

## **Portsdown Parish Centre Project Report to closure & transfer to Christ Church Honorary Treasurer**

### **Introduction**

This has been a challenging year for the project team with the continued absence of the Vicar adding to the difficulties. The final shape of the project is much clearer with helpful advice received from the Architect, Lorica and Action Planning. The cost of the agreed scheme was estimated to be £500,000. Fund raising has taken place and those who have participated are thanked for their energy, enthusiasm and organisational ability. In view of the continuing lack of spiritual leadership it has been decided to suspend the project until the position is clarified. This became formal at the first PCC meeting in 2007 when the Project Leadership Team (PLT) was stood down.

This report includes coverage of all those transactions carried out by the Parish Centre Financial Coordinator on behalf of the PLT after which the account was balanced, and is in this Annex, and subsequently transferred to the control of Christ Church Honorary Treasurer.

### **Mission Statement**

Portsdown Church Parish Centre:

"On top of the Hill and the Heart of the Community".

### **Objectives and Activities**

A Portsdown Parish Project, which aimed to bring the Church, including both Church and Hall facilities, up to twenty first century standards.

### **Fund Raising**

The fund raising group has worked hard and funds have been successfully raised.

### **Structure, Governance and Management**

PLT appointment by PCC

### **Risk Management & Health and Safety**

Risk Management is a statutory requirement. The PCC/PLT's Risk Management Policy and Health and Safety obligations are led by Stuart Davies for the PCC and apply equally to the PLT.

## **PLT Committees and Groups**

The Project Leadership Team (PLT) operates a number of sub groups that meet as required and report to the Parochial Church Council (PCC).

Project Leadership Team (PLT): A group formed in 2006 to manage the Portsdown Parish Centre Project, but stood down in January 2007.

Fund Raising Group: Parish Centre fundraising. Stood down in January 2007.

Communications Group: Has responsibility for all Church communications & Parish Centre publicity. Leaderless in 2006 & 2007 and stood down in January 2007.

Design & Build Group: Responsible to the PLT for proposals relating to the building development plans. Stood down in January 2007.

## **PLT Business Review of the Year**

The Project Leadership Team has met regularly and frequently throughout the year and endeavored to keep the membership of the church involved in the definition and aims of the project that is always subject to the approval of the PCC.

### **Design & Build**

The design & build group has met regularly and produced good proposals for the building development plans.

### **Communications**

In the absence of the vicar communications have proved to be difficult. The PLT suffered in the same way without a Chairperson, lead volunteer or Vicar to cover the communications requirements. The whole group was stood down along with other project related groups at the first PCC meeting of 2007.

### **Child Protection Policy**

The PLT operates within the Child Protection Policy of Christ Church Portsdown.

## Treasurer's Report

The prime income to date has been donations mostly from Church members but also some sponsors. Regular fund raising events have also lifted the totals with the Horse Race event, Concerts, Tin Foil Collection and Parish Centre Cards being prominent

## Reserves & Investment Policy

Christ Church reserves have all been allocated to the Portsdown Parish Centre Project, Approximately £45.4k is held in restricted funds, in the Building Fund (both a fixed element and a linked CBF deposit account). This was formerly '159 The Dale Fund' and are the proceeds from the sale of the former Curate's house some years ago which the Charity Commission have approved to use for the Parish Centre development.

Other than the cash reserve all fund balances are held 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>

Annual Report approved by the PCC/PLT on 13 March 2007 and signed on its behalf by the Wardens:

Signed: \_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

\_\_\_\_\_

**Statement of Financial Activities Christ Church Portsdown Parish Centre**

**Revised format on an Accrual Basis until closure and transfer to Christ Church  
Honorary Treasurer:**

Due the change of accounting system from a Receipts and Payment report to an Accrual Report for 2006 & 2007 not all of the rows below have direct comparisons in 2005 and the year comparison column cannot be completed. All closing figures brought forward for 1 January 2006 are of course consistent. The notes on pages 6A and 7A form part of this account.

	2006 & 2007			Totals	
	Unrestricted	Restricted	Reserve	2006 & 2007	2005
	£	£	£	£	£
<b>Incoming Resources (note 3 &amp; 14)</b>					
Voluntary income		6983		6983	2119
Activities generating funds		1162		1162	1145
Income from Investments		2731		2731	2478
Income from Church Activities		102		102	
Other incoming resources (Church A/c & Reserves)		20842		20842	216
<b>Total Incoming Resources</b>		<b>31820</b>		<b>31820</b>	<b>5958</b>
<b>Resources Expended (note 4 &amp; 15)</b>					
Cost of generating voluntary income		----		----	380
Trading Costs		----		----	----
Parish Centre Support Activities		30296		30296	3762
Governance Costs		----		----	----
<b>Total Resources Expended</b>		<b>30296</b>		<b>30296</b>	<b>4142</b>
<b>Net incoming gains before other recognised gains</b>		1524		1524	
<b>Gains (Losses) on Investment Assets</b>					
Management Charges (CBF Fund costed in expenses)			(126)	(126)	
On revaluation (fixed building fund)			(475)	(475)	
<b>NET MOVEMENT IN FUNDS</b>					
<b>Assets not Accrued previously under R &amp; P Account</b>					
Fixed Building Fund A/c as at 1 Jan 06			10717	10717	
Building CBF Deposit Fund as at 1 Jan 06					
Transfer from Building Fund to Bank		(15000)		(15000)	
Balance of 2005 income		(1776)		(1776)	
<b>Transfers from Church Account</b>					
2006-07 income already included in incoming resources		(2775)		(2775)	
Adjustment for rounding and Gift Aid estimates		(47)		(47)	
<b>Balances brought forward 1 January</b>		7001	47586	54587	
<b>Balances brought forward 31 December</b>		<b>(11073)</b>	<b>57702</b>	<b>46629</b>	<b>54587</b>

Christ Church Portsdown - Parish Centre Financial Statement 2006 & 2007 - Annex 1

**Balance Sheet on transfer to Christ Church Honorary Treasurer:**

	2006 & 2007			Totals	
	Unrestricted	Restricted	Reserves	2006 & 2007	2005
	£	£	£	£	£
<b>Fixed Assets</b>					
Tangible/Fixed Assets (note 6)	----	----	----	----	----
Investments (note 6)					
Building Fund DBF deposit A/c			35192	35192	47586
Fixed Building Fund A/c			10242	10242	10717
<b>Total Fixed Assets</b>			45434	45434	58303
<b>Current Assets</b>					
Stock(Parish Centre uses Church Stationery - note 8)	----	----	----	----	----
Debtors	----	----	----	---	----
Cash at bank and in hand		1195		1195	5215
<b>Total Current Assets</b>		1195		1195	5215
<b>Liabilities</b>					
Creditors: amounts falling due in one year	----	----	----	----	----
<b>Total Assets less current Liabilities</b>	----	----	----	----	----
Creditors: amounts falling after one year					
<b>Total Net Assets</b>	----	1195	45434	46629	----
<b>Parish Centre Funds</b>					
Held in Short Term Deposits				45434	
Bank Account		1195		1194	
<b>Total Parish Centre Funds</b>		1195	45434	46629	54587

Approved by the Parochial Church Council on March 2007 and signed on it behalf by:

Signed \_\_\_\_\_

Print \_\_\_\_\_ Warden/Chair of PCC

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 and the SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value. The financial statements include all transactions, assets and liabilities for which the PCC/PLT 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.

### 2. Funds

**Restricted funds** represent

a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest. All of the funds in this annex are restricted and attributed to the Portsdown Parish Centre.

b) donations or grants received for a specific object or invited by the PCC/PLT for a specific object. These funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. Christ Church has awarded the Building Fund as a Restricted Funds in support of the Parish Centre project:

- "159 The Dale" funds formerly called 'The Building Fund'. Two funds, a Deposit fund and fixed interest fund that are the proceeds from the sale of the former Curate's house some years ago. The Charity Commission has approved the use of this fund for the Parish Centre project and it was transferred to the Portsdown Parish Centre Project as a reserve account in January 2006. It is no longer reported in the Church Account but in Parish Centre report as a reserve asset.

**Unrestricted funds** are general funds which can be used for PLT ordinary purposes. Unrestricted funds represent the funds of the PCC/PLT that are not subject to any special restrictions regarding their use and are available for application to the general purposes of the PCC/PLT. Any unused surplus raised in a restricted funding appeal will be put to the general purposes of the PCC/PLT.

### 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 PCC/PLT is legally entitled to the amounts due. Dividends are 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:

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC/PLT. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for.

### 5. Fixed assets:

Christ Church Portsdown Parish Centre does not own any fixed assets.

6. **Investments:** are valued at market value at 31 December.

7. **Gift Aid**

The Gift Aid Secretary was unable to advise the Parish Centre 2006 Gift Aid claims on an accrual basis, the Honorary Treasurer has calculated the figures on the donor sums at 28.2% and compared this with the actual gift aid receipts. It is likely errors will have occurred as not all donors declaring gift aid turn out to be tax payers and the value of gift aid donations declared in 2006, and claimed, but not received cannot be determined. This 2007 accrual figure should be retrospectively confirmed on examination of the 2007 records. As far as can be determined the whole of the Parish centre Gift Aid income has been transferred to the Parish Centre account for this statement.

8. **Stock**

Christ Church Portsdown Parish Centre does not own any stock/stationary requirements are met by the Church.

9. **Fund Administration Fees**

The Diocesan Board of Finance as Custodian Trustees levy finance administration fees on the profit of invested funds from time to time. Charges are 2% of the income up to £2000 and 1% for those funds when the income exceeds £2001. Fees are usually collected when withdrawals are made, otherwise intermittently and not annually so at most times we carry a liability to the DBF.

10. **Declaration of payments**

The following serving members and volunteer staff of the PCC/PLT have received funds from the PCC/PLT during the financial year 2006 and until account closure in 2007:

- Jim Molloy
- Rita Drake

All remuneration of expenses has been made against receipts and no other member of the PCC/PLT or Church Membership has received any unrecorded expenses or remuneration.

11. **Parish Centre Events**

The various organisers of social activity directed that any profits be paid to the Parish Centre account.

12. **Portsdown Parish Centre Project Finances**

The finances of the Portsdown Parish Centre Project have been in the control of the Portsdown Parish Centre Finance Controller for 2006 & 2007. The Portsdown Parish Centre Finance Controller maintained this responsibilities even after the PLT was stood down to complete the Parish Centre Financial Report, at Annex A, and identify all outstanding Parish Centre liabilities; after presentation of this report at the Annual Parochial Council Meeting (APCM) the dormant fund will be transferred to the Honorary Treasurer.

13. **Appendices**

The appendix section is provided for information with this financial statement but it does not form part of the official SOFA.

14. Incoming Resources (note 3)

	2006 & 2007			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 & 2007 £	2005 £
<b>Voluntary income from donors</b>					
Planned giving		275		275	180
Bequests		1000		1000	-
Unrestricted Donations		5708		5708	2119
<b>Total Voluntary income</b>		6983		6983	
<b>Activities generating funds</b>					
Bible Marathon (late receipts)		102		102	5474
PC Concert		131		131	-
Horse Race Event		352		352	-
Victory Singers		128		128	-
Parish Centre Cards		295		295	300
Strawberry Teas		154		154	-
<b>Total Activities generating funds</b>		1162		1162	
<b>Income from Investments</b>					
Interest Building Fund Fixed Account		569		569	633
Interest Building Fund CBF Account		2162		2162	2694
<b>Total Income from Investments</b>		2731		2731	
<b>Income from Church activities</b>					
Tin Foil Collection		102		102	-
Sundries					
<b>Total Income from operating activities</b>		102		102	
<b>Other Incoming resources</b>					
Transfer in from CBF Deposit fund		15000		15000	-
Balance of transfer in from Church Account for 2005		1776		1776	-
Transfer in from Church Account for 2006-07		4066		4066	-
<b>Total Other Income</b>		20842		20842	
<b>Total Income</b>		31820		31820	13495

15. Resources Expended (note 4)

	2006 & 2007			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 & 2007 £	2005 £
<b>Cost of generating voluntary income</b>					
Fund Raising events					
<b>Total Cost of generating voluntary income</b>				-	
<b>Fund raising trading costs</b>					
Fund raising trading expenses					
<b>Total Fund raising trading costs</b>				-	
<b>Parish Centre Support</b>					
Parish Centre					
Quantity Survey Fees		-		-	1762
Architect		5246		5246	-
Action Planning - Fund Raising Consultancy		17117		17117	
Lorica - Project Support		4119		4119	2000
Administration		0		0	
Fund Administration Charges		196		196	
Trust Formation Costs		3404		3404	
Publicity Expenses		21		21	18
Hire of Facilities		115		115	
Postage		12		12	
Software		66		66	
<b>Total Church Activities</b>		30296		30296	3780
<b>Governance Costs</b>					
<b>Total Governance Costs</b>				-	
<b>Total Resources Expended</b>		30296		30296	3780

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16. **Assets**

	2006 & 2007			Totals	
	Unrestricted	Restricted	Reserves	2006-07	2005
	£	£	£	£	£
<b>Tangible Assets (note 5)</b>					
All Assets valued at less than £100	----	----	----	----	----
<b>Depreciation</b>					
At March 2007	----	----	----	----	----
<b>Tangible Assets At 13 March 2007</b>	----	----	----	----	----
<b>Investment Assets (notes 2 &amp; 6)</b>					
Building Fund Fixed Account 1 Jan 06			10717		10717
Building Fund Fixed Account		10242		10242	
Building Fund CBF Account		35192		35192	47586
Revaluation Gain/(Losses) (Fixed Fund only)			(475)		
<b>Total Investment Assets At 31 December 2006</b>		45434	10242	45434	58304
<b>Current Assets</b>					
<b>Debtors</b>					
Parish Centre Funds in Church Account	----	----	----	----	
<b>Short term Deposits (note 2)</b>					
Building Fund Fixed Account		10242		10242	10717
CBF Various Funds Account		35192		35192	47586
<b>Cash at Bank and In hand</b>					
Bank account		1195		1195	5215
Cash	----	----	----	----	----
<b>Total Current Assets at March 2007</b>		46629		46629	63518
<b>Liabilities</b>					
Creditors - Falling due within a year	----	----	----	----	----
Unpresented Cheques	----	----	----	----	----
		-		-	-

## Christ Church Portsdown - Parish Centre Financial Statement 2006 & 2007 - Annex 1

### 17. Funds:

	2006 & 2007			Totals	
	Unrestricted £	Restricted £	Reserves £	2006 & 07 £	2005 £
<b>Fund Movements (note 2)</b>					
Internal transfers					
CBF Building Fund to Bank			15000	15000	
From Church A/c for 2005		1776		1776	
From Church A/c for 2006 - 2007		1484		1484	
Bible Marathon transfer (2005)		(7428)		(7428)	
<b>Analysis of Net Assets</b>					
<b>Investment Assets</b>			45434		
<b>Current Assets</b>		2486			
<b>Liabilities</b>					
<b>Totals</b>		2486	45434	47920	

**Appendices:** These notes are for information and are not a formal part of the Account

### Building Fixed Interest & Deposit Funds (Restricted)

Note: The former 159 The Dale funds are transferred to the Parish Centre Account as the Building Fund reserves.

#### Appendix 1 - Building Fixed Fund (note 2)

	2006 & 2007			Totals	
	Share Holding	Receipts £	Expenditure £	2006 & 07 £	2005 £
<b>Fund value 31 Dec 05</b>					
<b>Share Value on 31 Dec 06 - 6462 Shares @ 1.585</b>	6462			10242	10717
2006 & 2007 Transactions					
Interest receipts		569			
<b>Fund Share Holding &amp; value 31 December 2006</b>		569		10242	10717

#### Appendix 2 - Building Fund CBF Deposit Account (note 2)

	2006 & 2007			Totals	
	Unrestricted £	Restricted £	Transfers £	2006 & 07 £	2005 £
<b>Asset</b>					
Brought Forward 31 Dec 05		47586		47586	47586
Income 2006 & 2007		2732		2732	
DBF Management Fees 1999-2005		(126)		(126)	
<b>Expenditure</b>			(15000)	(15000)	
Expenditure					
<b>Totals</b>		50192	(15000)	35192	47587

#### Calculated Administration Fees Liability.

2006/07 @ 2% of first £2000 dividend = £40 & 1% remaining £732 = £7.32 Total liability = £47.32