

# **Christ Church, Portsdown**

## **Annual Report and Financial Statements of the Parochial Church Council**

**For the year ended 31 December 2005**

### **Incumbent:**

Reverend Paul J Norton BA  
1A London Road  
Widley  
Portsmouth  
PO7 5AT

**NB:Long Term Sick May 05 to Mar 06**

### **Honorary Treasurer:**

Brian Mansbridge MBE  
  
Cosham  
Portsmouth

### **Parish Legal Adviser:**

Diocesan Registrar - Miss Hilary Tyler  
Brutton & Co  
288, West Street  
Fareham  
Hampshire  
PO16 0AJ

### **Bank:**

National Westminster Bank Plc  
  
Portsmouth

### **Church Architect:**

Daniel Forshaw  
Daniel Forshaw Design & Conservation  
Architects  
School House  
Basingstoke Road  
Old Alresford, Hampshire  
SO24 9DR

### **Independent Examiner:**

Mr Roy West  
  
Portsmouth

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## **Independent Examiner's Report**

To the Parochial Church Council (PCC) of Christ Church Portsdown

This report on the accounts of the PCC for the year ended 31 December 2005, which are set out on pages one to eighteen of this document and the annex thereto, is in respect of an examination carried out under Regulation 3(3) of the Church Accounting Regulations 1997 to 2001 ('the Regulations') and section 43 of the Charities Act 1993 and amendments to 2001 ('the Act').

### **Respective responsibilities of the PCC and examiner**

As members of the PCC, you are responsible for the preparation of the accounts; you consider that the audit requirement of the Regulation 3(3) and section 43(2) of the Act do not apply, but that the statement of accounts on a receipts and payments basis, together with a Statement of Assets and Liabilities, is satisfactory. It is my responsibility to issue this report on those accounts in accordance with the terms of Regulation 25.

### **Basis of this report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act and to be found in the Church guidance, 2001 edition, issued by the Finance Division of the Archbishops' Council. That examination includes a review of the accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express a qualified audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and Regulations have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr Roy West  
21 Kintyre Road  
Portsmouth  
PO6 3UH

11 February 2006

## **Background**

This year has seen an increasing effort on the Christ Church Parish Centre project to become the focus on the "Church at the top of the Hill and the Heart of the Community". Defining the aims and shape of the project has been achieved, initially limiting the liability to £500k, and avoiding changing the functions of the Church Hall or its site. Emerging plans are limited to updating the Church building and making provision for more community use. Fundraising and partnership working have commenced. Unfortunately the Vicar has been absent on sick leave for over half the year, creating considerable pressures not only in leadership and pastoral work but in the changes which are being progressed. This absence of the Vicar, in common with a period of interregnum, is resulting in a fall in Church Membership and income. Fortunately our NSM, the Rev Sandy Phillips, ordained in July, together with the Readers and Wardens have carried out many of the Vicar's responsibilities and worship has continued. The PCC are anxious and are taking steps to see this situation is resolved in 2006.

## **Church attendance**

The Church Electoral Roll currently stands at 176; 83 live within the parish boundaries and 93 live outside the parish boundaries. The Average Sunday Attendance, taken over the year but excluding major festivals and events is 100.

## **Worship**

Some of the plans for changes in the worship life of the Church have been lost to the need to retain routine services in the absence of the Vicar. Some less well attended services have been cancelled in the interest of reducing the load on the NSM and Readers or the cost of hiring Clergy.

## **PCC Business Review of the Year**

The PCC met 12 times with an average attendance of approximately 80%. The predominant task at the start of the year was controlling a second years significant financial outlay on the Church Hall, essential to retain the public use status and at risk due to lack of maintenance. The Committee's focus soon had to turn to the business of running the Church in the absence of the Vicar. This together with considerable time spent deliberating on Parish Centre decisions saw many late hours, spent by a few, often in cold surroundings. This meant little time for progressing normal parish support matters such as the husbandry of worship, music and mission. The retirement and change of the Wardens compounded the years' complications, not least of all through the formation of the new PCC following the March APCM and without the leadership and guidance normally afforded by a Vicar.

## **Property Management - Church, Hall and grounds**

A second year of high expenditure on the Church Hall has restored the watertight integrity and security aspects of the building and some redecoration. The gutters were in danger of falling and injuring users, with inevitable rot where they had been leaking. The statutory requirement of access and facilities for public use were met in part with the help of a lottery grant. The hall now has disabled access and an accessible WC complete with a baby change facility. The kitchen roof has been made watertight again and the main hall has been afforded a facelift by redecoration and floor refurbishing. There is currently no intention to improve the condition of the backrooms other than keep them secure and watertight. It remains the hope that any follow on scheme to the Portsdown Parish Project should address these facilities.

Some accessibility improvements to the Church have been completed, limited since the Parish Centre work will make full provision as part of updating. Routine Church repairs that will not be part of the Parish Centre work, identified in the Architect's quinquennial inspection, must be funded in the coming year.

## **Mission Support**

Mission remains an active and fundamental part of the conscience of Christ Church. The years tolls of natural disasters has been met with equal concern and appeals added over £2000 to the overall mission plan. While we were unable to support the Widley Youth project in the same way this year our routine mission giving has still approximated to a tithe of our disposable income.

## **Communications**

The Communications Group has been working hard to research and support the Parish Centre initiative and communicate the emerging plans, primarily to Church members. The Parish Magazine was updated under the editorship of Alison Norton and has now passed to Nigel Wheatley. Nigel's IT skills are already breathing new life into both Portsdown Post and the Church Website, which is a very important and valuable service to the Church.

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

Risk Management is a statutory requirement. The PCC has put into place a Risk Management Policy based on the work of the Health and Safety group led by Stuart Davies. In addition all Church members have a responsibility to report any observed risks. Health and Safety inspections are routinely carried out and the Church retains a Log with guidance. Volunteers are trained in First Aid.

### **Child Protection Policy**

The PCC has implemented the 'Diocese of Portsmouth Policies, Procedures and Practices for work with Children and Young People in the Parishes' (September 2000) within Christ Church Portsdown. A copy of the document is held by the Parish Administrator and available for inspection.

The PCC has appointed Fiona Wheatley as the Parish representative for Child Protection. Fiona assists the PCC in making sure the policy is implemented within Christ Church Portsdown and will work to ensure adherence to the policy for the future including any modifications to the guidelines. Gill Cross is trained and authorised to manage child protection disclosure forms and arrange police checks. The PCC continues to facilitate education to those acting as teachers within the Young Church. The Diocesan Board of Education provides the training.

### **KAIROS**

The amount of time dedicated to the Diocese *Kairos* initiative reduced somewhat as the recommendations of the research phase have been digested by the Diocese and the phase 2 study, on the role of the Diocese Central Structures, has been taking place.

Meetings at cluster and diocese level continue to be attended and revisions of the 'working clusters' and sharing parish priests have been considered but not yet agreed. A recommendation to further increase the staff employed at the centre is being challenged.

One aspect that does not seem to be addressed adequately to date but is fundamental to our viability at Christ Church, is the contribution of Non Stipendiary Ministers and Readers, this has been raised.

### **Committees and Groups**

The PCC operates a number of committees and groups that meet as required and report to the PCC except where indicated:

**Standing Committee:** The Standing Committee has the power to transact business of the PCC, subject to any direction given by the Council.

**Project Leadership Team (PLT):** A group formed in 2005 to manage the Portsdown Parish Centre Project, reporting to the PCC.

**Fund Raising Group:** Plan and initiates Parish Centre fundraising activities. Reports to the PLT.

**Communications Group:** Has responsibility for all Church communications & Parish Centre publicity. Reports to the PLT on Parish Centre business and to the PCC on whole Church matters.

**Design & Build Group:** Reformed in spring 2005 and responsible to the PLT for proposals relating to the building development plans.

**Hall Management:  
Renamed - Property  
Management Committee:** In the absence of a Property Manager the group deputises on Hall management but also covers aspects of Church Maintenance. Colin Dove assists with Church Maintenance.

**Mission Support Group:** This group advises on the external mission of the Church such as mission donations, mission liaison and relief appeals.

**Worship Group:** A group to encourage God-centered worship and spirituality that inspires and benefits the whole Church.

**Home Groups:** Worship and Study group usually meeting at Church Members own homes.

**Health and Safety Group:** Set up in 2002 to conduct a safety audit and make H&S recommendations based on Statutory Law & best practice.

**Stepping Out Group:** Established from a Diocesan mission initiative.

**Rusty Cutters:** A group led by Colin Dove who maintain the Church grounds.

### *In Abeyance*

**Social Committee:** No leader - Responsible for social events of the Parish.

## Finance Report

A significant change in the financial arrangements this year was the transfer of Portsdown Parish Centre Project finances to the PLT's Financial Director, David Davies. His report is attached at Annex A. This transfer included most of the Church's financial reserves.

The day to day finances of Christ Church in 2005 have been a mix of plusses and minuses. The year started with two plusses; signs of the requested 3% increase in giving together with a lottery grant to help with the Church Hall statutory improvements. This permitted commissioning the works to achieve a renewal of the public facility license: critical as public hire of the hall provides financial support to the Church. The minus has been the tailing off of income toward the end of the year, a reduction typically suffered in the absence of a Vicar and, as expected, some shift in routine giving toward the Parish Centre Project. Added to this, the cranking up of utility costs together with the insurance claim excesses, an unavoidable £50 every time we make an insurance claim for the vandalism inflicted on the Church windows. All these factors have meant we could not meet all the intended mission donations.

The PCC monitors the financial situation carefully at every meeting, this year has been even tighter than normal for the reasons explained above, additionally, as the reserves have been passed to the PLT, there is no temporary fall back position. The Church has to pay all running costs from revenue, (ie giving and hall income). In a normal year after any restricted money is considered (eg money donated exclusively for mission or the Parish Centre) the remaining income is not much more than is needed for the running of the Church (ie Parish Share, utility bills and maintenance).

Unless the trend of falling income is reversed for 2006 the increase in Parish Share and heating costs alone will become to big a financial hurdle.

Annual Report approved by the PCC on 13 March 2006 and signed on its behalf by the

PCC Chair:

Signed: in original by: Rosemary Filtness - Churchwarden

And: Sylvia Fisher - Churchwarden

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

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## Christ Church Portsdown - Annual Report & Financial Statement 2005

### General Funds - Receipts

	2005			Totals	
	Unrestricted	Restricted	Endowment	2005	2004
	£	£	£	£	£
<b>Voluntary income from donors</b>					
Planned giving	31176			31176	30368
Loose Collection including Young Church	5505			5505	5689
Gift Day	1380			1380	2044
Bequests	1250			1250	500
Tax Rebates on Planned Giving & Gift Day (note 1)	6963			6963	6891
<b>Total Voluntary income from donors</b>	<b>46274</b>			<b>46274</b>	<b>45492</b>
<b>Other Voluntary income</b>					
Mission Giving & Disaster Appeals (note 2)		2018		2018	1100
Tax Rebates on Mission & Appeal Funds (note 1)		147		147	34
Portsdown Parish Centre (note 3 & see Annex 1)	Annex 1	Annex 1	Annex 1	Annex 1	5740
Restricted Donations (Church Yard & PA System)		190		190	1075
Donations for Flowers (note 4 & table page 12)				Page 12	1937
Unrestricted Donations	1108			1108	706
<b>Total Other Voluntary income</b>	<b>1108</b>	<b>2355</b>		<b>3463</b>	<b>10592</b>
<b>Income from Investments</b>					
Bank Interest on Bank (Cash) Reserve Account	26			26	37
Interest "Various Funds" CBF Account (note 5)	see Page 11			Page 11	194
"159 The Dale" CBF (former Building) Fund (note 6)	Annex 1	Annex 1	Annex 1	Annex 1	2478
Income from Trusts (note 6)			153	153	142
<b>Total Income from Investments</b>	<b>26</b>	<b>0</b>	<b>153</b>	<b>179</b>	<b>2851</b>
<b>Income from operating activities</b>					
Portsdown Post	741			741	732
Social Events and Parish Holiday	4304			4304	347
Fees (note 7)	5208	2244		7452	6659
Church Hall (note 8)	13532			13532	12583
Income from Peppercorn Rent Scout & Guild HQ	50			50	
<b>Total Income from operating activities</b>	<b>23835</b>	<b>2244</b>		<b>26079</b>	<b>20321</b>
<b>Activities generating funds</b>					
Summer & Advent Fare (note 9)	4073			4073	4139
Mission Events (note 9)	139	802		941	1435
Tea and Coffee Sales (note 4 & table page 12)				Page 12	279
Parish Centre Fund Raising Events (note 3)	Annex 1	Annex 1	Annex 1	Annex 1	378
Sales of fund raising items (note 10)	62			62	137
<b>Total Activities generating funds</b>	<b>4274</b>	<b>802</b>		<b>5076</b>	<b>6368</b>
<b>Other Income</b>					
Lottery Grant ( Hall - toward disabled access & W/C)		5000		5000	
Insurance Refunds ( window vandalism)		939		939	835
Sundries (note 11)	816			816	493
Suspense (counting errors & found in Church)	4			4	
<b>Total Other Income</b>	<b>820</b>	<b>5939</b>		<b>6759</b>	<b>1328</b>
<b>Total Receipts</b>	<b>76337</b>	<b>11340</b>	<b>153</b>	<b>87830</b>	<b>86952</b>

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Main Funds - Payments

	2005			Totals	
	Unrestricted	Restricted	Endowment	2005	2004
	£	£	£	£	£
<b>Cost of generating Funds</b>					
Fund Raising events (note 9)	944			944	492
Fund Raising Parish Centre (note 3 & see Annex 1)	Annex 1	Annex 1	Annex 1	Annex 1	1025
Fund Raising events - Mission (note 9)		27		27	
<b>Total Cost of generating Funds</b>	944	27		971	1517
<b>External Mission and Grants</b>					
Mission-External (note 12)	3534	1838		5372	5311
Mission-Parish	29	0		29	280
<b>Total Mission and Grants</b>	3563	1838		5401	5591
<b>Related to work of the Church - Buildings</b>					
Church and Church Yard	8185		25	8210	7270
Church Hall (note 8)	16473	5000		21473	21424
Vicarage	316			316	627
<b>Total work of the Church - Buildings</b>	24974	5000	25	29999	29321
<b>Support of the Church - General</b>					
Clergy, Readers, NSM & Visiting Cleric expenses	999			999	1696
Parish Share or Quota	44432			44432	40070
Honorariums and Wages (note 13)	4026			4026	3546
Support/Supplies for Church Services & Sunday Sch	427		128	555	939
Flower Costs (note 4 & table page 12)				Page 12	1911
<b>Total support of the Church - General</b>	49884		128	50012	48162
<b>Administration</b>					
Computer & web domain costs	135			135	1089
Church Office & Publishing including magazine	1734			1734	1836
Sundries (note 11)	578			578	757
CCL Copyright Licences (note 14)	179			179	
<b>Total Administration</b>	2626			2626	3692
<b>Capital and other Projects</b>					
Parish Centre (note 3 & see Annex 1)	Annex 1	Annex 1	Annex 1	Annex 1	5642
<b>Total Capital and other Projects</b>					5642
<b>Other Payments</b>					
Expenses - Social Events & Parish Holiday	3578			3578	200
Fee Payments (note 7)		2003		2003	2637
Suspense	45			45	
Deanery Capitation & Admin charges (note 15)	60			60	210
<b>Total Other Payments</b>	3683	2003		5686	3047
<b>Total Payments</b>	85674	8868	153	94695	96962

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Main Funds - Summary

	2005			Totals	
	Unrestricted £	Restricted £	Endowment £	2005 £	2004 £
<b>Total from Receipts page (page 9)</b>	76337	11340	153	87830	86952
<b>Total from Payments page (page 10)</b>	(85674)	(8868)	(153)	(94695)	(96962)
<b>Fund Transfer Adjustments (note 2)</b>					
Restricted Funds transfer to Parish Centre 21 Jun	2000			2000	
Restricted Funds transfer to Parish Centre 25 Oct	1900			1900	
<b>Account Adjustments (note 2)</b>					
Parish Centre Funds in Church A/c due transfer	1776			1776	
Internal transfer - Restricted Funds (note 1 & 2)	1478	(1478)		0	
Building Fund reserve transfer to Parish Centre A/c		(44893)		(44893)	
Sum of rounding & transfers					3
<b>Balance Receipts over Payments 2005</b>	<b>(2183)</b>	<b>(43899)</b>	<b>0</b>	<b>(46082)</b>	<b>(10007)</b>
Cash & Bank Accounts at 1 January	9474	47101	0	56575	65345
Add back Uncleared Cheques accounted for in 2003					1237
<b>Total Cash &amp; Bank at 31 December</b>	<b>7291</b>	<b>3202</b>	<b>0</b>	<b>10493</b>	<b>56575</b>

### Breakdown of Cash & Bank Accounts

	2005			Totals	
	Unrestricted £	Restricted £	Endowment £	2005 £	2004 £
<b>Cash Accounts at 31 December 2005</b>					
General Cash account	130			130	110
Church Maintenance Petty Cash					25
Flower Arrangers Cash account		17		17	47
Hall Cleaners Petty Cash	57			57	91
Sanctuary Guild Cash account	4			4	1
Tea & Coffee Petty Cash					73
<b>Total Cash Accounts at 31 December 2005</b>	<b>191</b>	<b>17</b>	<b>0</b>	<b>208</b>	<b>347</b>
<b>Bank Accounts at 31 December 2005</b>					
Current Account	8777			8777	6720
Parish Centre A/c (was Church Hall A/c) (note 3)	Annex 1	Annex 1	Annex 1	Annex 1	3459
Reserve Account	64			64	1538
CBF Various Funds Account (note 5)	1668	3409		5077	4855
CBF "159 The Dale" fund (note 3 & see Annex 1)	Annex 1	Annex 1	Annex 1	Annex 1	44893
Less Uncleared Cheques (note 16)	(3409)	(224)		(3633)	(5237)
<b>Total Cash &amp; Bank Accounts at 31 December 2005</b>	<b>7291</b>	<b>3202</b>	<b>0</b>	<b>10493</b>	<b>56575</b>

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Report of Tea and Coffee Account and the Flower Arrangers Accounts

These accounts are run as net accounts by the facilitators who keep a Cash Book and run the day to day transactions. Payments to or from the Church accounts are formally recorded and can be evidenced. Transactions by the account holders are recorded in their own account Cash Book and are normally evidenced.

The Honorary Treasurer checks and verify all transactions with the Church account. The Flower Arrangers Cash Book has been examined and believed to be a fair and accurate record of net transactions.

Regretfully the Tea and Coffee Cash Book appears to have been lost in the post and could not be inspected. The following Tea and Coffee calculations have been constructed from the Church accounts and are typical annual values.

#### Tea & Coffee Account (note 4)

	Donations £	2005	Transfers £	Totals	
		Costs £		2005 £	2004 £
<b>Income</b>					
Brought Forward 31 Dec	73			73	112
Income from Sales of Tea & Coffee (estimated)	285			285	279
<b>Expenditure</b>					
Tea & Coffee Account supplies (estimated)		(73)		(73)	(318)
Transfer payments to Church general funds (actual)			(285)	(285)	
<b>Totals</b>	<b>358</b>	<b>(73)</b>	<b>(285)</b>	<b>0</b>	<b>73</b>

#### Flower Arrangers Account (note 4)

	Donations £	2005	Transfers £	Totals	
		Costs £		2005 £	2004 £
<b>Income</b>					
Brought Forward 31 Dec	47			47	21
Income from Flower Box & Weddings - for details see Petty Cash book	1685			1685	1937
Flower Payments from Church Funds					
<b>Expenditure</b>					
Expenditure - for details see Petty cash Book		1714		(1714)	(1911)
<b>Totals</b>	<b>1732</b>	<b>1714</b>		<b>18</b>	<b>47</b>

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Fielding Endowment Trust Fund (Restricted) (note 6)

	Share Holding	2005		Totals	
		Receipts £	Charges £	2005 £	2004 £
<b>Fund value 31 December 2004</b>					161
<b>Share Value on 31 Dec 05 - 99 Shares @ 1.6585</b>	164			164	
2005 Transactions					
Interest receipts		10		10	
Central Board Of Finance Management Charges					
Transfers					
<b>Fund Share Holding &amp; value 31 December 2005</b>	164	10		174	161

Calculated Administration Fees Liability - Nil (Interest payment by Direct Debit)

### Benn Endowment Trust Fund (Restricted) (note 6)

	Share Holding	2005		Totals	
		Receipts £	Charges £	2005 £	2004 £
<b>Fund value 31 December 2004</b>					413
<b>Share Value on 31 Dec 05 - 43 Shares @ 11.0961</b>	477			477	
2005 Transactions					
Interest receipts		15		15	
Central Board Of Finance Management Charges					
Transfers					
<b>Fund value 31 December 2005</b>					
<b>Total Holding at 31 December 2005</b>	477	15		492	413

Calculated Administration Fees Liability - Nil (Interest payment by Direct Debit)

### Hawken Endoment Trust CBF Deposit Fund (Restricted) (note 6)

	Deposit Fund £	2005		Totals	
		Interest £	Charges £	2005 £	2004 £
<b>Fund value 1st January</b>	2846			2846	2846
Interest receipts		128		128	117
Central Board Of Finance Management Charges					
Transfers					
<b>Total Holding at 31 December 2005 = £2846</b>					
<b>Fund Value &amp; Interest to Current Account 31 Dec</b>	2846	128		2974	2963

Calculated Administration Fees Liability - Nil (Interest payment by Direct Debit)

### 159 The Dale Fixed Interest & Deposit Funds (Restricted) (note 6)

The 159 The Dale Fixed Interest & Deposit Funds (the Building Fund reserve) has been transferred to the Parish Centre Account and is reported in Annex 1

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Various Funds CBF Deposit Account (note 5)

	2005			Totals	
	Unrestricted £	Restricted £	Transfers £	2005 £	2004 £
<b>Income</b>					
Brought Forward 31 Dec	1595	3261			4855
Income	73	148		221	
<b>Expenditure</b>					
Expenditure					
<b>Totals</b>	<b>1668</b>	<b>3409</b>		<b>5077</b>	<b>4855</b>

Calculated Administration Fees Liability. 2005 - 2% of 2000 = £40 + 1% of 2855 + £28.55 = Total £68.55

### Statement of Assets and Liabilities at 31 December 2005

	2005			Totals	
	Unrestricted £	Restricted £	Endowment £	2005 £	2004 £
<b>Monetary Assets</b>					
Nat West Current Account	8777			8777	6720
Nat West Reserve	64			64	1538
Petty Cash Accounts - Restricted		17		17	47
Petty Cash Accounts - Unrestricted	61			61	190
Various Funds account	1668	3409		5077	4855
Organist & Visiting Clergy Float (Church Safe)	130			130	110
<b>Total Monetary Assets</b>	<b>10700</b>	<b>3426</b>		<b>14126</b>	<b>61812</b>
<b>Investment Assets</b> (Share Values 31 December)					
Benn Graves Trust (CBF Endowment Trust) (note 6)			477	477	413
Fielding (CBF Endowment Trust) (note 6)			164	164	161
Hawken Trust (note 6)		2846		2846	2846
<b>Total Investment Assets</b>		<b>2846</b>	<b>641</b>	<b>3487</b>	<b>13949</b>
<b>Debtors</b>					
Hall Rental	306			306	100
<b>Other Assets</b>					
Gift Aid Claims - 2nd & 3rd Quarters 2005	3080			3080	
Gift Aid Claims - 4th Quarter 2005 Estimated	2294				
Part Gift Aid Claim - Bible Marathon (Parish Centre)	823			823	
Stock of 125 Event gifts (note 10)	20				20
Stock of Fund Raising items (note 10)	5				5
<b>Liabilities</b>					
Portsdown Project funds held within Church A/c	1912			1912	
Aardvark Cleaning (awaiting recoating hall floor)	1304			1304	56
Unpresented Cheques at 31 Dec 2005	3409	224		3633	5237
Potential DBF Fund Administration Charges (note 15)	69			69	47
<b>Transferred to Parish Centre Account</b>					
159 The Dale Fund Deposit Transferred 21 Jan 05 to Nat West Church Hall A/c. Transferred 21 Jan 05 to	Parish Centre	Coordinator	Balance of >	44893	
	Parish Centre	Coordinator	Balance of >	9	

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Phoenix CBF Deposit Fund (Restricted) (note 6)

	2005			Totals	
	Receipts £	Costs £	Payment £	2005 £	2004 £
<b>Fund value</b>	36931			36931	85706
Interest receipts	299			299	3225
Central Board Of Finance Management Charges			0	Not Known	0
Withdrawals by Scout & Guides Association			(37230)	(37230)	(52000)
<b>Total Holding at 31 December 2005 - Nil</b>	<b>37230</b>	<b>0</b>	<b>(37230)</b>	<b>Nil - A/c</b>	<b>36931</b>
<b>Account Closed by Scout &amp; Guides Association</b>				<b>Closed</b>	

**Account drawn & closed by the Scout & Guides Association for new Scout & Guide HQ - No further reporting**

Statement of Assets and Liabilities approved by the Parochial Church Council on . . . March 2006 and signed on its behalf by the Wardens

Signed **in original by: Rosemary Filtress - Churchwarden**

**And: Sylvia Fisher - Churchwarden**

Print \_\_\_\_\_

### Accounting Policies:

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 - 2001 using the Receipt and Payments basis. The Appendix section of this financial statement does not form part of the Certified Financial Statements.

### **Funds**

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

The accounts include monetary transactions, assets and liabilities for which the PCC can be held responsible. They do not include the accounts of other Church groups that owe an affiliation to another body (e.g. the Mothers Union), nor those that are informal arrangements of Church members. Some activities such as flower arranging funds, tea and coffee donations and cleaning funds only report at year end.

Subject to the above, receipts and payments include income as received and expenditure when paid.

## Statement of Assets and Liabilities

The following assets are recognised but not valued in the Statement of Assets and Liabilities:

- Movable church furnishings held by the Church Wardens on special trust for the PCC and which require a faculty for disposal.
- Land and buildings held on behalf of the PCC.
- Other fixtures, fittings and office equipment where the PCC is free to dispose of such assets without faculty and where the original cost did not exceed £1,000.
- Investments held beneficially by the PCC.

The following assets are or would be included and a monetary value given in the Statement of Assets and Liabilities:

- Amounts owing from the Inland Revenue: estimated where no formal claim has been made.
- Any other amounts owing to the PCC including church hall lettings and insurance claims.
- Legacies that have been formally notified and received by the PCC by 31 December.

Closing bank balances as shown in the receipts and payment account.

The following liabilities are recognised in the Statement of Assets and Liabilities and would be shown:

- Any loan or overdraft advanced to the PCC.
- Any arrears of Diocesan Quota or Parish Share
- Creditors for goods or services where supply has been received and invoiced by 31 December.

## Depreciation

Fixed assets are depreciated over a 4 year period.

## Notes to the Financial Statement:

The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 1997 and the Church Accounting (Amendment) Regulations 2001 using Receipt and Payments basis. Details of the accounting policies can be found on page 15 and above.

1. The Gift aid Secretary has advised that due to technical difficulties only part of the 2005 Gift Aid claim has been submitted, this is now being pursued and should be recovered in 2006 and is shown in the table of assets and liabilities (Page 14). As far as possible, Gift Aid tax refunds appear against the category to which they apply.
2. Funds that are designated as 'restricted' retain that designation until they are used for the specific purpose for which they are assigned. In some cases when money from general funds has to be used to make up a restricted category, this is shown as an account adjustment eg. For Parish Centre and Gift Aid but transferring unrestricted and restricted sums is internal and has a net zero effect on the overall balance. In 2005 when the Portsdown Parish Centre account was set up these transfers also occurred between the Church Account and the Parish Centre Account.
3. All finances for the Portsdown Parish Centre Project have been transferred (in January 2005) to the control of the Portsdown Parish Centre Finance Controller; his report is attached at Annex 1.

## Christ Church Portsdown - Annual Report & Financial Statement 2005

4. The Flower Arrangers and Tea & Coffee records are reported as net accounts in a table on page 12. Payments to or from the Church accounts are formally recorded and can be evidenced. Transactions by the account holders are recorded in their own account Cash Books and where possible are examined and believed to be a fair and accurate record of net transactions.
5. The 'Various Funds' holds the money for a number of funds, the interest being apportioned to each fund. See Appendix 2 for the apportionment of the funds.
6. Trust & Fund Restrictions - The following restrictions apply to the funds detailed in this statement:
  - Hawken Trust - with investment income paid to the Church Account by Direct Debit. Income is to be used to purchase materials for Sunday School or for bibles to be used at Christ Church.
  - Fielding Grave Trust - with investment income paid to the Church Account by Direct Debit. Established by Charles Fielding for the Church Yard to assist maintaining the memorials on the grave of his wife and daughter.
  - SLA Benn Grave Trust - with investment income paid to the Church Account by Direct Debit. Established by Samuel Benn for maintenance of his and his wife Doris's grave and memorials together with grass cutting and hedge trimming around the grave.
  - Choir Bursary fund - Part of Various Funds account used to benefit Choir and Church Music.
  - Church Yard Fund - Part of Various Funds account for expenditure in the Church Yard.
  - Fabric Fund - Part of Various Funds account for maintenance of the Building fabric.
  - General Reserve Fund - Part of Various Funds account and not restricted.
  - "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 account in January 2005; see Annex 1.
  - Phoenix Fund - A restricted fund from the settlement of the fire insurance claim on the Scout and Guide Hut. This is not a Christ Church fund although for historical reasons it was administered together with other Christ Church Funds. The Scout & Guides Association Trust have drawn and closed the fund during 2005 to pay for the new Scout and Guides HQ.
7. The Vicar and Readers assign part of the fees for weddings, funerals, burials etc. to the diocese in accordance with The Church of England Table of Parochial Fees that is revised annually. These fees are collected with the PCC part of the fee and processed through our accounts as restricted receipts and payments. As this is defined as an "Agency" transaction there is no legal requirement to show it on the accounts. It is included here as the transaction passes through the PCC bank accounts. The Readers Fees are paid to The Diocesan Readers Education Board.
8. An analysis of Church Hall receipts and payments is shown in Appendix 4. Hall Mangers Expenses, deducted from income, typical are reimbursements of the booking diary, correspondence expenses, replacement keys & breakages etc.
9. The regulations require that fund raising events appear separately from other kinds of events.
10. The cost of purchase of fund raising items appeared in previous years.
11. Sundries are various small transactions, examples include receipts from the Tea & Coffee account, the subscription charge and refunds for Scripture Union notes, examples of expenditure include the cost of the 'Pompey Chimes' magazine and a set of Alpha course notes.

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12. An analysis of External Mission payments is shown in Appendix 1. External mission includes the PCC Mission donations, the "Mission of the Month" retiring collections and funds raised by mission events or door to door collections. Certain collections such as Christian Aid, some Children's Society events are non-account transactions and do not reconcile with the Church Account (ie payments made direct to the Charity concerned and not via the Church Treasurer). Appendix 1 is, as far as known, a collective record of all mission support at Christ Church.

13. An analysis of Honorariums and Wages is shown in Appendix 4. The Parish Administrator and Hall Cleaner are paid an honorarium for their services. These payments conform to the national minimum wage requirements revised annually in October. Honorariums paid for the services of a Verger at weddings and funerals are often donated by the recipient toward Church Funds

14. Copyright fees are paid to Christian Copyright Licensing for various licences to allow the copying and performing of music on Church premises.

15. The Havant Deanery Capitation Charge is based on the number on the Electoral Roll and the number of Deanery Synod representative the Church may elect. The Diocesan Board of Finance as Custodian Trustees levy finance administration fees when invested funds are withdrawn. 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. Arrangements have been made to adjust interest payments to Direct Debits into Christ Church bank account, this has reduced this liability.

16. Cheques drawn during the year, but remaining uncleared on the 31 December, are debited from the carried forward bank totals as uncleared cheques. The totals, which include both restricted and unrestricted funds, are deducted in the table summarising Main Funds.

17. Church Hall - the PCC are the owners of "Christ Church Hall" and the surrounding land. Payment of a £50 annual peppercorn rent has been legally agreed with the Portsdown Scout and Guide Association for the new Scout and Guide HQ building and to protect the interests of Christ Church as landlord.

18. Declaration of payments - The following serving members of the PCC have received funds from the PCC during the financial year 2005:

- Rev Paul Norton and Cynthia Whittle have been paid expenses of office. During the absence of the Vicar remuneration and expenses paid to non-deanery presiding Clergy are also included in the payments line *Clergy*.
- Apart from remuneration of expenses against receipts no other member of the PCC or Church Membership has received any expenses or remuneration.

19. The value of inventory assets is shown depreciated in line with accounting policies, in the case of sales items and 125 anniversary items these have been reduced over time to nominal values.

20. Inventory assets - Items of movable church furnishings etc. are regarded as inalienable property held on special trust on behalf of the PCC and are vested in the Church Wardens. They may not be disposed of without a faculty. No such faculty was raised during the year. These items are all recorded in the Terrier inventory.

21. The high maintenance costs of the Church Hall reflect the second year of an improvements programme. Much of this work has been essential to achieve statutory accessibility requirements for public facilities and to retain the public use license. Fortunately an application for a lottery grant of £5000 was approved to help with the accessibility improvements.

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Appendix 1 -External Mission 2005

Insert Excel spreadsheet

## Christ Church Portsdown - Annual Report & Financial Statement 2005

### Appendix 2 - Apportionment of the Various Funds Account (note 5 & 6)

	2005			Totals	
	Unrestricted £	Restricted £	Transfers £	2005 £	2004 £
<b>Fund apportionment at 31 December</b>					
Choir & Music Fund (Restricted)		888		888	850
Churchyard Fund (Restricted)		901		901	862
Fabric Fund (Restricted)		635		635	607
Organ Fund (Restricted)		985		985	942
General Reserve Fund	1668			1668	1594
<b>Fund Total</b>	<b>1668</b>	<b>3409</b>		<b>5077</b>	<b>4855</b>

### Appendix 3 - Funds Brought forward from 2004 & Carried forward into 2006 accounts (note 4 and 23)

	Transfers 2004 £	Into 2005 £	Transfers 2005 £	Into 2006 £
<b>Restricted Funds</b>				
Parish Centre / Parish Centre	(1070)	1070	See Annex 1	See Annex 1
Mission - Isobel Booth-Clibborn	(100)	100		
Mission - IDWAL £100 in memory R Smith	(100)	100	(100)	200
Parish Holiday 2005 - Deposit	(200)	200		
<b>Non Restricted Funds</b>				
Wedding deposits	(600)	600	(300)	300

### Appendix 4 - Analysis of Wages and Honorariums (note 13)

	2005			Totals	
	Unrestricted £	Restricted £	Endowment £	2005 £	2004 £
Church Hall Cleaner	1305			1305	1286
Church Yard Gardener	471		25	496	496
Organist (retained organist)				0	
Organist (Playing Rota)	1184			1184	1300
Parish Administrator	1040			1040	960
Vergar				0	11
<b>Totals</b>	<b>4000</b>		<b>26</b>	<b>4025</b>	<b>4053</b>

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**Appendix 4 - Analysis of Church Hall Receipts and Payments (Note 8 & 21)**

	2005		2004	
	£ Receipts	£ Payments	£ Receipts	£ Payments
<b>Church Hall Receipts</b>				
Rental	13525		12567	
Telephone	7		16	
Lottery Grant	5000			
Hall Managers Expenses (deducted fm income)	152			
<b>Total Receipts</b>	<b>18684</b>		<b>12583</b>	
<b>Church Hall Payments</b>				
Cleaner (also shown in <i>Wages</i> )		1305		1286
Cleaning & Consumable materials		140		228
Insurance		1572		1468
Maintenance - General		2504		1390
Maintenance - Replacement Windows & Doors				14300
Maintenance - Gutters, Disabled Access & WC		11417		
Maintenance - Flat Roof re-felting				2092
Maintenance - Redecoration		1780		
Maintenance - Floor refinish & remark		1304		
Electric		474		401
Gas		1114		1257
Sewerage		506		116
Water		107		75
Telephone		81		124
Sundries		103		0
Hall Managers Expenses/Cost (Note 8)		152		
<b>Total Payments</b>		<b>22559</b>		<b>22737</b>
<b>Excess of Receipts over Payments</b>		<b>3875</b>		<b>(10154)</b>