

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 opened to Church members in late 2007 and publicly promoted to the wider Parish in the Spring of 2008. Since the initial launch 7 life memberships, 6 Family memberships and 13 individual memberships have been set up. A total of about 48 Friends of Christ Church creating funds of nearly £1300.

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 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.

Two Friends events were held in 2008. The first, a Spring nature walk in the church yard and secondly a talk on the history of Purbrook & Widley. Similar events are planned in 2009. The Friends AGM is to be held on Saturday 28th Feb, in the Church Hall and will include a presentation by the Portsmouth in Bloom Co-ordinator.

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 two members can be elected from 'The Friends' membership. The current Friends Committee members are as follows:

Chairperson:

Mrs Ann Davies
(also Christ Church Warden)

Elected members:

To be elected as required

Committee Members

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

Treasurer

Mr Brian Mansbridge

While the FoCCP Management committee have responsibility for the objectives and activities of the FoCCP, they 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. In return the PCC will support the FoCCP Committee, host Friends meetings and activities and also provide liability insurance cover for any activities or work carried out by the Friends.

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 Committee at their discretion, in support of the objectives defined above. The treasurer (who may also be the honorary treasurer of the Church) will answer to the 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. The inspected report and supporting documentation will be published and thereafter retained each year together with Christ Church Portsdown accounts.

Risk Management & Health and Safety

Risk Management is a statutory requirement. Christ Church Portsdown's Risk Management Policy and Health and Safety obligations are managed by 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, for Christ Church, advised and assisted the FoCCP Committee in setting up the management and governance arrangements for the control of Friends funds. The FoCCP financial transactions this year have been managed in accordance with the financial policy described above without difficulty, proving the suitability of the procedures. The Church treasurer and FoCCP Membership Secretary both maintain separate accounts of transactions and these have been compared and found to align; thus providing confirmatory duplication and comparative audit of both membership and financial details. The 2008 report, presented here, has been inspected together with Church accounts and agreed as an accurate and true record by the Independent Examiner.

The PCC voted to pay the launch costs and has undertaken to support normal stationery requirements and provide equipment resources by liaison with the Parish Administrator, thus there are no expenses that appear in this years account. The FoCCP Management Committee voted £1000 to support the Christ Church Roof Appeal and the PCC is very grateful for the Friends' help in meeting this year's £42k roof repair bill. This is the only debit to the Friends' account to date. The event income is from voluntary donations made at the two 2008 FoCCP events.

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 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

	2008			Totals	
	Unrestricted	Restricted	Reserve	2008	2007
	£	£	£	£	£
Incoming Resources (note 3)					
Voluntary income - membership & donation		200		200	530
Voluntary income - Gift Aided m'ship and donation		745		745	107
Gift Aid - estimated accrued income 08 (note 4)		210		210	
Activities generating funds		142		142	
Income from Investments		0		0	
Total Incoming Resources		1297		1297	637
Resources Expended (note 5)					
Cost of generating voluntary income (note 6)		Nil			(36)
Transfer to Christ church Roof Appeal		(1000)		(1000)	
Trading Costs		Nil			
Governance Costs		Nil			
Liabilities		Nil			
Total Resources Expended		(1000)		(1000)	(36)
Net incoming gains before other recognised gains		297		297	601
Gains (Losses) on Investment Assets					
Account adjustment recredit of 07 startup costs		36		36	
Adjustment to 07 Gift Aid estimate		17		17	
NET MOVEMENT IN FUNDS		350		350	
Balances brought forward 1 January		601		601	601
Balances on 31 December		951		951	

Approved by the Management Committee of the Friend of Christ Church Portsdown on 24 February 2009 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 Management 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, although the accrued sum is shown in the annual account. 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 2008 Gift Aid claims in time for this report. The Honorary Treasurer has calculated the accrual figures based on the donor sums at 28.2%. . Due to the relatively small number of gift aided donations received in 2008 the accrual sum has been added to the account as the risk of non processing and receipt of these sums is a relatively small risk to the Church.

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. Printing Expenses 2007:

In accordance with the PCC decision that start up costs would be borne by the Church these costs were recredited to the Friends and appears as an account adjustment.

7. Fixed assets:

The Friends of Christ Church Portsdown do not own any assets, should any be acquired in the future they would be capitalized to the PCC.

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8. **Investments:**

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

9. **Stock**

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

10. **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.

11. **Declaration of payments**

The following serving committee members and volunteer staff have received funds from the PCC during the Church financial year 2008, all associated with the startup costs of FoCCP This funding was donated by the PCC and not drawn on Friends funds.

- Mrs Pauline Metcalfe
- Mr Nigel Wheatley

All these funds were remuneration of expenses, made against receipts, no other members of the Friends of Christ Church Portsdown or Christ Church have received any unrecorded expenses or remuneration.

12. **Friends of Christ Church Portsdown Events**

Two events were held in 2008 that benefitted the Friends of Christ Church Portsdown financially. The first, a Spring nature walk in the church yard and secondly a talk on the history of Purbrook & Widley.

13. **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 statement of financial activities.