

# **Christ Church, Portsdown**

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

**For the year ended 31 December 2007**

**Incumbent:**

Reverend Andy Wilson BSc BA

**Note: Inducted 25 Oct 07**

**Honorary Treasurer:**

Brian Mansbridge MBE

**Non Stipendiary Minister  
and Curate**

Reverend Sandy Phillips

**Reader**

Cynthia Whittle

**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

**Independent Examiner:**

Mr David Davies

## Index to Pages

Topic	Page
Index . . . . .	2
Independent Examiners Report . . . . .	3
Introduction, Structure Governance and PCC Membership . . . .	4
Committee and Groups . . . . .	5 - 6
Objectives and Activities, Achievements and Performance . . . .	6 - 7
Overview of the Year, Church Attendance, Worship, Mission Support . . . . .	7
Communications, PCC Business Review of the Year . . . . .	8
Property Management, Risk Management and Health & Safety, Child Protection . . . . .	9
Kairos, Treasurer's Report . . . . .	10 - 11
Reserves and Investment Policies . . . . .	11
Statement of Financial Activities . . . . .	12
Balance sheet . . . . .	13
Notes to the accounts - including Accounting Policies & Funds . . .	14 - 21
Table of Incoming Resources . . . . .	18
Table of Resources Expended . . . . .	19
Table of Assets & Liabilities. . . . .	20
Funds Table . . . . .	21
Appendices showing detailed analysis of Trusts & Reserve Funds Wages, Hall accounts and Mission Support . . . . .	22 - 25
Annex 1 - Portsdown Parish Centre Accounts. . . . .	AI 1 - 11
Annex 2 - Friends of Christ Church Portsdown Accounts . . . . .	AII 1 - 5

## **Independent Examiner's Report**

To the Parochial Church Council (PCC) and also with regard to the Parish Centre Project and Friends of Christ Church Portsdown financial statements presented at Annex I and Annex II.

This report is on the accounts of the PCC for the year ended 31 December 2007. The accounts that are set out on pages one to twenty one of this document and the annex thereto, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2007 ('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 in accordance with the Regulations. You are also responsible to appoint an Independent Examiner, defined in Section 43(3) of the Regulations, to examine the accounts and to ensure that the audit requirements of the Companies Act do 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, 2007 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 the Regulations; 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 David Davies  
'Ty Gwyn'  
15 Hilltop Crescent  
Portsmouth  
Hampshire  
PO6 1BB

10 March 2008

## **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 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. All of the Church Parish is in the Diocese of Portsmouth. Christ Church does not have its own postcode but 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 Church Electoral Roll and stand for election to the PCC as well as assist with other roles and duties within the Church. Governance follows Christian principles and guidelines laid out in the 'Charities Act 1993 and the PCC' (a guide to the SORP 2005 revisions) and the provisions of the Diocesan Handbook.

## **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 with effect from the 2007 APCM. 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 Andrew M Wilson BSc BA  
(wef 25 October 2007)

### *Curate (Non Stipendiary Minister):*

Revd Sandy Phillips

### *Reader:*

Mrs Cynthia Whittle

### *Wardens:*

Mrs Sylvia Fisher  
Mrs Rosemary Filtness

### *Elected members:*

Mr Phillip Aspey  
Mrs Alex Bell  
Mr Pat Cole  
Mrs Karen Davies  
Mrs Ruth Fowler  
Mrs Patricia Hatchard  
Mrs Sheila King  
Mrs Pauline Metcalfe  
Mrs Jackie Quinn  
Mrs Sheila Taylor  
Mr Patrick Whittle

## Christ Church Portsdown - Annual Report & Financial Statement 2007

### *PCC (Non voting) Officers*

#### *PCC Secretary:*

Mr Graham Olway

#### *Honorary Treasurer:*

Mr Brian Mansbridge

### *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.

**Hall Committee and Property:** 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, prayer support and relief appeals.

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

**Home Groups:** Worship & Study groups usually meet at members own homes.

**Friends of Christ Church** A support group led by the Friends Committee that includes a Church Warden; first met Sep 2007.

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

**Junior Church** Led by Mrs Jackie Quinn, 3 Groups.

**Stepping Out Group:** Started from Diocesan mission initiative, the continuing groups are:  
- Men's Breakfast led by Pat Cole  
- Friday Fellowship (1<sup>st</sup> & 3<sup>rd</sup> Fri in Hall) led by Mrs Cynthia Whittle.

**Various Standing Volunteer Groups & Various time limited Volunteer Groups** These volunteer groups regularly provide Church music and choral support, clean the Church, maintain the Churchyard and arrange the Church flowers, count the money etc. Time limited groups also manage the Summer Fete & Advent Fayre and special events. While not all reporting direct to the PCC their efforts support both Church life and the objectives of the PCC.

## 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:** The 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. Stood down in January 2007.

## 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 Centre Project, which aimed to bring the Church, including the Church building and Hall facilities, up to twenty first century standards was placed on hold in 2007 and will be reviewed again in 2008.

## Achievements and Performance

### Overview of the Year

Due to pressures of running the Church in the long term absence of a Vicar the PCC reluctantly placed the Parish Centre project on hold and stood down the supporting committees. Equally the Church finances were under strain as the number of Churchgoers reduced. In the spring it was confirmed that the Revd Paul Norton would retire due to his prolonged ill health, so began the process of selecting a new incumbent and the formal arrangements for an interregnum. The selection process was conducted as expediently as possible with the combined support of the Diocese and the Simeons Trust. This culminated in a successful round of interviews held in July with the formal announcement, on 19 August, that the Revd Andrew Wilson BSc BA would be the next incumbent. There followed a busy period of preparations, including helping the Diocese prepare the Vicarage. The induction and institution service for the Rev Wilson was held

on the 25 Oct with a full Church and a glad heart. Members at the November PCC were delighted to welcome the new Vicar in his role as chair of the PCC and the whole Church rejoiced in effective return of spiritual leadership, pastoral care and normal church life. Understandably the Revd Wilson explained that he would allow the period until the new year to get to know the Church, its people and traditions before recommending or proposing any significant changes. Just to have a Vicar in post is, for the majority of the Church a blessing and by itself a promise for the coming Church year.

### **Church attendance**

The Church Electoral Roll stands at 161. Of these 84 are inside the parish and 77 living outside the parish boundaries. The average Sunday attendance, taken over the year excluding major festivals and events is 94. The October attendance average of 120; the sample attendance figure used by the Diocese is somewhat misleading, since October 07 reflected the induction and first services with the new Vicar.

### **Worship**

Until October the worship life of the Church was preoccupied around maintaining routine services in the absence of the Vicar and reducing the load on the NSM and Reader or the cost of hiring Clerical support. As the Church looks ahead with a new Vicar additional services and other worship changes are being considered by the Vicar and the PCC.

### **Mission Support**

Mission remains an active and fundamental part of the conscience of Christ Church. Despite the demanding financial situation the mission collections and events together with the PCC mission grants have contributed over a tithe of our income. Over £10,000 has been distributed to the Christian charities and initiatives selected with the support and guidance of the Mission Committee.

## **Communications**

Without a Chairperson or lead volunteer the Communications Group was placed in abeyance at the first PCC meeting of 2007, a difficult and unusual position for a Church to be in if it wishes to remain relevant to the local community. Internal communications has been managed primarily by the Parish Administrator through the Pew Sheet. Fortunately, even in the absence of a Communications lead, external communication has been improved by the considerable efforts and IT skills of Nigel Wheatley. The quality of the Parish Magazine, parish seasonal cards and the Church website has all been significantly improved during the year. Nigel's time and skills together with supporting magazine contributors have been invaluable in keeping open the main avenues of external communication.

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

The PCC met 14 times in the Church Year with an average attendance of 72%. The predominant task at the start of the year was winding up the contractual and management arrangements of the Portsdown Parish Centre Project. Always present was the task of running the Church with the Vicar on long term sick leave and subsequently through the interregnum. This meant less time for progressing normal parish support matters such as spiritual leadership and pastoral care and more toward not overloading the Curate, Reader and Wardens. Thanks must also go to Revd Mike Holloway, a recently qualified Non Stipendiary Minister and other retired and diocesan clergy who all helped fill a nagging gap. During the spring, planning commenced to repair the Church Roof, replacing the leadwork, repairing the gutters and downpipes as identified in the Architects 2005 report; further detailed reports and quotes were obtained. Fundraising started in earnest when the bill escalated from £10k to £42k and the anticipated start date was postponed until 2008. At about the same time arrangements were put in hand to seek, interview and appoint a successor Vicar. Once selected, following the July interviews, there was an audible sigh of relief; a palpable joy at the institution and induction service and a degree of understandable apprehension in the period leading up to Christmas. The Revd Andy Wilson stated that he would watch and review the worship and workings of Christ Church until after Christmas, a sentiment that the whole PCC unanimously endorsed. Now is the time to join the PCC if you have ever wanted to influence the decisions and directions taken at Christ Church as the Vicar and committee look to reinvigorate spiritual church services and revive a growing congregation and links with the community.

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

The focus of the year has been the requirement to start the roof leadwork repairs identified in the Architect's quinquennial inspection, the initial estimate rose over the year from £10k to £42k as the Diocesan Advisory Committee stipulated exactly what and how the work must be completed. This together with delays in obtaining a faculty (that is permission to do work on a listed building) meant that the task would not have been completed before the onset of the winter weather. At least the delays allowed sufficient time to launch a roof appeal; essential as the costs escalated way beyond the original monetary reserve set aside. In 2007 churchgoers raised some £4.5k toward roof repairs and many have made commitments to continue regular giving. A further £6k has been received or promised through grants. Further efforts are being made to obtain additional grants as several applications have also been turned down. Unless further grants are forthcoming the financial hurdle of roof repairs will remain a prime constraint for at least the current year. Improvements to the Church Hall were placed on hold during 2007, although the newly constituted Hall Committee have supported essential maintenance and voluntary work to improve décor. The toilets, which were next on the refurbishment list have reached such a poor state that they are attracting criticism, so approval for the delayed refurbishment work has been gained for 2008. Unfortunately the Hall Car Park which was hoped to be reformed and surfaced with the help of a lottery grant has not won the grant support required so a more modest surface redressing is being planned.

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

Risk Management is a statutory requirement; Health and Safety regulations require all churchgoers, visitors or contractors to report any observed risks. The PCC's Risk Management plan and Health and Safety requirements are led by Stuart Davies. During 2007 the No Smoking regulations were applied in both the Church and the Hall and an update of the safety inspection resulted in some minor alterations to electrical fittings.

## **Child Protection Policy**

The PCC has an approved Child Protection Policy. 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 was running at a lesser pace this year, between Kairos phases, although Christ Church wardens and representatives have continued to attend cluster and central meetings. Cluster group services have been held during the year with Christ Church hosting a service in the Autumn.

## **Treasurer's Report**

My message at the 2007 APCM was that the year was not looking at all financially promising. The departure of several Church members and falling numbers attending Church meant that the regular income had fallen to the extent that it was difficult to meet our parish share and running costs. The financial forecast prompted me to appeal to those at the APCM and in the Gift Day letter to raise giving. A big thank you to all those able to respond.

As is common, the interregnum that followed did not help, as attendances fell even further, all the while the Church still has to pay the full Parish Share even without a Vicar. I appealed to several Deanery finance meetings to try and reduce the Share. Regretfully this produced little by way of financial relief but as it transpired the extra support from Sandy our own curate, the Revd Mike Holloway also an NSM, and Cynthia, who between them covered most of the services, provided the lifeline. Neither Non Stipendiary Ministers (NSM's) nor Readers are paid for the services they conduct so their extra efforts meant we were no longer paying for some of the stand-in clergy required during the Reverend Norton's long illness.

There is already financial improvement since the installation of the Reverend Andy Wilson but lets hope this is just the start of re-growth as we still have a way to go before we catch up on income and rising costs. The parish share has risen 3% again for 2008 to £3887.33 per month and we have all heard how utilities costs are increasing by double digit percentage points.

It's not all gloomy news, however. This article is to say thank you for all the essential financial support throughout the year and to report how all those appeals and efforts have also contributed. We would not have been able to meet all the regular bills without the income from the Summer Fete and Advent Fayre. Equally we would not have got far with the submissions for outside support for our roof repairs without the valuable donations from churchgoers: many of the charities require that the Church raise up to a third internally before they will consider giving additional funding. Our efforts to gain grant funding have seen mixed results; the lottery grant applications for Church and Hall

have been refused to date, yet some other minor grants have been awarded (£6k to date) and new applications are being raised. My thanks to Sheila Gill who is assisting with the time consuming task of grant applications. Unless we gain a generous roof grant or bequest, the financial focus of this year will remain funding the roof repairs, expected to start once the weather improves. Thank you to all those contributing toward the roof appeal, but we still have £25k to raise !

### **Reserves & Investment Policy**

Christ Church long term 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 £40k is held in restricted funds (see various fund account) and a further £12k is being held toward the Church roof repairs. 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 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 11 March 2008 and signed on its behalf by the Chairman:

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

\_\_\_\_\_

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

Christ Church Portsdown - Annual Report & Financial Statement 2007

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

The notes on pages 14 to 21 form part of this account

	2007			Totals	
	Unrestricted	Restricted	Endowment	2007	2006
	£	£	£	£	£
<b>Incoming Resources (detailed in table: Note 20)</b>					
Voluntary income	58398	9814		68212	54792
Activities generating funds	4744	1338		6082	5710
Income from Investments	315	195	180	690	454
Income from Church activities	19606	2019		21625	20180
Other incoming resources		591		591	197
<b>Total Incoming Resources</b>	<b>83063</b>	<b>13957</b>	<b>180</b>	<b>97200</b>	<b>81333</b>
<b>Resources Expended (detailed in table: Note 21)</b>					
Cost of generating voluntary income	40			40	15
Fund raising trading costs	10			10	44
Church Activities	79303	3731	180	83214	79179
Governance Costs	90			90	193
<b>Total Resources Expended</b>	<b>79443</b>	<b>3731</b>	<b>180</b>	<b>83354</b>	<b>79431</b>
<b>Net gains(losses) before other recognised gains(losses)</b>	<b>3620</b>	<b>10226</b>	<b>0</b>	<b>13846</b>	<b>1902</b>
<b>Gains (losses) on Investment Assets</b>					
On disposal					
At 31 Dec valuation (endowment funds)			11	11	43
<b>NET MOVEMENT IN FUNDS</b>	<b>3620</b>	<b>10226</b>	<b>11</b>	<b>13857</b>	<b>1945</b>
<b>Adjustments</b>					
Assets not valued in prior Receipts & Payments					363512
P Centre Funds received in 05 A/c transferred in 06					(7972)
Parish Centre Funds transferred to P Centre A/c in 06					7775
P Centre Funds Received 05 A/c but transferred in 06					1776
P Centre Funds Received 06 A/c but transferred in 07		(2775)		(2775)	
Internal Payments from Restricted - Mission Roof etc	6863	(6863)			
Adjustment for Gift Aid estimates received in year	45			45	(11)
<b>MOVEMENT IN FUNDS</b>				<b>0</b>	
<b>Balances brought forward 1 January</b>	<b>371250</b>	<b>2738</b>	<b>3530</b>	<b>377518</b>	<b>10493</b>
<b>Balances carried forward 31 December</b>	<b>381778</b>	<b>3326</b>	<b>3541</b>	<b>388645</b>	<b>377518</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2007

## Balance Sheet at 31 December 2007

	2007			Totals	
	Unrestricted	Restricted	Endowment	2007	2006
	£	£	£	£	£
<b>Fixed Assets (note 5)</b>					
Tangible (Hall site - current valuation Parish Project)	360000			360000	360000
Investment (peppercorn rent on Scout & Guide HQ)	25			25	25
Investments (note 6)			3541	3541	3530
<b>Total Fixed Assets</b>	<b>360025</b>		<b>3541</b>	<b>363566</b>	<b>363555</b>
<b>Current Assets</b>					
Stock (Stationary & Sales Items)	20			20	50
Debtors (Balance of Sequestration Account 2007)	647			647	
Hall Rental due (majority received by 8 Jan 08)	1362			1362	594
Short term deposits	1829	3740		5569	5278
Cash at bank and in hand	22564			22564	14940
<b>Total Current Assets</b>	<b>26422</b>	<b>3740</b>		<b>30162</b>	<b>20862</b>
<b>Liabilities</b>					
Creditors: falling due in 1 year (Unpresented Cheques)	(4604)	(414)		(5018)	(5608)
Creditors: falling due in 1 year (Expenses due Dec 07)	(65)			(65)	
Balance 06 fund due to Parish Centre Account					(1291)
<b>Current Assets less current Liabilities</b>	<b>21753</b>	<b>3326</b>		<b>25079</b>	<b>13963</b>
<b>Total Assets</b>	<b>381778</b>	<b>3326</b>	<b>3541</b>	<b>388645</b>	<b>377518</b>
<b>Church Funds</b>					
Unrestricted					
Held in Fixed Assets (Hall & Endowments)	360025			360025	360025
Held in Short Term Deposits & Liabilities	21753			21753	11225
Restricted		3326		3326	2738
Endowment			3541	3541	3530
<b>Total Parish Funds</b>	<b>381778</b>	<b>3326</b>	<b>3541</b>	<b>388645</b>	<b>377518</b>

Approved by the Parochial Church Council on 11 March 2008 and signed on it's 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 or estimated where statements are not available. 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. Any income received which exceeds the requirements of the appeal or purpose for which it is raised or donated will be transferred to Church general funds. Any gift aid donation made via the Church account which is less than £10 for an individual donation, or £50 collectively, will not be awarded a separate identity in the accounts.

### 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 wife's 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 objective. 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.

## Christ Church Portsdown - Annual Report & Financial Statement 2007

**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.

### 3. **Incoming resources:**

All incoming resources are accounted for. Planned giving, collections and donations are recognised when received. Amounts received specifically for mission are dealt with as restricted funds. Tax refunds are recognised when the incoming resource to which they relate is received, although not counted until received. Grants and Legacies are accounted for when the PCC is legally entitled to the amounts due, although not counted until received. Dividends are accounted for when receivable, interest is accrued. All other income is recognised when it is received.

### 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 on a monthly basis. All other expenditure is recognised when it is incurred and is accounted for. Some specific events such as the Summer Fete and Advent Fayre are paid net, the majority of expenses being retained or paid out of the income of the event.

### 5. **Fixed assets**

Consecrated and benefice property is **not** included in the accounts by S.96(2)(a) of the Charities Act 1993. Moveable church furnishings held by the Vicar and 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 £500 has been depreciated on a straight line basis over four years. If costing less than £100 the cost has been written off when incurred.

6. **Investments** are valued at market value at 31 December or an accrual adjustment made to this date.

### 7. **Gift Aid**

The Gift Aid Secretary was unable to advise the 2006 Gift Aid claims on an accrual basis or by their gift category, so some of the gift aid receipts in 2007 are also from the last quarter of 2006. The Gift Aid Secretary has not been able to submit all the Gift Aid Claims for 2007 prior to this report, thus the Honorary Treasurer has calculated accrual figures for the last quarter of 2007 at 28.2%. As far as can be determined, Gift Aid tax refunds appear against the category to which they apply, except any gift aid donation made via the Church account which is less than £10 for an individual donation, or £50 collectively, will not be awarded a separate identity in the accounts.

## Christ Church Portsdown - Annual Report & Financial Statement 2007

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

### 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 and repayments. Other 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 representatives Christ 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 7. The majority of Hall cleaning supplies are purchased on account paid by the Honorary Treasurer, no cash transactions by the Hall Cleaner are involved. Minor and/or urgent items are occasionally purchased by the Hall Manager, similarly Hall Managers Expenses, typically reimbursements of the booking diary, correspondence expenses, replacement keys & breakages etc, are deducted from income.

## Christ Church Portsdown - Annual Report & Financial Statement 2007

### 15. Honorariums and Wages

An analysis of Honorariums and Wages (all part time) is shown in Appendix 6. Together these employees equate 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 annually 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 2007:

- The Reverends Paul Norton, Andrew Wilson and Mrs 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 8. 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 and 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 8 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 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; all these transactions were included in last years Parish Centre annual report. The settlement of all debts and liabilities outstanding 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, at Annex I, are consistent with the closing figures for the 31 December 2006, as the payments were accounted for in the year in which they were due. The 2007 report at Annex 1 has been prepared by Christ Church 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 2007

### 20. Incoming Resources

	2007			Totals	
	Unrestricted	Restricted	Endowment	2007	2006
	£	£	£	£	£
<b>Voluntary income from donors</b>					
Planned giving	37837			37837	31507
Loose Collection	5768			5768	5160
Gift Day	4527			4527	2608
Bequests				0	1984
Gift Aid Refunds 06 (note 7)	6988			6988	9523
Mission Giving		801		801	681
Roof Appeal		7571		7571	
Restricted Donations (Church Yard)		20		20	42
Donations for Flowers (note 8)		1422		1422	1193
Unrestricted Donations	3278			3278	2136
<b>Total Voluntary income</b>	<b>58398</b>	<b>9814</b>		<b>68212</b>	<b>54792</b>
<b>Activities generating funds</b>				0	
Summer + Advent Fayre & Southdowns Concert	4181			4181	4010
Mission Events	139	1338		1477	1310
Tea and Coffee Sales (note 8)	285			285	223
Sales of fund raising items (note9)	139			139	167
<b>Total Activities generating funds</b>	<b>4744</b>	<b>1338</b>		<b>6082</b>	<b>5710</b>
<b>Income from Investments</b>				0	
Bank Interest on Nat West Reserve Account	219			219	25
Interest "Various Funds" CBF Account	96	195		291	278
Income from Trusts			180	180	151
<b>Total Income from Investments</b>	<b>315</b>	<b>195</b>	<b>180</b>	<b>690</b>	<b>454</b>
<b>Income from Church activities</b>				0	
Portsdown Post	1209			1209	1203
Sundries (note 10)	742			742	393
Fees (note 11)	7384	1664		9048	7185
Church Hall Rental Income & Car Park Appeal	10170	355		10525	11304
Rent & Utilities Scout & Guide HQ (note 5)	101			101	95
<b>Total Income from operating activities</b>	<b>19606</b>	<b>2019</b>		<b>21625</b>	<b>20180</b>
<b>Other Incoming resources</b>				0	
War Graves Commission		130		130	130
Sequestration Account		461		461	
Suspense (counting errors & found in Church)					67
<b>Total Other Income</b>		<b>591</b>		<b>591</b>	<b>197</b>
<b>Total Receipts</b>	<b>83063</b>	<b>13957</b>	<b>180</b>	<b>97200</b>	<b>81333</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2007

## 21. Resources Expended

	2007			Totals	
	Unrestricted £	Restricted £	Endowment £	2007 £	2006 £
<b>Cost of generating voluntary income</b>					
Fund Raising events - Mission	40			40	15
<b>Total Cost of generating voluntary income</b>	40			40	15
<b>Fund raising trading costs</b>					
Fund raising trading expenses (note 4)	10			10	44
<b>Total Fund raising trading costs</b>	10			10	44
<b>Church Activities</b>					
<b>Church &amp; Mission</b>					
Church and Church Yard	8467		26	8493	8222
Church Hall (note 14)	5698			5698	8602
Vicarage	586			586	540
Clergy, Readers, NSM & Visiting Cleric expenses	328			328	588
Fee Payments (note 11)		1518		1518	2510
Fee Payments Sequestration Account (note 11)	991	117		1108	
Honorariums and Wages (note 15)	4991			4991	4133
Mission-External (note 17)	4818	801		5619	4867
Mission-Parish	200			200	
<b>Administration &amp; Support</b>					
Parish Share or Quota	49552			49552	45829
Support/Supplies for Church Services & Sunday Sch	406		154	560	410
Church Office & Publishing including magazine	1653			1653	1502
Computer & web domain costs	141			141	203
CCL Copyright Licenses (note 11)	192			192	190
Sundries (note 10)	881			881	464
Flower Costs (note 8)		1295		1295	1119
Vicar Selection Costs	399			399	
<b>Total Church Activities</b>	79303	3731	180	83214	79179
<b>Governance Costs</b>					
Suspense					65
Deanery, Capitation & DBF Admin charges (note 12)	40			40	128
PCC Fee Refund	50			50	
<b>Total Governance Costs</b>	90			90	193
<b>Total Resources Expended</b>	79443	3731	180	83354	79431

## Christ Church Portsdown - Annual Report & Financial Statement 2007

### 22. Assets and Liabilities

	2007			Totals	
	Church Hall £	Church Equip £	Endowment	2007 £	2006 £
<b>Fixed Assets</b>					
<b>Tangible Assets</b>					
Church Hall and Site					
At 1 January 2007	360000			360000	360500
Peppercorn Rent Scout & Guide HQ	25			25	25
<b>Depreciation</b>					
At 31 December 2006					(500)
<b>Tangible Assets at 31 December 2007</b>	<b>360025</b>			<b>360025</b>	<b>360025</b>
<b>Investment Assets</b>					
Endowment Trusts					
Market value 1 Jan 2007			3530	3530	3530
Revaluation Gain/(Losses)			11	11	-
<b>Investment Assets at 31 December 2007</b>			<b>3541</b>	<b>3541</b>	<b>3530</b>
	Unrestrict	Restricted	Endowment		
<b>Short term Deposits</b>					
CBF Various Funds Account (note 2)	1829	3740		5569	5278
<b>Current Assets</b>					
Stock (Stationary & Sales items)	20			20	50
<b>Debtors</b>					
Hall Rental due	1362			1362	594
Diocese - Balance of 2007 sequestration a/c	647			647	
<b>Cash at Bank and In hand</b>					
General Cash account	180			180	344
Church Maintenance Petty Cash	13			13	1
Flower Arrangers	201			201	(2)
Sanctuary Guild Cash account	12			12	4
Tea & Coffee Petty Cash	0			0	10
Current Account	9573			9573	7376
Reserve Account	12585			12585	7137
<b>Current Assets at 31 December 2007</b>	<b>26422</b>	<b>3740</b>		<b>30162</b>	<b>20862</b>
<b>Liabilities</b>					
Creditors - Amounts falling due within a year	(65)			(65)	
Unpresented Cheques	(4604)	(414)		(5018)	(5608)
Parish Centre Funds held in Church account					(1291)
<b>Current Liabilities at 31 December 2007</b>	<b>(4669)</b>	<b>(414)</b>		<b>(5083)</b>	<b>(6899)</b>

23. Funds

	2007			Totals	
	Unrestricted £	Restricted £	Endowment £	2007 £	2006 £
<b>Analysis of Fixed Assets</b>					
<b>Tangible Fixed Assets (Church Hall &amp; Site)</b>	360025			360025	360025
<b>Total of Tangible Assets</b>	360025			360025	360025
<b>Analysis of Net Assets (by funds)</b>					
<b>Endowment Assets</b>			3541	3541	3530
<b>Investment Deposits</b>	1829	3740		5569	
<b>Current Assets</b>	24593			24593	20862
<b>Liabilities</b>	(4669)	(414)		(5083)	(5608)
<b>Parish Centre</b>					(1291)
<b>Total of Net Assets</b>	21753	3326	3541	28620	
<b>Totals</b>	381778	3326	3541	388645	377518

# Christ Church Portsdown - Annual Report & Financial Statement 2007

## Appendices

### Appendix 1 - Fielding Endowment Trust Fund

	2007			Totals	
	Shareholding £	Receipts £	Expenditure £	2007 £	2006 £
Fund value 31 December 2006					157
Share Value on 31 Dec 06 - 99 Shares @ 1.5628	155			155	
2007 Transactions					
Interest receipts		9			9
Maintenance of grave/graveyard			(9)		(9)
<b>Fund Share Holding &amp; value 31 December 2007</b>	<b>155</b>	<b>9</b>	<b>(9)</b>	<b>155</b>	<b>157</b>

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

### Appendix 2 - Benn Endowment Trust Fund

	2007			Totals	
	Shareholding £	Receipts £	Expenditure £	2007 £	2006 £
Fund value 31 December 2006					527
Share Value on 31 Dec 07 - 43 Shares @ 12.558	540			540	
2007 Transactions					
Interest receipts		17		17	16
Maintenance of Benn grave / graveyard			(17)	(17)	(16)
<b>Fund value 31 December 2007</b>					
<b>Total Holding at 31 December 2007</b>	<b>540</b>	<b>17</b>	<b>(17)</b>	<b>540</b>	<b>527</b>

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

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

	2007			Totals	
	Deposit Fund £	Interest £	Expenditure £	2007 £	2006 £
Fund value 1st January	2846			2846	2846
Interest receipts		154		154	127
Central Board Of Finance Management Charges					
Expenditure on Books & Sunday School (balance fm Church General Account)			(154)	(154)	(127)
<b>Total Holding at 31 December 2007 = £2846</b>					
<b>Fund Value &amp; Interest to Current Account 31 Dec</b>	<b>2846</b>	<b>154</b>	<b>(154)</b>	<b>2846</b>	<b>2846</b>

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

## Christ Church Portsdown - Annual Report & Financial Statement 2007

### Appendix 4 - Various Funds CBF Deposit Account

	2007			Totals	
	Unrestricted £	Restricted £	Transfers £	2007 £	2006 £
<b>Asset</b>					
Brought Forward 31 Dec 06	1734	3544		5278	5077
Income 2007	95	196		291	229
DBF Management Fees 1999-2006					(28)
<b>Expenditure</b>					
Expenditure					
<b>Totals</b>	<b>1829</b>	<b>3740</b>		<b>5569</b>	<b>5278</b>

Calculated Administration Fees Liability. 2007 @ 2% of first £2000 interest therefore 2% of £229 = £4.58

### Appendix 5 - Apportionment of the Various Funds Account

	2007			Totals	
	Unrestricted £	Restricted £	Transfers £	2007 £	2006 £
<b>Fund apportionment at 31 December</b>					
Choir & Music Fund (Restricted)		975		975	924
Churchyard Fund (Restricted)		989		989	937
Fabric Fund (Restricted)		696		696	660
Organ Fund (Restricted)		1080		1080	1023
General Reserve Fund	1829			1829	1734
<b>Fund Total</b>	<b>1829</b>	<b>3740</b>		<b>5569</b>	<b>5278</b>

### Appendix 6 - Analysis of Wages and Honorariums

	2007			Totals	
	Unrestricted £	Restricted £	Endowment £	2007 £	2006 £
Church Hall Cleaner	1755			1755	1635
Church Yard Gardener	550		26	576	377
Organist (Playing Rota)	1360			1360	1425
Parish Administrator	1300			1300	1000
Verger	0			0	
<b>Totals</b>	<b>4965</b>		<b>26</b>	<b>4991</b>	<b>4437</b>

# Christ Church Portsdown - Annual Report & Financial Statement 2007

## Appendix 7 - Analysis of Church Hall Receipts and Payments

	2007		2006	
	Receipts £	Payments £	Receipts £	Payments £
<b>Church Hall Receipts</b>				
Rental	11529		10886	
Telephone	3		7	
Hall Car Park Appeal	355		410	
<b>Total Receipts</b>	<b>11887</b>		<b>11303</b>	
<b>Church Hall Payments</b>				
Cleaner (also shown in <i>Wages</i> )		1755		1635
Cleaning & Consumable materials		117		89
Insurance		1709		1637
Maintenance - General & Heater Servicing		730		1427
Maintenance - Flat Roof Repairs & Skylights		1384		1529
Maintenance - Fire Test & Signage		359		
Maintenance - Repointing Brickwork				780
Maintenance - Redecoration				500
Maintenance - Floor refinish & remark(last payment)				1304
Electric		464		427
Gas		601		580
Sewerage		179		145
Water		89		76
Telephone		46		51
Sundries/Hall Cleaner Petty Cash write off		0		57
Hall Managers Expenses/Cost (Note 9)		25		31
<b>Total Payments</b>		<b>7458</b>		<b>10268</b>
Excess of Receipts over Payments (In Year)		<b>4429</b>		<b>1035</b>
Accrual 2007 last Quarter Rental (most received 8 Jan)		<b>1362</b>		
Excess of Receipts over Payments (Accrued Year)		<b>5791</b>		<b>1035</b>