

Christ Church, Portsdown

Annual Report and Financial Statements of the Parochial Church Council

For the year ended 31 December 2008

Incumbent:

Reverend Andy Wilson BSc BA
Portsdown Vicarage
1A London Road
Widley
Waterlooville PO7 5AT

Honorary Treasurer:

Brian Mansbridge MBE

Reader

Cynthia Whittle

**Non Stipendiary Minister
and Curate**

Reverend Sandy Phillips

Parish Legal Adviser:

Diocesan Registrar - Miss Hilary Tyler
Brutton & Co Solicitors
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 Ronald Tweed

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Independent Examiner's Report

To the Parochial Church Council (PCC) and also with regard to the Building Development 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 2008. The accounts that are set out on pages one to twenty-three of this document and the annex thereto, are 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 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 where the audit requirement of the Companies' Act does not apply. It is my responsibility to issue this report on those financial statements in accordance with the terms of the 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 the Regulations; and
 - to prepare financial statements, which accord with the accounting records and comply with the requirements of the Act and Regulationshave 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 Ronald Tweed
48 St Matthew's Road
Cosham
PORTSMOUTH
PO6 2DL

10 February 2009

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 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

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, the PCC guide to the SORP 2005 and 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 2008 APCM. Mr Keith Fisher assists the PCC as the Parish Administrator but he does not attend the PCC.

Incumbent:

Revd Andrew M Wilson

Curate (Non Stipendiary Minister):

Revd Sandy Phillips

Reader:

Mrs Cynthia Whittle (*ex officio* until APCM 2008; elected thereafter)

Wardens:

Mrs Ann Davies (from APCM 2008)
Mrs Rosemary Filtness (to APCM 08)
Mrs Sylvia Fisher

Elected members:

Mrs Alex Bell
Mr Pat Cole (to APCM 2008)
Mrs Karen Davies
Mr Dave Fowler (from APCM 2008)
Mrs Ruth Fowler (from APCM 2008)
Mrs Pat Hatchard (to APCM 2008)
Mr Richard Hutchins (from APCM 08)
Mrs Sheila King
Mrs Pauline Metcalfe
Mr Graham Olway
Mrs Jackie Quinn
Mrs Sheila Taylor
Mrs Cynthia Whittle
Mr Patrick Whittle (to APCM 2008)

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PCC (Non voting) Officers

PCC Secretary:

Mr Graham Olway

Honorary Treasurer:

Mr Brian Mansbridge

PCC Members and Representatives on the Deanery Synod:

Mr Andy Minchin

Mrs Ros Molloy

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 PCC. Led by the Vicar.
- Hall Management Committee:** To oversee the management of Christ Church Hall and coordinate hall maintenance. Led by Patrick Whittle.
- Mission Support Group:** This group advises the PCC on mission at Christ Church and leads on mission donations, mission liaison, prayer support and relief appeals. Led by Patrick Whittle.
- Music and Worship Committee:** A group to give consideration to the corporate worship of the Church with particular reference to the use of music in worship. Led by Ann Davies.
- Home Groups:** Worship & Study groups usually meet at members' own homes.
- Fete & Fayre Committee:** A management committee to organise and run the Summer Fete and Advent Fayre, both important Church fund raising events. Led by the Vicar.
- Friends of Christ Church:** A support group to engage the local and wider community in financial and practical support at Christ Church.
- Junior Church:** Provides appropriate Christian Sunday activities and guidance for children and young people. Led by Mrs Jackie Quinn.
- Music Group:** Provides music for church services. Led by Stuart Davies.

Christ Church Singers: Leads singing in church services. Led by Eric Tewsley.

Outreach Groups: Started from Diocesan Stepping Out initiative, the continuing groups are:
- Men's Breakfast, a monthly breakfast meeting, led by Pat Cole
- Friday Fellowship (1st & 3rd Fri monthly in the Hall) a fellowship opportunity focused on older brethren, led by Mrs Cynthia Whittle.

Various standing & time limited volunteer groups
These volunteer groups regularly support, clean the Church, maintain the Churchyard and arrange the Church flowers, count the money etc. Time limited groups also help with the Summer Fete, Advent Fayre and special events. While not all reporting direct to the PCC the efforts of these groups support both Church life and the objectives of the PCC.

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.

Achievements and Performance

Overview of the Year

2008 was the first full year of the incumbency of Revd Andy Wilson. The regular pattern of Sunday morning services was supplemented by the introduction, in February, of a monthly informal evening service of contemporary worship, and in November, of a trial traditional (Book of Common Prayer) Evensong service. It has since been decided to continue this bimonthly service through 2009. These two services reflect a desire for our worship of God to be accessible to as many as possible. Sunday attendance has held steady, averaging 130 across the two or three services held each Sunday. Remembrance Sunday was a particular highlight with representatives from many external organisations, as well as our own uniformed groups, filling the church.

During the year, the PCC, and then the congregation, considered what it means to be a healthy church. The need to engage more with our local community was identified, an issue which is still in need of addressing. The Vicar recommenced the process of considering how to improve our church buildings, a process that continues into 2009.

Financially, the year was dominated by the need to repair the Church roof. That work was carried out in May to July and has been paid for, thanks to the generosity of Church members and other individuals, the success of grant applications, and exhausting our reserves.

Working parties in the churchyard supplemented the regular work of the 'Rusty Cutters'. This resulted in two awards in the annual Portsmouth in Bloom competition and a subsequent grant towards the maintenance of the trees at the front of the church.

We finish the year optimistic, yet aware of challenges ahead if Christ Church is to fulfil the mission to which God has called us.

Church Role and Attendance

The Church Electoral Roll stands at 164. Of these 89 live within the parish and 75 live outside the parish boundaries. The average Sunday adult attendance, across the regular Sunday services, excluding major festivals and events is 99, a steady improvement on last year.

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 routine income. In excess of £9,000 has been distributed to the Christian charities and initiatives selected with the support and guidance of the Mission Committee.

Communications

A Communications lead has not been replaced since the demise of the communications Group in 2006 however the Vicar has been providing a lead for communications in the absence of a dedicated lead person. Internal communication is principally through the Sunday 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 have 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 and the public face of the Church.

PCC Business Review of the Year

The PCC met 12 times in the Church Year with an average attendance of 76%. The predominant task at the start of the year was arranging that roof repairs, identified at the most recent quinquennial inspection, were carried out to the required standards for a Grade II listed building. Ever present was the task of running the Church with the competing financial demands of escalating running costs and costly roof repairs. These competing demands meant balancing the Churches resources and managing cash flow between the payment of Parish Share and bills. The faculty, repairs contract and security for the roof repairs were arranged and fundraising continued in earnest as the roof repair bill had escalated from £10k to £42k. Due to the additional complication of not receiving any gift aid income during the year the PCC had to approve an internal loan of £10k from the building fund in November to meet the year end commitments. Fortunately the new incumbent was able to lead the PCC through these decisions while progressing fundamental parish support matters such as spiritual leadership and pastoral care, both of which had become somewhat limited during the long illness of his predecessor.

Property Management - Church, Hall and grounds

As identified in the business of the PCC the focus of the year has been the roof repairs meeting the exacting requirements of the Diocesan Advisory Committee and a Grade II listed building. The faculty (that is permission to do work on a listed building) was obtained in March and the work undertaken from May to July, in mostly favourable weather. A few leaks from the work areas penetrated into the Church but the Organ was protected internally by plastic sheeting and all has appeared to dry out without undue damage. More significantly the original leaks have ceased although a final Architects inspection will be due in 2009. The appeal to fund the work began in 2007, overall churchgoers raised the majority of funds and many have made commitments to continue extra giving. A significant effort was made towards obtaining grants to help with the cost and £10.5k was received, mostly from Church supporting charities, the Friends of Christ Church Portsdown and some from local authorities. Internally Churchgoers raised over £10k bringing the total raised during the year to £19,584.57. Together with the funds raised in 2007 and drawing on every available reserve the £41,255.51 costs for the roof work have been met. The refurbishment of the Church Hall toilets was also undertaken as the poor state lead to some incidents of graffiti, but other than essential repairs all funds were allocated to the roof work.

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 2008 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 electric fittings.

Child Protection Policy

The PCC has an approved Child Protection Policy. A copy of the document is held by the Parish Administrator and is 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. A Strawberry Tea was held for the elderly in the Summer. Cluster Healing Services commenced during the year with Christ Church hosting a healing service in February 2009. The *Kairos* Buildings phase scheduled for 2009 fits in well with our plans to improve our buildings.

Treasurer's Report

It was not difficult to forecast that 2008 was going to be a challenging year financially with the roof repair bill to meet. Significant effort was also required in seeking, requesting and applying to all potential organisations that might help with a grant to support the roof repairs. Our thanks are due to the National Churches Trust, the Hampshire and Isle of Wight Historic Churches Trust, Allchurches Trust (Ecclesiastical Group), Hampshire County Council and the Friends of Christ Church Portsdown, who together contributed some £10.5k of grant aid toward the repairs. My thanks also to Mrs Sheila Gill who helped with the significant administrative load of seeking grants. Unfortunately the whole financial year was made frustratingly more difficult by the absence of any Gift Aid income due the Gift Aid Secretary having a number of difficulties. This required that the PCC approved a no-interest loan of £10k, drawn internally from the Building Fund in order to meet the year end commitments. It is expected that this loan will be repaid in full when the Gift Aid is received, and,

hopefully, it will also provide some modest replenishment of a cash reserve. A running cash reserve is necessary to smooth out the peaks in routine costs such as insurance and winter utility bills with the incoming revenue between the Fetes and Fayres.

For 2009 the increase in Parish Share at 5.15% and the significant increase in utilities costs, of which we are all aware, mean I am appealing again this year for all Churchgoers to increase their giving by at least 4%. A big thank you to all those that last year raised their giving and helped with the roof appeal. I am sorry to have to ask for all round increases again this year; particularly as the recession bites, but the principal expenses of the Church mentioned earlier have both increased significantly. At the time of writing we do not have any reserves and we owe the building fund £10,000.

Reserves & Investment Policy

Christ Church long term reserves are all allocated to the building development fund and as reported earlier £10k has been borrowed from this fund until the 2008 Gift Aid refund is received. Approximately £40k is still held in restricted funds for building development and a further £3k in other restricted funds (detail at Various Funds Report - Appendix 2).

Ideally a cash reserve of one month's Parish Share, when available, would be held in an interest earning bank account. Hopefully the 2008 Gift Aid refund and a VAT refund, to be applied for when all the roof inspections and final bills have been paid, will repay the loan and provide this modest cash reserve.

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 10 March 2009 and signed on its behalf by the Chairman:

Signed: **Original Copy signed**

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**Statement of Financial Activities Christ Church Portsdown
On an Accrual Basis for the year ending 31 December 2008**

	2008			Totals	
	Unrestricted	Restricted	Endowment	2008	2007
Incoming Resources (detailed in table note 20)	£	£	£	£	£
Voluntary income	53624	24679	28	78331	68212
Activities generating funds	4719			4719	6082
Income from Investments	190		157	347	690
Income from Church activities	19699	2818		22517	21625
Other incoming resources	15852			15852	591
Total Incoming Resources	94084	27497	185	121766	97200
Resources Expended (detailed in table note 21)					
Cost of generating voluntary income					40
Fund raising trading costs	267			267	10
Church Activities	79689	48818	185	128692	83214
Governance Costs	266			266	90
Total Resources Expended	80222	48818	185	129225	83354
Net gains(losses) before other recognised gains(losses)	13862	(21321)	0	(7459)	13846
Gains (losses) on Investment Assets					
On disposal					
At 31 Dec endowment fund valuation			(133)	(133)	11
NET MOVEMENT IN FUNDS	13862	(21321)	(133)	(7592)	13857
Adjustments					
Transfers from Investment Reserves		(2000)		(2000)	
Transfers from Friends Fund		(1000)		(1000)	
Carried Forward Friends Funds in Church account		(951)		(951)	
Carried Forward Building Dvmt Funds in Church account		(410)		(410)	
Late Sequestration refund received 08 for 07 account	(650)			(650)	
Adjustment - Gift Aid accruals in Building & Friends acc		(228)		(228)	(2775)
Liability to Building Development Account	(10000)			(10000)	45
MOVEMENT IN FUNDS					
Contra-entry transfer unrestricted/restricted on payments from restricted (roof fund) & reserves	(22848)	22848			
Adjustment - Sum of rounding errors	(8)			(8)	
Balances brought forward 1 January	381778	3326	3541	388645	377518
Balances carried forward 31 December	362134	264	3408	365806	388645

NB. The incoming resources in this statement include the non revenue sums of:

- A £10k Loan from the Building Fund.
- £19.5k Roof Appeal income including £10.5k of grants - all non-recurring.
- £6.5k Restricted Fees that are an agency transaction and not Church money.

Thus the underlying revenue income (ie normal income) is £85.7k

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Balance Sheet at 31 December 2008

	2008			Totals	
	Unrestricted	Restricted	Endowment	2008	2007
	£	£	£	£	£
Fixed Assets (note 5)					
Tangible (Hall site - last valuation for Parish Project)	360000			360000	360000
Investment (peppercorn rent on Scout & Guide HQ)	25			25	25
Depreciating Assets (equipment)	400			400	
Investments (note 6)			3408	3408	3541
Total Fixed Assets	360425		3408	363833	363566
Current Assets					
Stock (Stationery & Sales Items)(new postcards)	300			300	20
Debtors (Balance of Sequestration Account 2008)					647
Hall Rental & car park fund (received in Jan 09)	576			576	1362
Short term deposits		3866		3866	5569
Cash at bank and in hand	14850			14850	22564
Total Current Assets	15726	3866		19592	30162
Liabilities					
Creditors: falling due in 1 year (Unpresented Cheques)	(3955)	(2241)		(6196)	(5018)
Creditors: falling due in 1 year (Expenses for Dec 08)	(62)			(62)	(65)
Due to Building Development Account Loan & Transfer	(10000)	(410)		(10410)	
Friends funds held in Church Account		(951)		(951)	
Total Liabilities	(14017)	(3602)		(17619)	
Current Assets less current Liabilities	1709	264		1973	25089
Total Assets	362134	264	3408	365806	388645
Church Funds					
Unrestricted					
Held in Fixed Assets	360425		3408	363833	360025
Held in Short Term Deposits less Liabilities	1709	264		1973	21753
Restricted					3326
Endowment					3541
Total Church Funds	362134	264	3408	365806	388645

Approved by the Parochial Church Council on 10 March 2009 and signed on its behalf by:

Signed _____

Print _____ Vicar/Chair of PCC

Signed _____

Print _____ Honorary Treasurer

The notes on pages 13 to 23 form part of this account

Notes to the Financial Statement

1. Accounting Policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 2005 together with applicable accounting standards and the SORP 2006. 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 calculated 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 any 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, for example in 2007-08 the Roof Appeal. 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. Any unused surplus raised in a restricted funding appeal will be put to the general purposes of the PCC. 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.
- "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 building development work and it was transferred to the Building Development Project (formerly Parish Centre) as a reserve account in January 2006. It is reported at Annex 1 as the Building Development Fund - Statement of Financial Activities.

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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.

3. Incoming resources:

All incoming resources are accounted for. Planned giving, collections and donations are recognised when received. Amounts received specifically for roof, mission or building development are dealt with as restricted resources. Tax refunds are recognised when claimed, 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. Due to the potential risk on non-receipt Gift Aid due for 2008 or the potential VAT rebate on the roof work an accrual does not appear in the 2008 accounts.

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 apportioned over the year on a monthly basis rather than becoming wholly due on 1 Jan annually. 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. Parishes with fixed assets are not, in accordance with the accounting standard FRS15, required to revalue them each year. In practice the value of the Hall site would have increased in value since 2005 then with the recent fall in land values this is likely to bring it back to a similar value. Payment of a £25 annual peppercorn rent has been legally agreed with the Portsdown Scout and Guide Association. For assets acquired prior to 2002 (the term of current treasurer) there is insufficient historical cost information available thus any 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 £1000, 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 2008 or an accrual adjustment made to this date.

7. Gift Aid

The Gift Aid Secretary was unable to process the 2008 Gift Aid at all during the year; the only gift aid receipts appearing in the accounts are from the last quarter 2007. Due to the reliance on gift aided income to support revenue, and the fact that the gift aid claims have not all been processed, gift aid has not been accrued into the account. Additionally the delay in gift aid claims has made cash flow particularly difficult to manage while bearing the considerable extra expenses of roof repairs. To meet the mounting

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liabilities prior to the closure of the 2008 financial year the PCC approved the arrangement of an internal loan of £10k from the Building Fund. As the Gift Aid Secretary is the only recorder of gift aid income through the Church envelope system 2008 gift aid has not been estimated or accrued into the Church account due to the financial risk. Similarly gift aid receipts for the Roof Appeal are difficult to estimate with any degree of accuracy, compounding further potential errors, and risking financial credibility if the refunds cannot be realised. The Honorary Treasurer has estimated that the gift aid recovery if and when made will cover the internal loan. Once received, and as far as gift aid records allow, the tax refunds will be apportioned against the category to which they apply. As a precept 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.

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. In 2008 a Post Card style image of the 'Light of the World' window was commissioned for gift stock as well as for use in Church communications. The cost of this is reflected in the increased value of sales stock and stationery.

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 Reader's 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 the Church may elect.

13. Fund Administration Fees

The Diocesan Board of Finance as Custodian Trustees levy finance administration fee on the profit of invested funds. 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 but not annually so at most times we carry a liability to the DBF. Arrangements have been made to adjust interest

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payments to Direct Debits into Christ Church bank account, to reduce this liability.

14. Church Hall

An analysis of Church Hall receipts and payments is shown in Appendix 6 and the Car Park Appeal fund at Appendix 6a. The majority of Hall cleaning supplies are purchased on an account managed by the Honorary Treasurer, thus no cash transactions by the Hall Cleaner are involved. Minor and/or urgent items are occasionally purchased by the Hall Manager. The Hall Manager's Expenses are typically reimbursements of the booking diary, correspondence expenses, replacement keys & breakages etc, and are deducted from income.

15. Honorariums (Wages)

An analysis of Honorariums (all part time) is shown in Appendix 1. 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 or tax liability on their own. All part time payments exceed 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 2008:

- Revd Andy Wilson and Mrs Cynthia Whittle have been paid expenses of office.
- Apart from remuneration of purchase 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 7. 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 collections are non-account transactions and do not pass through the Church Account (ie payments are made direct to the Charity concerned and not via the Church Treasurer). Appendix 7 is, as far as known, a collective record of all mission support including all reported Christ Church non account transactions.

18. Portsdown Building Development Project Finances 2008

The building development account has been dormant during 2008 although some donations have been gratefully received. Christ Church Honorary Treasurer has prepared the fund Statement of Financial Activity (SOFA) 2008 presented at Annex 1. This has retained the former Parish Centre accrual format with the expectation that the project is to be revisited in 2009.

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). Some sub headings in the Income and Expenditure tables change from year to year causing an adjustment to some sub totals.

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20. Incoming Resources

	2008			Totals	
	Unrestricted	Restricted	Endowment	2008	2007
	£	£	£	£	£
Voluntary income from donors					
Planned giving	31035			31035	37837
Loose Collection	7368			7368	5768
Gift Day	3323			3323	4527
Bequests	3000			3000	
Gift Aid Refunds 07 - Restd is Roof Appeal (note 7)	8553	1940		10493	6988
Mission Giving		2177		2177	2137
Roof Appeal		19585		19585	7571
Church Yard Donations	185	133	28	346	150
Donations for Flowers (note 8)		844		844	1422
Unrestricted Donations	160			160	3278
Total Voluntary income	53624	24679	28	78331	69678
Activities generating funds					
Summer & Advent Fayre	4242			4242	4181
Men's Breakfasts	98			98	140
Tea and Coffee Sales (note 8)	270			270	285
Sales of fund raising items (note9)	109			109	139
Total Activities generating funds	4719			4719	4746
Income from Investments					
Bank Interest on Nat West Reserve Account	190			190	219
Income from Trusts			157	157	180
Total Income from Investments	190		157	347	690
Income from Church activities					
Portsdown Post	942			942	1209
Sundries (note 10)	1521			1521	742
Fees (note 11)	3696	2818		6514	9048
Church Hall Rental Income & Car Park Appeal	13437			13437	10525
Rent & Utilities Scout & Guide HQ (note 5)	103			103	101
Total Income from operating activities	19699	2818		22517	21625
Other Incoming resources					
Internal loan (note 7)	10000			10000	
Sequestration Account	650			650	461
Grant (Youth Grant from HCC for Portable Stage)	2200			2200	
From Reserve - Various Fund	2000			2000	
Transfer from Friends of CC - Roof Grant	1000			1000	
Suspense (found in Church)	2			2	
Total Other Income	15852			15852	461
Total Receipts	94084	27497	185	121766	97200

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21. Resources Expended

	2008			Totals	
	Unrestricted £	Restricted £	Endowment £	2008 £	2007 £
Cost of generating voluntary income					
Fund Raising events - Mission					40
Total Cost of generating voluntary income					40
Fund raising trading costs					
Fund raising trading expenses (note 4)	267			267	10
Total Fund raising trading costs	267			267	10
Church Activities					
Church & Mission					
Church and Church Yard	6705	185	28	6918	8493
Roof repairs, including Architect, Legal & Security		41256		41256	
Church Hall (note 14)	12480			12480	5698
Hall Portable Stage (Covered by HCC Youth Grant)		2164		2164	
Vicarage	677			677	586
Clergy, Readers, NSM & Visiting Cleric expenses	760			760	328
Fee Payments (note 11)		2243		2243	1518
Fee Payments Sequestration Account					1108
Honorariums and Wages (note 15)	4491			4491	4991
Mission-External (note 17)	2559	2177		4736	5619
Mission-Parish	20			20	200
Administration & Support					
Parish Share or Quota	47187			47187	49552
Support/Supplies for Church Services & Sunday Sch	677		157	834	560
Church Office & Publishing including magazine	1728			1728	1653
Computer & web domain costs	870			870	141
Sound and Visual Support	241			241	
Sundries (note 10)	1249			1249	881
Flower Costs (note 8)	45	793		838	1295
Vicar Selection Costs					399
Total Church Activities	79689	48818	185	128692	83214
Governance Costs					
Copyright Licenses (note 11)	206			206	
Deanery, Capitation & DBF Admin charges (note 12)	60			60	40
PCC Fee Refund					50
Total Governance Costs	266			266	90
Total Resources Expended	80222	48818	185	129225	83354

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22. Assets and Liabilities

	Church Hall	2008 Church Equip £	Endowment	Totals	
				2008	2007
	£	£		£	£
Fixed Assets					
Tangible Assets					
Church Hall and Site					
At 1 January 2008	360000			360000	360000
Peppercorn Rent Scout & Guide HQ	25			25	25
Depreciated Assets					
Digital Projector		400		400	
Tangible Assets at 31 December 2008	360025	400		360425	360025
Investment Assets					
Endowment Trusts (note 2)					
Market value 1 Jan			3541	3541	3530
Revaluation Gain/(Losses)			(133)	(133)	11
Investment Assets at 31 December 2008			3408	3408	3541
	Unrestricted	Restricted	Endowment		
Short term Deposits					
CBF Various Funds Account (note 2)	Nil	3866		3866	5569
Current Assets					
Stock (Stationery & Sales items)	300			300	20
Debtors					
Hall Rental & Car Park Appeal due	576			576	1362
Diocese - Balance of 2008 sequestration a/c					647
Cash at Bank and In hand					
General Cash account	180			180	180
Church Maintenance Petty Cash	100			100	13
Flower Arrangers	50			50	201
Sanctuary Guild Cash account	5			5	12
Tea & Coffee Petty Cash	2			2	0
Current Account	14488			14488	9573
Reserve Account	25			25	12585
Current Assets at 31 December 2008	15726	3866		19592	30162
Liabilities					
Unpresented Cheques	(3955)	(2241)		(6196)	(5018)
Building development funds in Church account		(410)		(410)	
Creditors: falling due in 1 year	(62)	(951)		(1013)	(65)
Loan from Building Development account	(10000)			(10000)	
Current Liabilities at 31 December 2008	(14017)	(3602)		(17619)	(5083)

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23. Funds

	2008			Totals	
	Unrestricted £	Restricted £	Endowment £	2008 £	2007 £
Analysis of Fixed Assets					
Tangible Fixed Assets (Church, Hall & Site)	360425			360425	360025
Total of Tangible Assets	360425			360425	360025
Analysis of Net Assets (by funds)					
Endowment Assets			3408	3408	3541
Investment Deposits	Nil	3866		3866	5569
Current Assets	15726			15726	24593
Liabilities	(14017)	(3602)		(17619)	(5083)
Total of Net Assets	1709	264	3408	5381	28620
Totals	362134	264	3408	365806	388645

Appendices

Appendix 1 - Analysis of Wages and Honorariums

	2008			Totals	
	Unrestricted £	Restricted £	Endowment £	2008 £	2007 £
Church Hall Cleaner	1755			1755	1755
Church Yard Gardener	203	185	28	416	576
Organist (Playing Rota)	1120			1120	1360
Parish Administrator	1200			1200	1300
Vergers	0			0	0
Totals	4278	185	28	4491	4991

Appendix 2 - Apportionment of the Various Funds Account (actual not accrued)

	2008			Totals	
	Unrestricted £	Restricted £	Transfers £	2008 £	2007 £
Fund apportionment at 31 December					
Choir & Music Fund (Restricted)		1008		1008	975
Churchyard Fund (Restricted)		1023		1023	989
Fabric Fund (Restricted)		715		715	696
Organ Fund (Restricted)		1120		1120	1080
General Reserve Fund	Transfer to roof fund		All funds & interest	Nil	1829
Fund Total	Nil	3866		3866	5569

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Appendix 3 - Fielding Endowment Trust Fund

	2008			Totals	
	Share Holding	Receipts £	Expenditure £	2008 £	2007 £
Fund value 31 December					155
Share Value on 31 Dec 08 - 99 Shares @ 1.6118	160			160	
2008 Transactions					
Interest receipts		9		9	9
Maintenance of grave/graveyard			(9)	(9)	(9)
Fund Share Holding & value 31 December 2008	160	9	(9)	160	155

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

Appendix 4 - Benn Endowment Trust Fund

	2008			Totals	
	Share Holding	Receipts £	Expenditure £	2008 £	2007 £
Fund value 31 December					540
Share Value on 31 Dec 08 - 43 Shares @ 9.3511	402			402	
2008 Transactions					
Interest receipts		19		19	17
Maintenance of Benn grave / graveyard			(19)	(19)	(17)
Fund Share Holding & value 31 December 2008	402	19	(19)	402	540

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

Appendix 5 -Hawken Endowment Trust CBF Deposit Fund

	2008			Totals	
	Deposit Fund £	Interest £	Expenditure £	2008 £	2007 £
Fund value 31st December	2846			2846	2846
Interest receipts		157		157	154
Central Board Of Finance Management Charges					
Expenditure on Books & Sunday School (balance fm Church General Account)			(157)	(157)	(154)
Total Holding at 31 December fixed at £2846					
Fund Value & Interest to Current Account 31 Dec	2846	157	(157)	2846	2846

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

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Appendix 6 - Analysis of Church Hall Receipts and Payments (including in year Accruals)

	2008		2007	
	Receipts £	Payments £	Receipts £	Payments £
Church Hall Receipts				
Rental	13413		11529	
Telephone (Includes rental refund as removed Aug 08)	35		3	
Hall Car Park Appeal	465		355	
Hall Manager's Expenses (deducted fm income)			(25)	
Total Receipts	13913		11862	
Church Hall Payments				
Cleaner (also shown in <i>Wages</i>)		1755		1755
Cleaning & Consumable materials		102		117
Insurance		1777		1709
Maintenance - General & Heater Servicing		1417		730
Maintenance - Flat Roof Repairs & Skylights		294		1384
Maintenance - Fire Test & Signage		239		359
Ladies & Gents W/C refurbishment & electrics		6081		
Replacement damaged Kitchen window		416		
Electric		619		464
Gas		1131		601
Sewerage		207		179
Water		99		89
Telephone		36		46
Sundries/Hall Cleaner Petty Cash write off		15		0
Hall Manager's Expenses/Cost (Note 9)				25
From Hall Car Park Appeal fund		45		
Liabilities				
Heating Service & Repairs Dec 08		493		
Total Payments		14726		7458
Excess of Receipts over Payments		(813)		4763

Appendix 6a - Church Hall Car Park Appeal

	2006 & 2007	2008	Total
Receipts			
Donations	765	465	1230
2008 Accrual (donated 08 but not yet banked)		100	100
Expenditure			
Paint for posts & shingle for borders		(45)	(45)
Totals	765	520	1285