

# **Christ Church, Portsdown**

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

**For the year ended 31 December 2006**

**Incumbent:**

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

**Note: On long term Sick Leave**

**Honorary Treasurer:**

Brian Mansbridge MBE  
Oak Trees  
14 Boundary Way  
Cosham  
Portsmouth PO6 3ND

**Non Stipendiary Minister  
and Curate**

Reverend Sandy Phillips  
14 Forest End  
Waterlooville  
PO7 7AB

**Reader**

Cynthia Whittle  
29 Solent Road  
Drayton  
Portsmouth  
PO6 1HH

**Parish Legal Adviser:**

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

**Bank:**

National Westminster Bank Plc  
69-73 High Street  
Cosham  
Portsmouth  
Hampshire  
PO6 3DA

**Church Architect:**

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

**Independent Examiner:**

Mr Roy West  
21 Kintyre Road  
Portsmouth  
Hampshire  
PO6 3UH

## Index to Pages

Topic	Page
Index . . . . .	2
Independent Examiners Report . . . . .	3
Introduction, Structure Governance and PCC Membership . . . . .	4
Committee and Groups . . . . .	5
Objectives and Activities, Achievements and Performance . . . . .	6
Overview of the Year, Church Attendance, Worship	
Mission Support, Communications . . . . .	7
PCC Business Review of the Year, Property Management	
Risk Management & Health & Safety . . . . .	8
Child Protection, Karios	
Treasurer's Report . . . . .	9
Reserves and Investment Policies . . . . .	10
Statement of Financial Activities . . . . .	11
Balance sheet . . . . .	12
Notes to the accounts - including Accounting Policies & Funds . . . . .	13 - 16
Incoming Resources . . . . .	17
Resources Expended . . . . .	18
Assets . . . . .	19
Funds . . . . .	20
Appendices showing detailed analysis of Trusts & Reserve Funds	21 - 24
Wages, Hall accounts and Mission Support . . . . .	
Annex 1 - Portsdown Parish Centre Accounts. . . . .	1A -11A

## **Independent Examiner's Report**

To the Parochial Church Council (PCC) and with regard to the Project Leadership Teams (PLT's) financial activity of Christ Church Portsdown.

This report is on the accounts of the PCC for the year ended 31 December 2006 and the PLT accounts for 2006 and 2007 until the transfer of former PLT funds back to the Honorary Treasurer. The accounts that are set out on pages one to twenty and of this document and the annex thereto, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and section 43 of the Charities Act 1993 and amendments ('the Act').

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

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of the Regulations and section 43(2) of the Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of Regulations.

### **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, 2006 edition*. 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 financial statements 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 financial statements, 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

1<sup>st</sup> March 2007

## Introduction:

Christ Church Portsdown is on the northern boundary of Portsmouth in Cosham district, and is situated on the east side of the A3, London Portsmouth road, just over the crest of Portsdown Hill. The Parish boundary includes parts of Cosham and Widley: the latter being in the borough of Havant and Waterlooville, however, all of the Parish is in the Diocese of Portsmouth. Christ Church does not have a postcode but postcode PO6 3NB identifies the houses on the London Road opposite the Church entrances. The Correspondence address is C/o Portsdown Vicarage as on page 1. The Church has its own website [www.christchurchportsdown.org](http://www.christchurchportsdown.org) and a comprehensive guide to the environs and history of the Portsdown hill area and the military links with the Church can be found at [www.portsdown-tunnels.org.uk](http://www.portsdown-tunnels.org.uk)

## Structure, Governance and Management

The method of appointment of PCC members is set out in the Church Representation Rules. All Churchgoers are encouraged to register on the Electoral Roll and stand for election to the PCC and assist with other roles and duties within the Church.

### PCC Membership

Members of the PCC are either *ex officio* or elected at the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. The following served as members of the PCC in 2005-06. Mr Keith Fisher assists the PCC with Parish matters as the Parish Administrator but he does not attend nor vote with the PCC.

#### *Incumbent:*

Revd Paul Norton  
(on long term sick leave)

#### *Non Stipendiary Minister:*

Revd Sandy Phillips

#### *Reader:*

Mrs Cynthia Whittle

#### *Wardens:*

Mrs Sylvia Fisher  
Mrs Rosemary Filtness

#### *PCC Secretary:*

Mrs Ann Dove

#### *Honorary Treasurer:*

Mr Brian Mansbridge

#### *Elected members:*

Mr Phillip Aspey  
Mr Pat Cole  
Mrs Ismay Doughty  
Mrs Patricia Hatchard  
Mrs Pauline Metcalfe  
Mr Graham Olway  
Mrs Jackie Quinn wef Mar 06  
Mr Patrick Whittle

#### *PCC Members and Representatives on the Deanery Synod:*

Mrs Ros Molloy  
Mr Andy Minchin

## 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.

**Property Management:** In the absence of a Property Manager the group deputises on Hall matters. Colin Dove leads on 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 & Study groups usually meeting at members own homes.

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

**Health and Safety:** Lead by Stuart Davies and responsible for risk assessment and H&S recommendations based on statutory law & guidelines.

## In Abeyance

**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:** Formed for Parish Centre fundraising. Stood down in January 07.

**Communications Group:** Has 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. Stood down in January 2007.

**Stepping Out Group:** Established from a Diocesan mission initiative, with the Men's Breakfast, the initiative is carrying on thanks to Pat Cole

## **Objectives and Activities**

Christ Church PCC has the responsibility together with the incumbent to promote in the ecclesiastical parish the whole mission of the Church, spiritual, pastoral, evangelistic, social and ecumenical. It also runs Christ Church Hall to support Church and certain community activities. A Portsdown Parish Project, which aimed to bring the Church, including the Church building and Hall facilities, up to twenty first century standards has been put on hold, principally due to the long term absence of the Vicar.

## **Achievements and Performance**

### **Overview of the Year**

The year started well with the return of the Vicar from illness and an increasing effort to progress the Christ Church Parish Centre project, unfortunately in the early part of the year the Vicar's mental illness returned and by summer the Church could no longer work around the consequences to the Church and Project. The second half of the year was a brave effort by the Wardens and PCC to attempt to run both Church and project, inevitably due to circumstances beyond local control this became a damage limitation exercise, primarily covering the long term absence of priestly leadership. The Project was effectively placed on hold; this became formal at the first PCC meeting in 2007 when the project teams were formally stood down. Spiritual leadership, pastoral care and normal church life have all suffered impacting on churchgoers and church finances. Regretfully no clear resolution is in sight although the Wardens have been working with the Diocese and the Parish Share payment has been maintained throughout.

### **Church attendance**

The Church Electoral Roll started at 176 but has fallen to 155; 84 living within the parish boundaries and 71 living outside the parish boundaries. The average Sunday attendance, taken over the year but excluding major festivals and events is about 85 and has fallen significantly compared with 100 last year.

### **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. Certain less well attended services have been cancelled in the interest of reducing the load on the NSM and Reader or the cost of hiring Clergy.

## **Mission Support**

Mission remains an active and fundamental part of the conscience of Christ Church. Despite the financial situation the mission collections and events together with the PCC mission grants raised and have contributed almost a tithe of our disposable income. Over £7426 has been distributed to the Christian charities and initiatives selected through the Mission Committee.

## **Communications**

The Communications Group has struggled during 2006 without a Chairperson, lead volunteer or Vicar to cover the gap. Unsurprisingly this has not helped the Church or the Parish Centre project during a period when the communications requirement has been growing in importance. The whole group was stood down along with other project related groups at the first PCC meeting of 2007.

Fortunately the Parish Magazine, parish seasonal cards and the church website have all been maintained by Nigel Wheatley. Nigel's IT skills together with supporting magazine contributors have been invaluable in keeping open routine avenues of communication and information on events within the Church and Parish.

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

The PCC met 16 times in the Church Year with an average attendance of 82%. The predominant task at the start of the year was the management and contractual arrangements to support Christ Church Parish Centre project. The second half of the year focused on trying to run the Church and project without the Vicar mainly by the exhaustive process of unanimity in committee. This meant little time for progressing normal parish support matters such as spiritual leadership, pastoral care or the husbandry of worship, music and mission other than through a dedicated effort of the remaining Reader, Non Stipendiary Minister and Wardens.

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

Major updating of the Church Hall was completed early in the new year with replaced skylight glass, finishing redecorations and refurbishment of the floor.

Minor Church works, identified in the Architect's quinquennial inspection, have been undertaken but investigation of the roof leadwork has revealed essential replacement will cost in the order of £10,000.

All further works on the Hall and Church ceased as attention focused on the Parish Centre Project and saving for the roof work. Now that the project has been placed on hold the priority must return to making the Church watertight again, and ideally the final works on the Hall: plans for the latter are refurbishment of the toilets and laying a surface on the back car park. Progress in all these areas will be entirely dependant on the availability of funds.

There is currently no intention to improve the condition of the Hall backrooms other than keep them secure and watertight. It remains the hope that any reappraisal or follow on scheme to the Portsdown Parish Project should address these facilities.

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

Risk Management is a statutory requirement. The PCC's Risk Management Policy and Health and Safety requirements are led by Stuart Davies. An audit against revised and updated regulations followed by the required corrective actions has all been completed in the year. A small number of volunteers are trained in First Aid. Health and Safety regulations require all churchgoers, visitors or contractors to report any observed risks.

### **Child Protection Policy**

During the year the PCC has revised and updated the Child Protection Policies. A copy of the document is held by the Parish Administrator and available for inspection.

Fiona Wheatley remains the Parish representative for Child Protection. Gill Cross is trained and authorised to manage child protection disclosure forms and arrange police checks.

### **KAIROS**

The Diocesan *Kairos* initiative appears to have reduced during the year although Christ Church representatives have continued to attend cluster and central meetings and some cluster group services have been held. The primary support for Christ Church during the absence of the Vicar remains from the internal contribution from the Non Stipendiary Minister and Reader.

## Treasurer's Report

The day to day finances of Christ Church in 2006 appeared to be recovering in the early part of the year with basic monthly income in January reaching £3620; thus just exceeding the Parish Share at £3555 per month. By September the basic monthly income was down to only £2582. The increasing effect of the diversion of funds to the Parish Centre and reductions in Church membership resulted in about a £1000 shortfall compared with the January income. December usually provides some recovery after the holiday season and due to extra attendances and services. This year's December income was only £3549; unfortunately still less than our Parish Share and failing to contribute at all to Church running costs and essential repairs.

So how did Christ Church survive 2006? Fees from marriages and funerals help, along with the hall income; together they netted an average income of £580 per month. Generosity from bequests, Gift Day and the effort put into the Summer Fete and Advent Fair gave an average income of £732 per month over the year (but to rely on occasional bequests to run the Church is very high risk). The income from the Gift Aid was equally vital, averaging £594 per month in 2006.

That means in a good month, the income was in the order of £5455, but the effect of adding heating and repair costs to the £3555 quota requirement brings the average monthly bill to £5257. That means a £200 surplus from a good month, like January, available toward the £10,000 required for roof repairs! Unfortunately, however, in September we were £620 short and the Deanery remain very concerned that we make up our 2006 quota payments.

So how did we survive? Miraculously is the only conclusion: In the past there were reserves that could be drawn on in poor months and for some of the big repair bills: these reserves are now all committed to the Parish Project. Another complication is without a Vicar income always drops, normally the reduction is about 10%, but in the last half of 2006 Christ Church income fell 24% on the first half year. For 2007 the Parish Share increases over 6% (again) thus the monthly requirement starts at £3779.

Will we survive in 2007 ? . . . . . If it was a business we should be winding up now. So it's either another miracle or significantly increased giving.

Last year I said:

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

This year I have to conclude:

It's only a miracle or significant extra giving that will allow Christ Church to survive financially.

## Reserves & Investment Policy

Christ Church reserves are all allocated to the Portsdown Parish Centre Project, ideally a cash reserve of one months Parish Share, if available, would be held in an interest earning bank account. Approximately £3.5k is held in restricted funds (see various fund account) and a further £5k is being held toward essential repairs to the Church roof identified at the last quinquennial inspection. A further £3.5k is held in trust funds, although like fixed assets this latter figure is not a liquid asset.

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>

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### Statement of Financial Activities Christ Church Portsdown Revised format on an Accrual Basis for the year ending 31 December 2006

Due to the change of accounting system from a Receipts and Payment report to an Accrual Report for 2006 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 1st January 2006 remain consistent. The notes on pages 13 to 20 form part of this account

	2006			Totals	
	Unrestricted	Restricted	Endowment	2006	2005
	£	£	£	£	£
<b>Incoming Resources</b>					
Voluntary income (note 3 & 20)	52918	1874		54792	49737
Activities generating funds (note 3 & 20)	4521	1189		5710	5076
Income from Investments	303		151	454	179
Income from Church activities	17260	2920		20180	26895
Other incoming resources	67	130		197	5943
<b>Total Incoming Resources</b>	<b>75069</b>	<b>6113</b>	<b>151</b>	<b>81333</b>	<b>87830</b>
<b>Resources Expended (note 4 &amp;</b>					
Cost of generating voluntary income		15		15	27
Fund raising trading costs	44			44	944
Church Activities	74760	4268	151	79179	93619
Governance Costs	193			193	105
<b>Total Resources Expended</b>	<b>74997</b>	<b>4283</b>	<b>151</b>	<b>79431</b>	<b>94695</b>
<b>Net gains (losses) before other recognised gains</b>	<b>72</b>	<b>1830</b>	<b>0</b>	<b>1902</b>	<b>(6865)</b>
<b>Gains (losses) on Investment Assets</b>					
On disposal					
On revaluation (endowment funds)			43	43	
<b>NET MOVEMENT IN FUNDS</b>	<b>72</b>	<b>1830</b>	<b>43</b>	<b>1945</b>	
<b>Adjustment for Accrual A/c from previous R&amp;Pay A/c</b>					
Assets not valued in prior Receipts & Payments	360025		3487	363512	
P Centre Funds received in 05 A/c transferred in 06		(7972)		(7972)	
Parish Centre Funds transferred to P Centre A/c in 06		7775		7775	
P Centre Funds Received 05 A/c but transferred in 06		1776		1776	
Adjustment for roundings and Gift Aid estimates	(11)			(11)	
<b>TOTAL ADJUSTMENTS FOR MOVEMENT IN FUNDS</b>					
Balances brought forward 1 January	7291	3202	0	10493	56575
<b>Balances carried forward 31 December</b>	<b>367377</b>	<b>6611</b>	<b>3530</b>	<b>377518</b>	<b>-</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2006

## Balance Sheet at 31 December 2006

	2006			Totals	
	Unrestricted	Restricted	Endowment	2006	2005
	£	£	£	£	£
<b>Fixed Assets (note 5)</b>					
Tangible (Hall site - current valuation Parish Project)	360000			360000	Not valued
Investment (peppercorn rent on Scout & Guide HQ)	25			25	25
Investments (note 6)			3530	3530	3640
<b>Total Fixed Assets</b>	<b>360025</b>		<b>3530</b>	<b>363555</b>	<b>-</b>
<b>Current Assets</b>					
Stock (Stationary & Sales Items)	50			50	20
Debtors					147
Hall Rental due	594			594	306
Gift Aid Tax recoverable not yet received		figures	not	available	
Short term deposits	1734	3544		5278	5077
Cash at bank and in hand	13649	1291		14940	12682
<b>Total Current Assets</b>	<b>16027</b>	<b>4835</b>		<b>20862</b>	<b>18232</b>
<b>Liabilities</b>					
Creditors: falling due in 1 year (Unpresented Cheques)	(4802)	(806)		(5608)	-
Balance 06 fund due to Parish Centre Account		(1291)		(1291)	-
<b>Current Assets less current Liabilities</b>	<b>11225</b>	<b>2738</b>		<b>13963</b>	<b>-</b>
<b>Total Assets</b>	<b>371250</b>	<b>2738</b>	<b>3530</b>	<b>377518</b>	<b>-</b>
<b>Parish Funds</b>					
Unrestricted					
Held in Property (Church Hall)	360025			360025	
Held in Short Term Deposits	11225			11225	
Restricted		2738		2738	
Endowment			3530	3530	
<b>Total Parish Funds</b>	<b>371250</b>	<b>2738</b>	<b>3530</b>	<b>377518</b>	<b>-</b>

Approved by the Parochial Church Council on 13 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 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

**Endowment funds** are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. Christ Church has the following Endowment Funds:

- 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 a 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 a grave trust - with investment income paid to the Church Account by Direct Debit. Established by Samuel Benn for maintenance of his and his wives grave and memorials together with grass cutting and trimming around the grave.

**Restricted funds** represent:

a) income from trusts or endowments which may be expended only on those restricted purposes provided in the terms of the trust or bequest, and  
b) donations or grants received for a specific object or invited by the PCC for a specific object. 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. The PCC does not invest separately for each fund, in the various fund account interest is apportioned to individual funds on an average balance basis. Christ Church has the following Restricted Funds:

- 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 as a reserve account in January 2006. It is reported at Annex 1 with the Parish Centre Statement of Financial Activities.

**Unrestricted funds** are general funds which can be used for PCC ordinary purposes. 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.

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### 3. Incoming resources:

All incoming resources are accounted for. 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 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.

### 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. The diocesan parish share is accounted for when due, on a monthly basis. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is recognised when it is incurred and is accounted for.

### 5. Fixed assets

Consecrated and benefice property is **not** included from the accounts by S.96(2)(a) of the Charities Act 1993. Moveable church furnishings held by the Vicar / Churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the Church's inventory/terrier, which can be inspected at any reasonable time. The PCC are the owners of Christ Church Hall and the surrounding land, the hall site valuation was carried out in late 2005 as part of the Parish Centre Project. Payment of a £25 annual peppercorn rent has been legally agreed with the Portsdown Scout and Guide Association.

For anything acquired prior to 2002 (the term of current treasurer) there is insufficient historical cost information available therefore such assets are not valued in the financial statements. Subsequently any item which has cost more than £1,000 has been depreciated or if costing less £999 the cost has been written off when incurred. Equipment used within the church premises is depreciated on a straight line basis over 4 years.

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

### 7. Gift Aid

The Gift aid Secretary was unable to advise the 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. The 2007 accrual figure should be retrospectively confirmed on examination of the 2007 records. As far as can be determined, Gift Aid tax refunds appear against the category to which they apply.

### 8. Flower Arrangers and Tea & Coffee Accounts

Last year these detail were reported as separate net accounts in their own table, this year they have been re-incorporated into the main accounts. Transactions by the account holders are recorded in their own account Cash Books (as net accounts) and where evidenced are examined and believed to be a fair and accurate record.

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### 9. Sales Stock

The cost of purchase of fund raising items appeared in previous years

### 10. Sundries

Various small transactions, examples include receipts from the Tea & Coffee account, Scripture Union subscriptions, repayment and examples of expenditure include the cost of the 'Pompey Chimes' magazine.

### 11. Fees

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

### 12. Capitation Charge

The Havant Deanery Capitation Charge is based on the number on the Electoral Role and the number of Deanery Synod representative the Church may elect.

### 13. 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. Arrangements have been made to adjust interest payments to Direct Debits into Christ Church bank account, this has reduced this liability.

### 14. Church Hall

An analysis of Church Hall receipts and payments is shown in Appendix 9. The Hall Cleaner did not formally account for the £57 Hall Cleaners Cash Float that she was allocated at the beginning of the year. While she has provided the majority of cleaning materials and supplies during the year (normally exceeding the £57) as this spending has not been formally recorded it has been written off. The Hall cleaner has been formally warned that she must account for money or supplies expended and a cashless system to provide her supplies has been arranged. The Hall Mangers Expenses, deducted from income, are typically reimbursements of the booking diary, correspondence expenses, replacement keys & breakages etc.

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### 15. Honorariums and Wages

An analysis of Honorariums and Wages (all part time) is shown in Appendix 8. Together these employees equates to less than one whole time equivalent employee (WTE). The Parish Administrator and Hall Cleaner are paid an honorarium for their services but no payments were large enough to attract social security liability. All part time payments conform to the national minimum wage requirements revised in October. Honorariums paid for the services of a Verger at weddings and funerals are often donated by the recipient toward Church Funds.

### 16. Declaration of payments

The following serving members of the PCC have received funds from the PCC during the financial year 2006:

- 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.
- Apart from remuneration of expenses against receipts no other member of the PCC or Church Membership has received any unrecorded expenses or remuneration.

### 17. Mission Payments

An analysis of External Mission payments is shown in Appendix 10. 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 are made direct to the Charity concerned and not via the Church Treasurer). Appendix 10 is, as far as known, is a collective record of all mission support including all reported Christ Church non account transactions.

### 18. Portsdown Parish Centre Project Finances

The finances of the Portsdown Parish Centre Project were transferred to the control of the Portsdown Parish Centre Finance Controller for 2006 and the various organisers of social activity directed that any profits be paid to the Parish centre account. The report from the Portsdown Parish Centre Finance Controller, attached at Annex 1 details transactions of the whole period of Project Leadership Team responsibility. The Portsdown Parish Centre Finance Controller maintained his accounting responsibilities after the PLT stood down to complete the Parish Centre Financial Report, attached at Annex 1, and account for all outstanding Parish Centre liabilities; after which the dormant fund will be transferred to the Honorary Treasurer.

### 19. 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 (SOFA).

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### 20. Incoming Resources

	2006			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 £	2005 £
<b>Voluntary income from donors</b>					
Planned giving	31507			31507	31176
Loose Collection including Young Church	5160			5160	5505
Gift Day	2608			2608	1380
Bequests	1984			1984	1250
Tax Recoverable (note 7)	9523			9523	6963
Mission Giving		639		639	2018
Tax Rebates on Mission Funds					147
Restricted Donations (Church Yard)		42		42	190
Donations for Flowers (note 8)		1193		1193	NonA/c Tx
Unrestricted Donations	2136			2136	1108
<b>Total Voluntary income</b>	<b>52918</b>	<b>1874</b>		<b>54792</b>	<b>49737</b>
<b>Activities generating funds</b>					
Summer + Advent Fare & Jumble Sale	4010			4010	4073
Mission Events	121	1189		1310	941
Tea and Coffee Sales (note 8)	223			223	NonA/c Tx
Sales of fund raising items (note9)	167			167	62
<b>Total Activities generating funds</b>	<b>4521</b>	<b>1189</b>		<b>5710</b>	<b>5076</b>
<b>Income from Investments</b>					
Bank Interest on Nat West Reserve Account	25			25	26
Interest "Various Funds" CBF Account	278			278	221
Income from Trusts			151	151	153
<b>Total Income from Investments</b>	<b>303</b>		<b>151</b>	<b>454</b>	<b>400</b>
<b>Income from Church activities</b>					
Portsdown Post	1203			1203	741
Sundries (note 10)	393			393	816
Fees (note 11)	4675	2510		7185	7452
Church Hall Rental Income & Car Park Appeal	10894	410		11304	13532
Rent & Utilities Scout & Guide HQ (note 5)	95			95	50
<b>Total Income from operating activities</b>	<b>17260</b>	<b>2920</b>		<b>20180</b>	<b>22591</b>
<b>Other Incoming resources</b>					
Lottery Grant 05 only - War Graves Commission 06		130		130	5000
Insurance Refunds (window vandalism)					939
Suspense (counting errors & found in Church)	67			67	4
<b>Total Other Income</b>	<b>67</b>	<b>130</b>		<b>197</b>	<b>5943</b>
<b>Total Receipts</b>	<b>75069</b>	<b>6113</b>	<b>151</b>	<b>81333</b>	<b>87830</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2006

## 21. Resources Expended

	2006			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 £	2005 £
<b>Cost of generating voluntary income</b>					
Fund Raising events - Mission		15		15	27
<b>Total Cost of generating voluntary income</b>		15		15	-
<b>Fund raising trading costs</b>					
Fund raising trading expenses	44			44	944
<b>Total Fund raising trading costs</b>	44			44	-
<b>Church Activities</b>					
<b>Church &amp; Mission</b>					
Church and Church Yard	8197		25	8222	8210
Church Hall (note 14)	8602			8602	21473
Vicarage	540			540	316
Clergy, Readers, NSM & Visiting Cleric expenses	588			588	999
Fee Payments (note 11)		2510		2510	2003
Honorariums and Wages (note 15)	4133			4133	4026
Mission-External (note 17)	4228	639		4867	5372
Mission-Parish					29
<b>Administration &amp; Support</b>					
Parish Share or Quota	45829			45829	44432
Support/Supplies for Church Services & Sunday Sch	284		126	410	555
Church Office & Publishing including magazine	1502			1502	1734
Computer & web domain costs	203			203	135
CCL Copyright Licenses (note 11)	190			190	179
Sundries (note 10)	464			464	578
Flower Costs (note 8)		1119		1119	Non A/c Tx
Tea & Coffee Costs (note 8)	reported	as net	account 06		Non A/c Tx
<b>Total Church Activities</b>	74760	4628	151	79179	
<b>Governance Costs</b>					
Suspense	65			65	45
Deanery, Capitation & DBF Admin charges (note 12)	128			128	60
<b>Total Governance Costs</b>	193			193	105
<b>Total Resources Expended</b>	<b>74997</b>	<b>4283</b>	<b>151</b>	<b>79431</b>	<b>94695</b>

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### 22. Assets and Liabilities

	2006			Totals	
	Church Hall £	Church Equip £	Endowment	2006 £	2005 £
<b>Fixed Assets</b>					
<b>Tangible Assets</b> (not in prior Receipts & Paymnt Repts)					
Church Hall and Site					
At 1 January 2006	360000	1000		361000	-
Peppercorn Rent Scout & Guide HQ	25			25	
<b>Depreciation</b>					
At 1 January 2006	-	(1000)		(1000)	
<b>Tangible Assets At 31 December 2006</b>	<b>360025</b>	<b>0</b>		<b>360025</b>	<b>-</b>
<b>Investment Assets</b>					
Endowment Trusts					
Market value 1 Jan 2006			3487		3487
Revaluation Gain/(Losses)			43	43	-
<b>Total Investment Assets At 31 December 2006</b>			<b>3530</b>	<b>3530</b>	<b>3487</b>
	Unrestrict	Restricted	Endowment		
<b>Current Assets</b>					
Stock (Stationary & Sales items)	50			50	20
<b>Debtors</b>					
Hall Rental due	594			594	306
Gift Aid Tax recoverable not yet received		Not		available	
<b>Short term Deposits</b>					
CBF Various Funds Account (note 2)	1734	3544		5278	5077
<b>Cash at Bank and In hand</b>					
General Cash account	344			344	130
Church Maintenance Petty Cash	1			1	
Flower Arrangers	74			74	17
Hall Cleaners Petty Cash (note 14)	0			0	57
Sanctuary Guild Cash account	(2)			(2)	4
Tea & Coffee Petty Cash	10			10	
Current Account	6085	1291		7376	8777
Reserve Account	7137			7137	64
<b>Total Current Assets at 31 December 2006</b>	<b>16027</b>	<b>4835</b>		<b>20862</b>	<b>-</b>
<b>Liabilities</b>					
Creditors - Amounts falling due within a year					
Unpresented Cheques	(4802)	(806)		(5608)	(3633)
Balance 06 fund due to Parish Centre Account		(1291)		(1291)	
	<b>(4802)</b>	<b>(2097)</b>		<b>(6899)</b>	<b>-</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2006

## 23. Funds

	2006			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 £	2005 £
<b>Analysis of Net Assets (by funds)</b>					
Tangible Fixed Assets	360025			360025	-
Investment Fixed Assets			3530	3530	3487
Current Assets	16027	4835		20862	-
Liabilities	(4802)	(806)		(5608)	
Parish Centre		(1291)		(1291)	-
<b>Totals</b>	<b>371250</b>	<b>2738</b>	<b>3530</b>	<b>377518</b>	<b>-</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2006

## Appendices

### Appendix 1 - Fielding Endowment Trust Fund

	Share Holding	2006		Totals	
		Receipts £	Expenditure £	2006 £	2005 £
Fund value 31 December 2005					164
Share Value on 31 Dec 06 - 99 Shares @ 1.585	157			157	
2006 Transactions					
Interest receipts		9		9	10
Maintenance of grave/graveyard			(9)	(9)	(10)
<b>Fund Share Holding &amp; value 31 December 2006</b>	<b>157</b>	<b>9</b>	<b>(9)</b>	<b>157</b>	<b>164</b>

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

### Appendix 2 - Benn Endowment Trust Fund

	Share Holding	2006		Totals	
		Receipts £	Expenditure £	2006 £	2005 £
Fund value 31 December 2005					477
Share Value on 31 Dec 06 - 43 Shares @ 12.2518	527			527	
2006 Transactions					
Interest receipts		16		16	15
Maintenance of grave/graveyard			(16)	(16)	(15)
<b>Fund value 31 December 2006</b>	<b>527</b>	<b>16</b>	<b>(16)</b>	<b>527</b>	<b>477</b>

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

### Appendix 3 - Hawken Endowment Trust CBF Deposit Fund

	Deposit Fund £	2006		Totals	
		Interest £	Expenditure £	2006 £	2005 £
Fund value 1st January	2846			2846	2846
Interest receipts		127		127	117
Central Board Of Finance Management Charges					
Expenditure on Church Books & Sunday School			(127)	(127)	(117)
<b>Total Holding at 31 December 2006 = £2846</b>	<b>2846</b>	<b>127</b>	<b>(127)</b>	<b>2846</b>	<b>2846</b>

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

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### Appendix 5 - Various Funds CBF Deposit Account

	2006			Totals	
	Unrestricted £	Restricted £	Transfers £	2006 £	2005 £
<b>Asset</b>					
Brought Forward 31 Dec 05	1668	3409		5077	5077
Income 2006	94	135		229	
DBF Management Fees 1999-2005	(28)			(28)	
<b>Expenditure</b>					
Expenditure					
<b>Totals</b>	<b>1734</b>	<b>3544</b>		<b>5278</b>	<b>5077</b>

Calculated Administration Fees Liability. 2006 @ 2% of first £2000 interest therefore 2% of £229 = £4.58

### Appendix 6 - Apportionment of the Various Funds Account

	2006			Totals	
	Unrestricted £	Restricted £	Transfers £	2006 £	2005 £
<b>Fund apportionment at 31 December</b>					
Choir & Music Fund (Restricted)		924		924	888
Churchyard Fund (Restricted)		937		937	901
Fabric Fund (Restricted)		660		660	635
Organ Fund (Restricted)		1023		1023	985
General Reserve Fund	1734			1734	1668
<b>Fund Total</b>	<b>1734</b>	<b>3544</b>		<b>5278</b>	<b>5077</b>

### Appendix 7 - Funds Brought & Carried forward

	From earlier years £	Into 2006 £	Transfers 2006 £	Into 2007 £
<b>Restricted Funds</b>				
Parish Centre / Parish Centre			See Annex 1	See Annex 1
Mission - Isobel Booth-Clibborn			(100)	100
Mission - IDWAL £100 in memory R Smith	(100)	100	(100)	0
<b>Non Restricted Funds</b>				
Wedding deposits	(600)	600	(650)	650

## Christ Church Portsdown - Annual Report & Financial Statement 2006

### Appendix 8 - Analysis of Wages and Honorariums

	2006			Totals	
	Unrestricted £	Restricted £	Endowment £	2006 £	2005 £
Church Hall Cleaner	1635			1635	1305
Church Yard Gardener	352		25	377	496
Organist (Playing Rota)	1425			1425	1184
Parish Administrator	1000			1000	1040
Verger					0
<b>Totals</b>	<b>4412</b>		<b>25</b>	<b>4437</b>	<b>4025</b>

### Appendix 9 - Analysis of Church Hall Receipts and Payments

	2006		2005	
	Receipts £	Payments £	Receipts £	Payments £
<b>Church Hall Receipts</b>				
Rental	10886		13525	
Telephone	7		7	
Lottery Grant			5000	
Hall Managers Expenses (deducted fm income)	(31)		(152)	
<b>Total Receipts</b>	<b>10862</b>		<b>18380</b>	
<b>Church Hall Payments</b>				
Cleaner (also shown in <i>Wages</i> )		1635		1305
Cleaning & Consumable materials		89		140
Insurance		1637		1572
Maintenance - General		1427		2504
Maintenance - Skylights		1529		
Maintenance - Gutters, Disabled Access & WC				11417
Maintenance - Repointing Brickwork		780		
Maintenance - Redecoration		500		1780
Maintenance - Floor refinish & remark(last payment)		1304		1304
Electric		427		474
Gas		580		1114
Sewerage		145		506
Water		76		107
Telephone		51		81
Sundries/Hall Cleaner Petty Cash write off		57		103
Hall Managers Expenses/Cost (Note 9)		31		152
<b>Total Payments</b>		<b>10268</b>		<b>22559</b>
<b>Excess of Receipts over Payments</b>		<b>594</b>		<b>(4179)</b>

