

Portsdown Parish Centre Project Report for the year ending 31 December 2007

Introduction

In view of the long term illness of the Vicar and thus his absence as chair and figurehead for the project, it was decided, in late 2006, to suspend the Parish Centre programme until the way ahead was clarified. This was ratified at the first PCC meeting in 2007 when the Project Leadership Team (PLT) and its supporting groups were stood down. Following the advice of the Diocese, the Parish Centre financial report for 2006 was delayed to report the settlement of all outstanding liabilities after suspending PLT activity. The remaining funds were transferred by the Project Financial Director to the control of the Church treasurer. Christ Church honorary treasurer has maintained the account in 2007 and this is a report, on an accrual basis, for the year ending 31 December 2007.

Mission Statement

The Portsdown Church Parish Centre mission statement remains:

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

Objectives and Activities

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

Fund Raising

The fund raising group was stood down in January but all contributions subsequently received have been credited to the Parish Centre account as additional restricted funds and are reflected in this report.

Structure, Governance and Management

Since the Project Leadership Team (PLT) was stood down in January, the PCC have assumed the management and governance responsibilities, effectively through the Honorary Treasurer. The principles applied are exactly the same as those employed to administer Christ Church accounts.

Risk Management & Health and Safety

Risk Management is a statutory requirement. The risk management policy and health and safety obligations are managed in the same way as provided to the Church.

Project Leadership Team Committees and Groups

The PLT operated the sub groups listed below; these were all put in abeyance in January 2007.

Project Leadership Team (PLT): A group formed in 2006 to manage the Portsdown Parish Centre Project.

Fund Raising Group: Parish Centre fundraising.

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

Design & Build Group: Responsible to the PLT for proposals relating to the building development plans.

Project Leadership Team Business Review of the Year

All the Parish Project patrons, sponsors and correspondents were advised that the project was placed on hold at the beginning of the year.

Design & Build and Communications Groups

The activities of these groups have ceased.

Treasurer's Report

Following settlement of all outstanding debts and liabilities the only activity has been the receipt of some donations; all these have been managed by Christ Church honorary treasurer and are included in this report.

Reserves & Investment Policy

Christ Church reserves have all been allocated to the Portsdown Parish Centre Project, Approximately £50k is held in restricted funds, in the Building Funds (both a fixed interest securities fund 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 **minimum cash held in a bank account** all fund balances are held **within** the CBF Church of England deposit scheme. Collectively the Church of England **funds** 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>

The Parish Centre Annual Report approved by the Christ Church Parochial Church Council on 11 March 2008 and signed on its behalf by the Chairman.

Signed: _____

Print: _____

Statement of Financial Activities Christ Church Portsdown Parish Centre 2007

As recommended by Portsmouth Diocese the Parish Centre accounts were updated and reported as an accrual account from startup in 2005 until full settlement of all debts and liabilities in 2007. This embraced the first years accounts, made on a receipts and payments basis and second year of activity, together, as one consolidated report made in an accrual format. The settlement of all debts and liabilities from 2006 were made prior to handover of the account to Christ Church Honorary Treasurer, using an effective date of 31 December 2006, although the last payment was drawn from the account on 21 Feb 2007. The closing figures brought forward in this 2007 report are consistent with the closing figures for the 31 December 2006 the payments being accounted for in the year in which they were due. **This year, for simplicity, the invested funds, formerly listed in the 'Reserve' column are all reported under the 'Restricted' column, although in practice there may be some delay and brokerage costs in realizing these funds as cash.**

The notes on pages 6 and 11 form part of this account.

**Statement of Financial Activities for Christ Church Portsdown Parish Centre Project
On an Accrual Basis for the year ending 31 December 2007**

	Totals			
	Restricted £	Reserves £	2007 £	2005 & 2006 £
Incoming Resources (note 3 & 16)				
Voluntary income	1715		1715	6983
Activities generating funds	210		210	1162
Income from Investments	2567		2567	2731
Income from Activities				102
Other incoming resources				20842
Total Incoming Resources	4492		4492	31820
Resources Expended (note 4 & 17)				
Cost of generating voluntary income				----
Trading Costs				----
Parish Centre Support Activities	(6)		(6)	30296
Governance Costs				----
Total Resources Expended	(6)		(6)	30296
Net incoming gains before other recognised gains	4486		4486	1524
Gains (Losses) on Investment Assets				
Management Charges/Liability (CBF Funds)	(40)		(40)	(126)
On revaluation (fixed building fund)	(144)		(144)	(475)
MOVEMENT IN FUNDS 1stAccrual a/c(Note 13 & 14)				
Fixed Building Fund at 1 Jan 06 (1st accrual a/c only)				10717
Transfer Building Fund to Bank (for 05-06 payments)				(15000)
Balance of 2005 income (1st accrual a/c only)				(1776)
Cash fm Church account prev yrs (1st accrual a/c only)				(2775)
Adjustment for accrual & Gift Aid estimates (note 7)	(207)		(207)	(47)
NET MOVEMENT IN FUNDS	4095		4095	
Balances brought forward 1 January	46629		46629	54587
Balances brought forward 31 December	50724		50724	46629

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Balance Sheet 31 December 2007

	Totals			
	Restricted	Reserves	2007	2005 & 2006
	£	£	£	£
Fixed Assets				
Tangible/Fixed Assets (note 5)				
Investments (note 6)				
Building Fund DBF deposit account	40159		40159	35192
Fixed Building Fund account	10098		10098	10242
Total Fixed Assets	50257		50257	45434
Current Assets				
Stock(Parish Centre uses Church Stationery - note 8)				
Debtors				
Cash at bank and in hand	507		507	1195
Total Current Assets	507		507	1195
Liabilities				
Creditors: amounts falling due in one year				
Total Assets less current Liabilities	(40)		(40)	
Creditors: amounts falling after one year				
Total Net Assets	50724		50724	46629
Parish Centre Funds				
Held in Term Deposits	50217		50217	45434
Bank Account	507		507	1194
Total Parish Centre Funds	50724		50724	46629

Approved by the Parochial Church Council on 11 March 2007 and signed on its behalf by:

Signed _____

Print _____ Chairman of the 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 for in law.

2. Funds

Restricted funds

a) represent 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 purpose. These funds may only be expended on the specific purpose 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 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 in January 2005. **This fund is now reported in the Parish Centre report as Restricted funds.**

Unrestricted funds are general funds which can be used for ordinary purposes. No unrestricted funds are held by the PCC/PLT. Any unused surplus raised in a restricted funding appeal will be put to the general purposes of the PCC/PLT **as part of the restricted assets.**

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. 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:

At quoted market value for 31 December.

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7. Gift Aid

Gift Aid figures were not made available for 2005-06 requiring difficult accrual estimates over two years of significant activity. Additional errors were incurred for the Bible Marathon as not all gift aid donors were recorded accurately and some donors declaring gift aid were non tax payers. As repayments for the earlier years have been received most gift aid errors should be reconciled in this year's adjustment. The Gift Aid Secretary has advised the honorary treasurer of all Parish Centre gift aid claims submitted for 2007. As these have not yet been credited they have been accounted for on an accrual basis, although due to the small number of gift aided donations received in 2007 and mostly from known Church registered gift aid donors, the risk of further errors is much less.

8. Stock

Christ Church Portsdown Parish Centre does not own any stock or stationery; any 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 (**the CBF deposit account**) 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 Diocesan Board of Finance. **The cost of disinvesting the Fixed Building Fund will be subject to its value at the time of disinvestment, any broker costs are deducted from the value of the fund prior to receipt and thus are not estimated in advance but reported in year as 'gains or losses on investments'.**

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 2007 and until account closure.

- 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 and Fund Raising 2007

Parish Project supporters wished that profits of the table top sale in 2007, some cards income and the winnings of a community support competition were to be credited to the Parish Centre account.

12. Portsdown Parish Centre Project Finance Management

The finances of the Portsdown Parish Centre Project were in the control of the Portsdown Parish Centre Finance Controller for 2005 & 2006. The Portsdown Parish Centre Finance Controller maintained these responsibilities until all outstanding Parish Centre liabilities were discharged.

13. Transfers from the Church account

These transfers are donations and payments for the Parish Centre received via the Church account.

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14. Appendices

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

15. Incoming Resources (note 3)

	Totals			
	Restricted £	Reserves £	2007 £	2005 & 2006 £
Voluntary income from donors				
Planned giving including Gift Aid	173		173	275
Bequests				1000
Unrestricted Donations including Gift Aid	1542		1542	5708
Total Voluntary income	1715		1715	6983
Activities generating funds				
Bible Marathon (late receipts)				102
PC Concert				131
Table Top Sale / Horse Race Event	180		180	352
Victory Singers				128
Parish Centre Cards	30		30	295
Strawberry Teas				154
Total Activities generating funds	210		210	1162
Income from Investments				
Interest Building Fund Fixed Account	569		569	569
Interest Building Fund CBF Account	1998		1998	2162
Total Income from Investments	2567		2567	2731
Income from Church activities				
Tin Foil Collection				102
Total Income from operating activities				102
Other Incoming resources				
Transfer from CBF Deposit fund				15000
Balance of transfer in from Church Account for 2005				1776
Transfer from Church Account (1 st Accrual a/c only)				4066
Total Other Income				20842
Total Income	4492		4492	31820

16. Resources Expended (note 4)

	Totals		2007 £	2005 - 06 £
	Restricted £	Reserves £		
Cost of generating voluntary income				
Fund Raising events				
Total Cost of generating voluntary income			NIL	-
Fund raising trading costs				
Fund raising trading expenses				
Total Fund raising trading costs			NIL	-
Parish Centre Support				
Parish Centre				
Quantity Survey Fees				-
Architect				5246
Action Planning - Fund Raising Consultancy				17117
Lorica - Project Support				4119
Administration				0
Fund Administration Charges				196
Trust Formation Costs				3404
Publicity Expenses				21
Hire of Facilities				115
Postage	6		6	12
Software				66
Total Church Activities			6	30296
Governance Costs				
Total Governance Costs			NIL	-
Total Resources Expended	6		6	30296

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17. Assets

			Totals	
	Restricted £	Reserves £	2007 £	2005 - 06 £
Tangible Assets				
Fixed Assets				
Depreciation				
31 Dec				
Tangible Assets at 31 December				
Investment Assets (notes 2 & 6)				
Building Fund Fixed Account	10098		10098	10242
Building Fund CBF Account	40159		40159	35192
Revaluation Gain/(Losses) (Fixed Fund only)				
Total Investment Assets at 31 December	50257		50257	45434
Current Assets				
Debtors				
Parish Centre Funds in Church Account	NIL		NIL	
Short term Deposits (note 2)				
Building Fund Fixed Account	10098		10098	10242
CBF Building Fund Account	40159		40159	35192
Cash at Bank and In hand				
Bank account	507		507	1195
Cash	NIL		NIL	---
Total Assets at 31 December	50764		50764	46629
Liabilities				
Creditors - Falling due within a year				
Unpresented Cheques				
Management Cost on Funds	(40)		(40)	
Total Assets At 31 December	50724		50724	46629

18. Funds:

			Totals	
	Restricted £	Reserves £	2007 £	2005 & 2006 £
Analysis of Parish Centre Assets				
Fixed Assets				
Reserve Accounts	50257		50257	45434
Current Assets	507		507	1195
Liabilities	(40)		(40)	
Totals	50724		50724	46629

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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)

	Share Holding	2007		Totals	
		Receipts £	Expenditure £	2007 £	2005 & 2006 £
Fund value 1 Jan 07	6462			10242	
Gains (losses) on valuation				(144)	
2007 Expenditure					
Share Value on 31 Dec 07-6462 Shares @ 1.5628	6462			10098	
Fund Share Holding & value 31 December 2006				10098	10242

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

Balance on 31 Dec	Unrestricted £	2007		Totals	
		Restricted £	Transfers £	2007 £	2005 & 2006 £
Asset					
Interest		1998		1998	
Interest transferred in from fixed Building Fund		569		569	
Income (transfer of income to savings account)			2400	2400	2732
DBF Management Fees					(126)
Expenditure					
Expenditure					(15000)
Brought Forward 1 Jan		35192		35192	47586
Balance on 31 Dec		37759	2400	40159	
Liability for management fees		(40)		(40)	
Totals		37719	2400	40119	35192

Calculated Administration Fees Liability (note 9)

2007 @ 2% of first £2000 dividend = £40 & 1% any remaining interest at 1%. Total liability to 31 Dec 07 = £40.00