ Church Portsdown Parochial Church Council (the PCC) and will conform to the rules, regulations and all legal requirements of the Church. Liability insurance cover is provided for any work carried out by the FoCCP that formally supports the objectives and activities of the FoCCP or Christ Church.

Friends of Christ Church Portsdown Financial Policy

The monies collected will be held, on behalf of the Management Committee, in a restricted fund of the PCC and allocated by the Executive Committee at their discretion, but only in support of the objectives defined above. The treasurer (who may also be the treasurer of the Church) will answer to the Executive Committee on all matters pertaining to the management and governance of the FoCCP funds. The treasurer will prepare and publish a separate set of accounts for the FoCCP which will normally be produced at the same time as the Church accounts and inspected and published together with Christ Church Annual Report and Financial Statements. The accounts will operate within the framework already established for the Church accounts, including sharing the banking and gift aid facilities, thus the FoCCP avoid any significant management or administration costs. Forms and procedures have been designed to ensure that FoCCP income or expenditure can always be identified within the Church accounts and that hard copy paper evidence is created (in addition and if necessary to recreate) a computer based register.

Risk Management & Health and Safety

Risk Management is a statutory requirement. The Friends of Christ Church Risk Management Policy and Health and Safety obligations are led by Stuart Davies for the PCC and apply equally to any activities carried out by or on behalf of the Friends in the Church, the Churchyard, Church Hall, Military Cemetery or environs.

Child Protection Policy

All activities of the Friends of Christ Church operate within the Child Protection Policy of Christ Church Portsdown.

Treasurer's Report

The Honorary Treasurer, and treasurer for Christ Church, advised and assisted the FoCCP Executive Committee in setting up the management and governance arrangements to control the funds that the FoCCP will manage. The FoCCP financial transactions this year have been very limited since the internal publicity in December, so far no difficulties have been encountered, nor are expected, as the system is based on the proven practices that are used to run the Church accounts. The PCC voted up to a £100 to underwrite the Friends setting up costs and so far £35.69 has been spent on printing costs. The PCC is willing to share normal stationery requirements and equipment resources by liaison with the Parish Administrator.

Reserves & Investment Policy

All cash reserves are currently held within the Christ Church current account. If and when the reserves exceed £1000, and assuming there are no imminent plans to spend the fund, consideration will be made together with the Executive Committee, to place the balance with the CBF Church of England deposit scheme. Collectively the Church of England reserves are invested through CCLA Investment Management Ltd. CCLA accords to the principles and ethical considerations of the Church of England Ethical Investment Advisory Group. Full details of the policy can be found on the Church of England website. <http://www.cofe.anglican.org/info/ethical/policystatements/policyethicalinvestmentstatement.pdf>

Statement of Financial Activities of the Friends of Christ Church Portsdown

	2007			Totals	
	Unrestricted	Restricted	Reserve	2007	2006
	£	£	£	£	£
Incoming Resources (note 3)					
Voluntary income		530		530	
Gift Aid - accrued income for 2007 (note 4)		107		107	
Activities generating funds					
Income from Investments					
Total Incoming Resources		637		637	
Resources Expended (note 5)					
Cost of generating voluntary income (Printing)	(36)			(36)	
Trading Costs					
Governance Costs					
Total Resources Expended	(36)			(36)	
Net incoming gains before other recognised gains					
Gains (Losses) on Investment Assets					
NET MOVEMENT IN FUNDS					
Brought Forward from earlier years					
Transfers from Church Account					
Balances brought forward 1 January					
Balances on 31 December	(36)	637		601	

Approved by the Executive Committee of the Friend of Christ Church Portsdown on
11 March 2007 and signed on its behalf by:

Signed _____

Print _____ Chair of Friends Committee

Signed _____

Print _____ Honorary Treasurer

Notes to the Financial Statement

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards of the SORP 2005 on an accrual basis. The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the Friends of Christ Church Executive Committee is accountable for.

2. Funds

Restricted funds: represent:

Income from gifts or endowments to the Friends of Christ Church Portsdown which may be expended only on those aims and objectives stated in the constitution of the Friends of Christ Church Portsdown.

Unrestricted funds: It is not intended that the Friends of Christ Church Portsdown manage any unrestricted funds except where gifted by the PCC, as in the case of the startup grant.

3. Incoming resources

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and Legacies are accounted for when the Friends of Christ Church are legally entitled to the amounts due. Dividends, when applicable, will be accounted for when receivable, interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for.

4. Gift Aid

The Gift Aid Secretary was unable to process the Friends of Christ Church Portsdown 2007 Gift Aid claims in time for this report. The Honorary Treasurer has calculated the accrual figures based on the donor sums at 28.2%. It is unlikely any errors will have occurred in this estimation since all the gift aid donors are already on the Church gift aid register.

5. Resources expended:

Payments are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the Friends of Christ Church Portsdown.

6. Fixed assets:

The Friends of Christ Church Portsdown do not own any assets, normally any assets, following consultation would be capitalized to the PCC.

7. Investments:

The Friends of Christ Church Portsdown do not currently have any invested assets.

8. Stock

The Friends of Christ Church Portsdown own negligible stocks or stationery, all current requirements are either donated by members or provided by the Christ Church.

9. Fund Administration Fees

The Friends of Christ Church Portsdown do not currently have any invested assets that attract administration charges. Banking is carried out within the Church account without charge.

10. Declaration of payments

The following serving committee members and volunteer staff have received funds from the PCC during the financial year 2007:

- Mrs Pauline Metcalfe
- Mr Nigel Wheatley

All remuneration of expenses has been made against receipts and no other members of the Friends of Christ Church Portsdown or Christ Church have received any unrecorded expenses or remuneration.

11. Friends of Christ Church Portsdown Events

No events were held in 2007 that were specifically to benefit the Friends of Christ Church Portsdown.

12. Appendices

This appendix 2 section is provided for information on the finances of the Friends of Christ Church Portsdown but it does not form part of the official Christ Church Portsdown SOFA.