

Friends of Christ Church Portsdown

Introduction

The Friends of Christ Church Portsdown (FoCCP) is an initiative started 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. In the last year 9 life memberships, 6 Family memberships and individual memberships have been maintained. A total of about 32 Friends of Christ Church creating funds of about £850 per year.

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
- Honorary Membership - an exceptional service award by the FoCCP Committee

Friends are encouraged to Gift Aid their subscriptions. The Friends Committee provide an assurance that details they provide for the Gift Aid process will be kept confidential and not used for any other purpose.

Aims and Objectives

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 association with the community 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.

Events and Activities

Three Friends events were held in 2009. The first following the AGM was a talk on Portsmouth in Bloom by Steven Rees, co-ordinator of the project. The second was a guided walk led by Richard Jones on Portsdown Hill Nature Reserve to see the range of flora and fauna. The third was a presentation about butterflies in Hampshire given by Peter Gardner of the Hampshire Wildlife Trust. The Friends second AGM is to be held on 5 March 2010, in the Church Hall back room and will be followed with a talk on Cuba and the effects of the Fair Trade organisation.

Friends funds in 2009 have been used to contribute toward tree preservation and lopping in the Church yard.

Structure, Governance and Management

The management committee consists of a chairperson who is 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 and can be independent of the Church. The current Friends Committee members are as follows:

Chairperson:

Mrs Ann Davies
(also Christ Church Warden)

Membership Secretary:

Mrs Pauline Metcalfe

Elected Committee Members

Mr Colin Dove
Mr Len Lowe
Mr Roger Metcalfe
Mr Nigel Wheatley

Honorary 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 (PCC) and conform to the rules, regulations and all legal requirements of the Church as a corporate group. 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 and expended by the Friends Committee at their discretion, in support of the objectives defined above. The treasurer, who may also be the honorary treasurer of the Church, will report 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 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 be managed within the framework already established for the Church accounts, including sharing the banking and gift aid facilities, thus the FoCCP avoid any significant management overheads 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 retained each year together with Christ Church Portsdown accounts and in separate membership records.

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 and Vulnerable Persons Policies

All activities of the Friends of Christ Church operate within the protection policy of Christ Church Portsdown.

Treasurer's Report

The Honorary Treasurer for Christ Church also acts as FoCCP treasurer and advises the committee on the control and governance of Friends funds. The FoCCP financial transactions have been managed following the principles of the Church of England and in compliance of the Charity Commission procedures. The Friends income is primarily from membership renewal with some additional voluntary income collected at social activities and events. All the expenses are payments for services or events approved by the FoCCP committee. The Friends have no employees or staff and have not paid or reimbursed expenses to any Friends or other persons during the year. The Christ Church account has acted as a conduit for membership fees and payments to the FoCC account during the year; such income can be traced in both accounts. Gift Aid and accrual has been calculated for the full year and credited to this account so that year end closure figures can be calculated. The very slight risk that the refund differs from the accrual calculation, while small, is borne by the Church.

The church treasurer and FoCCP Membership Secretary both maintain separate accounts of transactions and membership and these have been compared and found to align; thus providing confirmatory duplication and comparative audit of both membership and financial details. The 2009 report, presented here, has been inspected together with Church accounts and agreed as an accurate and true record by the Independent Examiner.

The FoCCP Management Committee at their AGM on 5 March 2010 have accepted the financial report that follows as an unqualified record of the financial affairs of the FoCCP.

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 by 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

	Totals		2009	2008
	Restricted	Investments		
	£	£	£	£
Incoming Resources (note 3)				
Voluntary income - membership & donation	270		270	200
Voluntary income - Gift Aided m'ship and donation	365		365	745
Gift Aid - estimated accrued income 09 (note 6)	113		113	210
Activities generating funds (note 5)	105		105	142
Income from Investments (note 8)	0		0	0
Total Incoming Resources	853		853	1297
Resources Expended (note 4)				
Cost of generating voluntary income (note 5)				
Transfer/Payment for Tree Lopping	489		489	1000
Event Costs	70		70	
Governance Costs				
Liabilities				
Total Resources Expended	(559)		(559)	(1000)
Net incoming gains before other recognised gains	294		294	297
Gains (Losses) on Investment Assets				
Account adjustments				36
Adjustment to 08 Gift Aid estimate				17
NET MOVEMENT IN FUNDS	294		294	350
Balances brought forward 1 January	951		951	601
Balances on 31 December	1245		1245	951

Friends of Christ Church Portsdown - Financial Statement 2009 - Annex 2

Balance Sheet 31 December 2009

	Totals		2009	2008
	Restricted	Investments		
	£	£	£	£
Fixed Assets				
Tangible/Fixed Assets (note 7)				
Investments (note 8)				
Total Fixed Assets	Nil	Nil	0	0
Current Assets				
Stock (note 9)	Nil		Nil	Nil
Debtors - due fm Church Account	Nil		Nil	Nil
Gift Aid Accrual 2009 (note 6)	113		113	334
Cash	1132		1132	617
Total Current Assets	1245	Nil	1245	951
Liabilities				
Creditors: amounts falling due in one year				
Total Assets less current Liabilities				
Creditors: amounts falling after one year				
Total Net Assets	Nil	Nil	0	0
Friend of Christ Church Funds				
Held in Term Deposits				
Held in Church Account	1132		1132	951
Creditors (Less liabilities)	113		113	
Total Friends of Christ Church Funds	1245		1245	951

Approved by the Management Committee of the Friend of Christ Church Portsdown on 5 March 2010 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 on an accrual basis in accordance with the Church Accounting Regulations 2006, together with applicable accounting standards of the SORP 2005, these conform to the Charity Commission requirements. The financial statements include all transactions, assets and liabilities for which the Friends of Christ Church Management Committee is accountable.

2. Funds

Restricted funds:

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, for a specific purpose, 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 and 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, if 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. Resources expended:

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

5. Activities generating funds:

Social and informative events arranged by the FoCCP are not normally planned as fund raising events although voluntary contributions to defray costs are sought. During 2009 voluntary contributions received at these events have covered costs, particularly as the Church provides the venue without charge. The resulting income from these events is recorded as 'activities generating funds'.

6. Gift Aid

The Honorary Treasurer has calculated the accrual figures based on gift aid income in order to facilitate the years transfer sum. Due to the relatively small number of gift aided donations received in 2009 this allows the Friends account to be finalised and closed with the small risk, borne by the Church, that accrual does not exactly match income.

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.

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 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

No committee members, volunteer staff or public have received Friends funds from the PCC or FoCCP Committee during the Church financial year 2009.

12. Liabilities

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

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.