

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 DECEMBER 2020

	<i>Notes</i>	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2020 £	2019 £
Incoming resources							
Incoming resources from donors	<i>2a</i>	43,416	-	9,144	-	52,560	46,895
Other voluntary incoming resources	<i>2b</i>	1,538	1,000	-	-	2,538	985
From operating activities.							
-to further the council's objects	<i>2c</i>	3,672	-	-	-	3,672	2,370
-to generate funds	<i>2d</i>	6,477	-	-	-	6,477	17,501
Income from investments	<i>2e</i>	-	2,245	6	-	2,251	2,515
Total incoming resources		55,103	3,245	9,150	-	67,498	70,266
Resources used							
Grants	<i>3a</i>	1,075	-	-	-	1,075	5,300
Activities directly relating to the work of the Church	<i>3b</i>	65,546	-	3,330	-	68,876	70,827
Church management and administration	<i>3c</i>	-	-	-	-	-	-
Total resources used		66,621	-	3,330	-	69,951	76,127
Net incoming/(outgoing) resources before transfers		(11,518)	3,245	5,820	-	(2,453)	(5,861)
Transfers between funds		10,000	(10,000)	-	-	-	-
Gains and (losses) on investments							
Realised						-	-
Unrealised		-	2,523	-	-	2,523	9,523
Net movement in funds		(1,518)	(4,232)	5,820	-	70	3,662
Balances brought forward at 1 January 2020 (2019)		9,063	122,064	1,018	5,670	137,815	134,153
Balances carried forward at 31 December 2020 (2019)		7,545	117,832	6,838	5,670	137,885	137,815

The notes on pages 8 to 14 form an integral part of these accounts

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

BALANCE SHEET AT 31 DECEMBER 2020

	<i>Notes</i>	2020	2020	2019	2019
		£	£	£	£
Fixed Assets					
Tangible fixed assets	4a		3,737		5,775
Investment assets	4b		66,221		63,697
Total fixed assets			<u>69,958</u>		<u>69,472</u>
Current assets					
Prepayments and debtors	5	1,542		2,369	
Short-term bank deposits		57,928		65,677	
Cash at bank and in hand		<u>15,707</u>		<u>8,844</u>	
Total current assets			75,177		76,890
Liabilities: amounts falling due within one year					
Accruals	5	<u>7,250</u>		<u>8,547</u>	
			7,250		8,547
Net current assets			<u>67,927</u>		<u>68,343</u>
Net assets			<u>137,885</u>		<u>137,815</u>
FUNDS					
Unrestricted - General	6a		7,545		9,063
Designated					
- Church Fund	6b		-		-
- Other designated	6c		1,351		1,351
- Legacies	6d		116,481		120,713
Restricted					
- Organ Restoration Fund	6e		1,024		1,018
- Garden of Remembrance Fund	6f		5,814		-
Endowed - Endowments	6g		<u>5,670</u>		<u>5,670</u>
			<u>137,885</u>		<u>137,815</u>

Approved by the Parochial Church Council on 22nd February 2021

(Signed) **the Revd. J. S. Roberts** (Incumbent & Chairman)
The notes on pages 8 to 14 form an integral part of these accounts

K.Bett (Hon.Treasurer)

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting policies

The financial statements have been prepared in accordance with the Church Accounting Regulations 1997 as amended by the Church Accounting (Amendment) Regulations 2001 together with applicable accounting standards and the Charities SORP. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

Funds

General funds represent the funds of the PCC that are not subject to any restriction regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted. The accounts include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of any church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Incoming Resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving under covenant is recognised only when received.

From the 6 April 2000 income tax is accounted when received, as recommended by the Church of England.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is receivable.

Income from investments

Dividends and interest are accounted for when receivable.

Gains and losses on investments

Realised gains and losses are recognised on the disposal of investments.

Unrealised gains and losses are accounted for on revaluation of investments at the Balance Sheet date.

Resources used

Grants

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

Activities directly relating to the work of the Church

The diocesan quota is accounted for when payable.

Fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts by virtue of section 96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the Statement of Financial Activities and separately disclosed.

Other fixtures, fittings and office equipment

The cost of equipment is depreciated on a straight line basis over 4 years. Individual items of equipment with a purchase price of £1000 or less are written off when the asset is acquired.

Current assets

Amounts owing to the PCC at 31 December are shown as debtors less provision for amounts that prove uncollectible.

Short-term deposits include cash held on deposit with the CBF Church of England Funds or at the bank.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

<i>Notes</i>	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2020	2019
2. Incoming resources						
a. Incoming resources from donors						
Planned giving - gift aided	26,268	-	-	-	26,268	23,486
- envelope scheme	916	-	-	-	916	1,676
Collections	1,907	-	-	-	1,907	3,375
Gift Aid Envelopes	3,158	-	-	-	3,158	5,405
Planned giving - Other	1,320	-	-	-	1,320	1,320
Income Tax recovered	9,422	-	1,179	-	10,601	10,540
Sundry Donations	425	-	7,965	-	8,390	1,093
Grant income received	-	-	-	-	-	-
	43,416	-	9,144	-	52,560	46,895
b. Other voluntary incoming resources						
Fundraising events and activities						
Church fete, funds raised	-	-	-	-	-	-
Sponsored bike ride	585	-	-	-	585	450
Legacies	-	1,000	-	-	1,000	-
Churchyard	-	-	-	-	-	-
Other	953	-	-	-	953	535
	1,538	1,000	-	-	2,538	985
c. Income from operating activities- to further the council's objectives						
Fees receivable	2,527	-	-	-	2,527	1,231
Church Hall lunches & coffee	238	-	-	-	238	484
Social committee functions	907	-	-	-	907	655
	3,672	-	-	-	3,672	2,370
d. Income from operating activities- to generate funds						
Church Hall lettings	3,143	-	-	-	3,143	10,508
Newsletter advertising	3,252	-	-	-	3,252	4,670
Newsletter donations	82	-	-	-	82	2,323
	6,477	-	-	-	6,477	17,501
e. Income from investments						
CBF Income & Interest	-	275	6	-	281	538
Dividends	-	1,970	-	-	1,970	1,977
	-	2,245	6	-	2,251	2,515

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

3. Resources used

	<i>Notes</i>	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2020	2019
a. Grants							
<i>Missionary and charitable giving</i>							
<i>Church overseas:</i>							
Church Mission Society		-				-	200
Joshua Playing Project		-				-	250
<i>Home mission and other church societies</i>							
Bishop's Harvest Appeal		-				-	425
Christian Aid		-				-	450
Children's Society		40				40	245
Ordinand Training		-				-	500
Church Urban Fund		60				60	-
<i>Other outreach</i>							
British Legion		75				75	430
St Francis Hospice		355				355	1,000
Ian Rennie Hospice		50				50	250
DENS		248				248	500
Parkinsons		-				-	200
Dacorum Borough Trust		-				-	-
Gaddesden Place riding for the disabled		-				-	100
Scouts & Brownies		-				-	50
Potten End School		247				247	250
Christians Against Poverty		-				-	150
<i>Grants to support mission work within the Parish</i>		-				-	300
		1,075	-	-	-	1,075	5,300

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

<i>Notes</i>	Unrestricted Funds	Designated Funds	Restricted Funds	Endowment Funds	Total Funds 2020	2019
b. Activities directly relating to the work of the Church						
Ministry						
Contributions to the Vicar's stipend	47,712				47,712	43,738
Vicar's expenses	214				214	3,110
Upkeep of Church and services:						
Heating, lighting and insurance	3,431				3,431	2,447
Organ maintenance	-				-	1,589
Emoluments	2,064				2,064	2,974
Sacristy & Services expenses	226				226	250
Fire Safety	427				427	427
Pastoral support & other misc. expenses	661				661	2,348
Upkeep of churchyard	609		1,680		2,289	583
Church repairs to fittings and fabric	80		1,400		1,480	1,602
Equipment depreciation	2,647		200		2,847	2,037
Printing & stationery	463				463	517
Repairs to the Church Hall	171				171	577
Churchroom running costs	3,130				3,130	2,797
Newsletter printing costs	3,313				3,313	4,434
Youth work - Messy Church & Trinity Kids	56				56	288
Cost of generating funds	342		50		392	1,109
	65,546	-	3,330	-	68,876	70,827
c. Church management & administration						
	-	-	-	-	-	-

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

4. Fixed Assets

a. Tangible fixed assets

No value is placed on the Church Hall, built in 1974 at a cost of £9,243. It is currently insured for £242,844.

No value is placed on movable Church furnishings for the reasons outlined in Note 1 above.

All other items of equipment costing more than £1,000 have been capitalised and are being depreciated over four years.

The balance at the end of the year represents the net book value of the boiler acquired in 2019 at a cost of £7,475.

b. Investments

	Cost or book value	Market value	
	£	2020 £	2019 £
4,503 shares CBF Fixed Interest Securities Fund	6,500	7,617	7,361
2,063 shares CBF Investment Fund	12,454	42,182	39,457
8,700 share CBF Equity Fund	10,000	16,422	16,879
	28,954	66,221	63,697

5. Assets and Liabilities: Amounts Falling due Within One Year

Prepayments

Insurances

Amounts receivable

2020 £	2019 £
605	598
937	1,771
1,542	2,369

Accruals

Newsletter advertising received in advance

Repairs & maintenance reserve

Potten End Open Day reserve

Outreach not paid at the end of the year

Fees received in advance

Newsletter donations reserve

Tree of promises received in advance

Other accrued expenditure

891	1,137
1,000	1,000
450	450
332	4,500
2,373	-
-	-
-	-
2,204	1,460
7,250	8,547

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

6. Funds details

		Opening Balance £	Net Income /Outgoings) £	Interest Dividends £	Gains / (Losses) £	Transfer £	Closing Balance £
Unrestricted							
General	a	9,063	(11,518)	-	-	10,000	7,545
Church Fund	b	-	-	-	-	-	-
Other designated	c	1,351	-	-	-	-	1,351
Legacies	d	120,713	1,000	2,245	2,523	(10,000)	116,481
		<u>131,127</u>	<u>(10,518)</u>	<u>2,245</u>	<u>2,523</u>	<u>-</u>	<u>125,377</u>
Restricted							
Organ restoration Fund	e	1,018	-	6	-	-	1,024
Garden of Remembrance	f	-	5,814	-	-	-	5,814
		<u>1,018</u>	<u>5,814</u>	<u>6</u>	<u>-</u>	<u>-</u>	<u>6,838</u>
Endowed							
Endowments	g	<u>5,670</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,670</u>
TOTAL		<u>137,815</u>	<u>(4,704)</u>	<u>2,251</u>	<u>2,523</u>	<u>-</u>	<u>137,885</u>

UNRESTRICTED FUNDS

a. General Fund

This is an unrestricted fund which is used by the PCC to meet everyday expenses and further the mission and ministry of the Church

b. Church Fund

This is a restricted fund established by the PCC which is used to defer monies raised from the biennial Church Fete over a two year period.

This accounting treatment has been prudently adopted as a means of carefully managing the Church's finances and cash flow.

The last Church fete took place in 2017 and since then we have not had an event.

c. Other designated

These funds are unrestricted but have been set aside by the PCC for a particular purpose.

d. Legacy Fund

This is an unrestricted fund derived from bequests to be used at the general discretion of the PCC. The PCC has resolved that, as normal Church expenditure should be met from collections and gifts from existing Church members, these bequests should be held and invested on a long-term basis until needed for major projects or repairs. Income is accumulated within the fund. The PCC agreed that due to the exceptional circumstances experienced throughout 2020, an amount of £10,000 would be transferred to the general fund to meet our Church operating expenditure.

During 2010 a legacy of £8,000 was received from the Estate of the late Sheila Harris. In accordance with her wishes £3,000 is currently held in the Endowed fund to be utilised to defray some of the future costs of publishing the Church Newsletter. In 2011 £2,500 was applied to the Organ Restoration Fund and a further £650 was applied towards the cost of a new altar frontal; in 2019 £1,850 was applied to the cost of a new boiler in the Church.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY, POTTEN END

NOTES TO THE FINANCIAL STATEMENTS, continued

RESTRICTED FUNDS

e. Organ Restoration Fund

This is a restricted fund, first established in 2009 to be used for the necessary restoration of the Church organ; interest received on invested funds is accumulated. Grants and donations received during 2011, following the successful Organ Restoration Appeal, were credited to the fund and as the works were completed the costs were charged against the fund. The balance on the fund has been carried forward to cover future repairs and improvements.

e. Garden of Remembrance Fund

This is a restricted fund, established in 2020, to be used for the creation of a new Garden of Remembrance. Donations received in 2020 have been credited to the fund and as work is completed costs are charged against the fund. The balance on the fund has been carried forward to cover costs to be incurred in future periods.

ENDOWED FUNDS

g. Endowment Funds & Bequests

	2020	2019
	£	£
<i>The Holland Trust</i> - the trust requires that the income be used for the upkeep and fabric of the Church, the upkeep of the churchyard and the grave of the late Mr Spencer L Holland	568	568
Bequests from the estates of the late <i>Mr and Mrs A H Lee</i> are to be used primarily for projects involving young people	1,414	1,414
A bequest from the estate of the late Miss Kitty Chapman is to be used for the upkeep of the churchyard.	688	688
A bequest from the late Mrs Sheila Harris has been credited to this fund and is dedicated in her memory to defray the future costs of the Newsletter and be applied as the PCC thinks fit towards future costs of church furnishing, fittings and decorations. Interest earned on this Fund is accumulated	3,000	3,000
	5,670	5,670

Independent Examiner's Report to the Parochial Church Council of Holy Trinity, Potten End

This report on the Accounts of the PCC for the year ended 31 December 2020, which are set out on pages 6 to 14, is in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the Regulations') and s.145 of the Charities Act 2011 ('the Act').

Respective responsibilities of the PCC and the Examiner

As members of the PCC you are responsible for the preparation of the Accounts; you consider that the audit requirement of the Regulations and section 144(2) of the Act does not apply. It is my responsibility to issue this report on those Accounts 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 Commissioners under section 145(5)(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 Accounts and seeking explanations from you as 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 an audit opinion on the view given by the Accounts.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act
 - to prepare accounts which accord with the accounting records and comply with the requirements of the Act and Regulations have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

(signed) Timothy Cooke

Shepherds Close, Byways, Gravel Path, Berkhamsted.

2021