

**UNAUDITED REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2018**

**FOR**

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

**REGISTERED CHARITY NUMBER 1168350**

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

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## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES

The Parochial Church Council (“the PCC”) has pleasure in presenting its report together with the financial statements of the charity for the year ending 31 December 2018. Holy Trinity’s PCC is responsible, with the Vicar (Rev Mike Wilkins) for the whole mission of the church, and for its good governance.

#### Reference and administrative details

Charity number: 1168350  
Principal address: Trinity Street  
Huddersfield  
HD1 4DT

There is access to the Church from Trinity Street and from Wentworth Street. The Church is part of the Diocese of Leeds. The office telephone number is 01484 513213 and the administration email address is [office@holytrinityhuddersfield.com](mailto:office@holytrinityhuddersfield.com). Our website can be found at [www.holytrinityhuddersfield.com](http://www.holytrinityhuddersfield.com).

#### PCC members

PCC members who have served at any time since the last APCM until the date of this Annual Report are as follows:

##### *Ex officio members*

Vicar: Rev. M Wilkins (Chair)  
Curate: Rev. S Harvey  
Lay Reader: Mrs B Jepson-Playle (Deanery Synod Representative)  
Ms S Wilkins  
Churchwardens: Mr A Barber (Lay Vice-Chair)  
Mr J Playle

##### *Elected members*

Mrs C Bentham (Treasurer)  
Mrs M Burkinshaw  
Mrs K McGuinn\*  
Mr P Triner  
Mr J Turner  
Mrs J Rigg\*  
Mrs L Poole (Deanery Synod Representative)  
Mrs R Laurence  
Mrs H Handy  
Mr L Benoy

\* acted as PCC secretary during the year

#### Structure, Governance and Management

##### Governing Document

Holy Trinity Parochial Church Council is a charity governed by the Parochial Church Council Powers Measure (1956) as amended, and Church Representation Rules that came into force on 2 January 1957. It registered as a charity with the Charity Commission on 21 July 2016.

The Parochial Church Council is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a registered charity. The method of appointment of PCC members is set out in the Church Representation Rules. At Holy Trinity, the membership of the PCC consists of our vicar, our two churchwardens, our lay reader, our Deanery Synod representatives and members elected by those members of the congregation who are on the electoral roll and who vote at the annual meeting.

Everyone who regularly attends our services is encouraged to register on the electoral roll and stand for election to the PCC. Our PCC members are responsible for making decisions by a majority on all matters of concern and importance to our church including deciding on how PCC funds are spent.

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES continued

The full PCC met six times during the year with an average attendance of 67%. Given its wide responsibilities, the PCC has a number of sub-committees each dealing with a particular aspect of parish life. These teams are all responsible to the PCC and report back to it regularly.

#### **Deanery Synod**

Two members of the PCC together with our vicar and curate, sit on the Deanery Synod. This provides the PCC with an important link to the wider structures of the Church.

#### **Related Party**

There are no PCC related parties' transactions.

#### **Objectives and activities for the public benefit**

Over the last 12 months, Holy Trinity has continued to develop its ministry and mission, seeking to live out our purpose: *to make committed followers of Jesus and to share his transforming love.*

Holy Trinity is Christ's church. Our purpose is to glorify him in our worship, declare him in our mission and evangelism, deepen our relationship with him in our discipleship, and share his love with one another in our fellowship and pastoral care. We believe that a Christian community living a Jesus-centred life adds enormous value to society.

Our core values, centred on Jesus Christ and communicated in our 2015 vision document, are the means by which we seek to live out our day-to-day ministry and mission:

- Genuine Encounter: seeking and meeting with Jesus.
- Devoted Disciples: growing in the character of Jesus.
- Authentic Community: a loving and open church family with Jesus at the centre.
- Being Good News: sharing and declaring the love of Jesus.
- Church for All: everyone playing their part in the ministry of Jesus.

When considering the objectives of the charity, the PCC have considered the Charity Commission's guidance on public benefit, and in particular the supplementary guidance on charities for the advancement of religion.

#### **Achievements and performance**

##### **Worship and Attendance**

Our Sunday worship pattern continues to comprise two distinct morning services, one at 9:00am (a traditional Anglican Communion service) and at 10:45am (a more informal and contemporary service). Some members of the congregation move between these two services and fellowship between and after the services remains a positive element of our Sunday gatherings, an important factor in maintaining a sense of unity across the church. We continue to hold occasional joint services.

The Christian festivals were well attended in 2018. There was a notable increase in attendance at our Easter services in comparison with 2017, but we noted a small decrease in attendance at Christmas in comparison with 2017.

Our average weekly attendance across both Sunday services has continued to grow from 116 adults and 27 under 16s in 2017, to 124 adults and 32 under 16s in 2018. At the Annual Meeting in 2018 there were 174 people on the electoral roll, an increase of 5 on 2017. Our overall worshipping community is now approximately 270 people (230 in 2017). We continue to be a 'gathered church' with approximately 74% of those on the electoral roll living outside the parish. Most of the overall growth we have seen continues to be due to transfer from other churches, and Christians joining us as they have moved into the area. Whilst encouraging, our ongoing desire is to see the church grow through people encountering Christ for the first time, coming to faith and joining the church community.

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES continued

Our age demographic is still more weighted to those of 50 years plus, but it has been encouraging to increasingly see all ages represented at Holy Trinity with more families with young children and teenagers and more university students attending. The female/male ratio of regular attenders is 61%/39%.

Home groups have been running at Holy Trinity for a number of years with around 50 people meeting regularly in 2017. In September 2018 we launched new small groups (*Life Groups*) following a general pattern of meeting two weeks on and one week off. Most meet in people's homes in the evenings during the week but we also have some groups that meet in the day time. We now have 10 Life Groups established with 107 people meeting regularly. More information about our Life Groups can be found at [www.holytrinityhuddersfield.com/what-we-do/lifegroups/](http://www.holytrinityhuddersfield.com/what-we-do/lifegroups/).

Baptism and Confirmation continue to be important to us as a public mark of following Jesus Christ. Over the course of the year we have baptised 2 children and 1 adult.

#### **Review of the year**

We recognise that the Christian church is the only organisation that exists primarily for the benefit of non-members. So we take mission seriously, aiming to use all our resources to maximise public benefit.

#### *Community*

The clergy, ministry team and members of the congregation serve not just the people of Holy Trinity but also the wider community. Our church building is staffed 9.00am-5.00pm most days and, whilst it is not safe to leave it open, we welcome any who call who wish to come in for quiet, reflection, to pray or for historical interest. We continue to see a steady stream of the homeless and others in need seeking assistance at our church building in the last year.

#### *Continuing activities*

- Our *pastoral care team* have continued to visit those who are sick, isolated, housebound and those in care homes.
- We continue to run *Meeting Point*, a monthly luncheon club which is a place of friendship and welcome predominantly for senior citizens and the elderly.
- Over the past year, we have regularly seen 25-35 attending our bi-monthly *Men's Breakfasts* representing all ages at Holy Trinity: from students to our more senior members. It has also been great to see people bringing 'non-church members' along.
- Our weekly *Walking for Health* group (established in 2017, in partnership with our local GP Practice) for those in our community who are isolated, lonely or at risk of developing health issues has continued to see growth. Attendance ranges from 8 – 12 people each week, a number of whom do not normally attend our Sunday services.
- *Lunch N' Read*, our weekly reading group, continued until June this year but has now taken a temporary break to reconsider future plans.
- Our Children's and Families Minister and Youth Minister have continued to serve in a local infant school (outside our geographical parish).
- We continue to run *Little Lights*, our mid-week toddler group, which meets weekly during term time for fun, craft, Bible stories and the chance to make new friends.
- Our *Student Lunches & games afternoons* have continued throughout the year and it's been great to see an increase in the number of University students choosing to belong to Holy Trinity
- We continue to be a collection point for the Food Bank at the *Welcome Centre* in Huddersfield
- We continue to be a partner church for *Christians Against Poverty (Huddersfield)*, which offers debt counselling and a job club for the unemployed. This year we ran a CAP Money course in February and a Student CAP money course in November.
- Our support for *Invisible Traffick* (an organisation running a safe house in Huddersfield for those seeking refuge from the sex trade) continued for part of the year until they closed down, due to funding difficulties.
- We continue to invest time and energy in evangelism in different ways, including through invitational events and annual Alpha Courses. This year we ran an Alpha course for adults from May - June and, for the first time, a Youth Alpha from October to November. Both of these were well attended. We believe that helping people find faith in Jesus Christ is the greatest public benefit that we can provide as a church.

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES continued

- We continue to be part of *Hope Huddersfield* partnering with other churches in our town to offer the hope of Christ in word and action. In the summer we played a major role in the *Hope Huddersfield* 'Come and See' initiative, including taking the lead in organising a service in Greenhead Park which saw over 300 people attending.

#### *New initiatives*

During this year the PCC commissioned a community audit of our parish, to enable us to hear what our community felt were the key issues in the area and explore how we might play our part in further supporting and investing in our local community. This process was overseen by Futurekraft ([www.futurekraft.org](http://www.futurekraft.org)), a Bradford-based Christian organisation, with members of the Holy Trinity congregation heavily involved in gathering the data from local people and organisations. Futurekraft's report was presented to the PCC in September 2018. Taking all the data into account, the report concluded with the following proposals to further develop our engagement with our parish and community.

Proposal	Purpose
1. Develop more church <i>and</i> detached activities for older and isolated people	To reduce isolation and support the lonely in the area
2. Develop a wider range of activities or support for parents and their children	To help struggling families to succeed
3. Develop new services aimed at supporting the vulnerable and marginalised in the community (e.g. homeless; drug/alcohol dependent)	To help people find hope to overcome their individual circumstances.

More information can be found at: [www.holytrinityhuddersfield.com/what-we-do/mission-and-evangelism/](http://www.holytrinityhuddersfield.com/what-we-do/mission-and-evangelism/).

The PCC has formed a *Local Community Outreach Ministry Team* to take this work forward.

- A regular *HT Youth Club* was launched in September with 8 – 15 young people attending regularly each Wednesday evening.
- Our new Holy Trinity Women's Ministry *Flourish* was launched in September with a new women's ministry team established. The two events held in 2018 were well attended.
- In December a bi-weekly Dementia Friendly Music Group (*Music and Memory*) launched at Holy Trinity run by a member of our congregation who is a trained music therapist. The group is run as a partnership between Sakura Community Music Therapy, Community Links Engagement and Recovery; Carers Count; and Holy Trinity.

#### **People**

The church is the Body of Christ, a community of people who bring their time, gifts and resources to His service. Holy Trinity is often referred to by visitors as a very welcoming church, and we trust that this reflects something of Christ's welcome and hospitality for all people.

We continue to be grateful for the many people in our church who offer their time, energy and gifts in quiet service for the benefit of the community. We are especially thankful for all who week in and week out serve on our different teams – without their offering the church would not be able to do what it does. The PCC would like to thank all those who have served in many different ways in both voluntary and employed roles over the past 12 months.

Our staff team, comprising paid and volunteer staff, was expanded this year. After three years with us our paid *Worship and Students Minister* Ben Lees left our employment in September to take up a new post in Nottingham. In April this year we recruited and appointed a paid part time Youth Minister, Wayne Cadman, to lead and develop our growing work among young people. It has been great to see the positive impact this appointment has had both in terms of increasing numbers of young people attending and the range of activities offered. As a temporary measure, from October this year, Wayne has also taken on responsibilities for leading our student ministry. John Playle (Church Warden) has also taken up a two days a week voluntary role as Operations Manager enabling Tania Webb our paid administrator to re-shape her role to take on more responsibilities as clergy PA. Sofia Wilkins was licenced by the Bishop of Huddersfield as a Reader to the parish in October this year.

As a temporary measure, in light of our worship minister leaving, members of our current musical worship team have stepped up to taking shared responsibility for leading musical worship at the 10.45 am service whilst PCC considers the way forward for 2019. We are grateful to those who have served in this role.

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES continued

Following the retirement of our paid church cleaner this year, we appointed a new cleaner in December 2018.

#### **Buildings**

Holy Trinity Church is a notable building of historic interest in Huddersfield. This year our Building Development Team continued working on making our building more watertight, warm and welcoming to ensure its long-term heritage and make it more accessible to our community. Following the completion of major renovation work in 2017 to the south-facing roofs and higher-level stonework (largely funded by Heritage Lottery Fund and other smaller grants) we submitted a further funding bid to the Heritage Lottery Fund for similar works to the north side of the church and significant other restoration work. Unfortunately we were unsuccessful in this bid and PCC is reviewing next steps. In 2018 we continued to engage in the National Heritage week in September and an event was also held in September to celebrate the restoration of the 'Thomas Hirst Memorial'. A 'lighting up the tower' event was held in October to mark the beginning of our 200 year anniversary celebrations. Work is already well underway planning for a week of mission and celebration in June 2019.

Other building works were undertaken this year including restoration of the lightning conductor, installation of new lighting in the main worship area and chancel, installation of an intruder alarm and CCTV, repairs to the flooring in one of the downstairs toilets, and various repairs to the heating system.

Much work has continued to be carried out by volunteers to maintain and enhance our building under the leadership of our churchwardens Andy Barber and John Playle. We have especially appreciated the skills and numerous hours of work given by Chris Rigg and Quinton Armitage in this regard. We also wish to place on record our gratitude to Sarah Wickham, who stepped down as chair of the Building Development Team this year, for her service over the years including the countless hours she has given in helping oversee the building repairs and maintenance strategy and in navigating the HLF funding application process.

Our building continues to be used by different community groups and schools, and is a well-used and excellent concert venue. We have seen an increased use of our building for hires for meetings and other events and we hope that the community use of our buildings will continue to grow.

#### **Money**

Holy Trinity Church is a non-profit-making charitable organisation, receiving an income in 2018 from all sources of £188,373 (2017: £396,759).

Some of this money was used to pay staff (responsible for leadership of various areas of church life), as well as fund all aspects of our life together.

As part of our worship to God and to express our love and service to all a least 10% of our donated income is given away to support various organisations and individuals, especially our long-term mission partners in Huddersfield and abroad, engaged in frontline work. The work of these partners is of great public benefit to the wider community, especially to the poor and marginalised. Our formal mission partners in 2018 were: *Christian Against Poverty (CAP, Huddersfield)*, *Christian African Relief Trust (CART)*, *Church Mission Society (CMS)*, *Iris International*, *Invisible Traffick*, *Mercy Ships*, *Tearfund*, *Greensleeves Children's Trust (South Africa)*. We also supported the following organisations through one-off financial donations in 2018: *611 Bus Ministry (working with street workers in the Town)*, *The Huddersfield Mission*, *Huddersfield University Christian Union*.

We support the Diocese of Leeds through our full payment of the Common Fund, which as well as our contribution to our stipendiary clergy (namely our vicar) supports the diocese in its wider mission in schools, and a breadth of communities, both rural and urban.

In 2017 we launched our *Above and Beyond* initiative. Through this we aim to raise £250,000 by 2021 with the purpose of:

- Investing in ministry, mission and evangelism.
- Addressing the most urgent and pressing needs related to maintaining our building.
- Making a significant contribution to local and overseas Christian initiatives.

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### REPORT OF THE TRUSTEES continued

By the end of 2018 we had raised £144,330 (including Gift Aid but excluding grants) through this initiative, of which £55,200 in 2018 and £89,130 in 2017. The majority of this accrued through the generous and sacrificial giving of our church community, for which we are extremely thankful. We trust that through *Above and Beyond* our community impact will continue to develop and that our historic building will be secured for our town and for future generations.

#### **Plans for the Future**

Holy Trinity Huddersfield continues to plan for further growth, whilst recognising that ultimately this is God's work and acknowledging our dependence upon Him. We believe that we have a strategic and God-given vision and humbly, prayerfully and confidently seek for it to be furthered in 2019 and beyond.

#### **Financial Review**

This year our unrestricted Givings income (excluding Above & Beyond) saw a very encouraging increase of 9% for the year. (2018: £85,886, 2017 £78,488)

Plate income increased to £7,685 (£5,741 in 2017) due to an increase in the number of givers.

Free Will Offerings increased to £75,279 (2017: £69,543) and donations increased to £16,297 including a legacy of £12,000 (2017: £3,737). Overall we continue to receive a higher than average proportion of our income through Standing Orders using Gift Aid.

Actual FWO exceeded forecast by £6,479 (9%), and plate income by £1,685 (28%).

Hire income was £3,210 in 2018 (£1,717 in 2017) and John Playle, as part of his role as operations manager, is looking at strategies to further increase this in 2019. Fees income increased in 2018 to £4,070 (£2,233 in 2017).

Our interest and dividends increased to £673 in 2018 (£414 in 2017)

Our Restricted Income towards Youth and Mission in 2018 increased by 17% to £9,930 (£8,468 in 2017)

Our Unrestricted Expenditure is what we spend for the general costs of running the church. Because Holy Trinity is a tithing church, we allocate 10% of our unrestricted giving income received to Mission Giving abroad and at home, including our Mission Partners.

Our Parish Share (which includes the salary, pension and NHI costs of our vicar) reduced to £46,996 in 2018 (£49,469 in 2017)

Our unrestricted spending on Repairs and Maintenance not covered by A&B in 2018 increased to £6,643 (£2,320 in 2017). The majority of this was on boiler repairs and remedial work to the downstairs WC.

Youth and Mission salaries increased to £21,790 (£17,703 in 2017). This is due to the children's minister returning to work following maternity leave as well as employing a youth and student minister.

#### **Reserves policy**

The PCC has established as a matter of policy that the aim of Holy Trinity is to have unrestricted reserves that represent 3 months unrestricted operating costs.

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

**REPORT OF THE TRUSTEES**  
**continued**

**Trustee's responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the PCC on ..... and signed on their behalf by

Rev. M Wilkins

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 December 2018 which are set out on pages 11 to 19.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner's statement**

My examination was carried out in accordance with all applicable general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**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 Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

D J Brownhill FCA FMAAT  
Integra Advisers LLP  
Accountants  
1 Westleigh Hall  
Wakefield Road  
Denby Dale  
Huddersfield  
HD8 8QJ

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HOLY TRINITY PAROCHIAL CHURCH COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2018

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Income and endowments from:</b>					
Voluntary income	3	168,690	11,730	180,420	392,395
Income from investments	4	673	-	673	414
Church activities	5	7,280	-	7,280	3,950
<b>Total incoming resources</b>		<b>176,643</b>	<b>11,730</b>	<b>188,373</b>	<b>396,759</b>
<b>RESOURCES EXPENDED</b>					
<b>Expenditure on:</b>					
Church activities	6	149,820	26,423	176,243	323,220
<b>Total resources expended</b>		<b>149,820</b>	<b>26,423</b>	<b>176,243</b>	<b>323,220</b>
<b>Other recognised gains</b>					
Gains/ (loss) on investments					
Realised		-	-	-	-
Unrealised		(236)	-	(236)	1,149
<b>Net income / (Expenditure) before transfers</b>		<b>26,587</b>	<b>(14,693)</b>	<b>11,894</b>	<b>74,688</b>
Transfers between funds		(14,400)	14,400	-	-
<b>Net movement in funds</b>		<b>12,187</b>	<b>(293)</b>	<b>11,894</b>	<b>74,688</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		100,266	22,902	123,168	48,480
<b>Total funds carried forward</b>		<b>112,453</b>	<b>22,609</b>	<b>135,062</b>	<b>123,168</b>

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 13 to 19 form part of the financial statements

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**  
**REGISTERED COMPANY NUMBER 5205363**

**BALANCE SHEET**  
**at 31 December 2018**

	Notes	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
<b>FIXED ASSETS</b>					
Investments	8	15,535	-	15,535	15,771
<b>CURRENT ASSETS</b>					
Debtors	9	22,933	2,672	25,605	36,866
Cash at bank and in hand	10	86,695	24,722	111,417	106,666
<b>Total current assets</b>		109,628	27,394	137,022	143,532
<b>CREDITORS</b> Amounts					
Falling due within one year	11	(12,710)	(4,785)	(17,495)	(36,135)
<b>NET CURRENT ASSETS</b>		96,918	22,609	119,527	107,397
<b>TOTAL ASSETS LESS TOTAL LIABILITIES</b>		112,453	22,609	135,062	123,168
<b>The funds of the charity:</b>					
Unrestricted income funds	12	112,453	-	112,453	100,266
Restricted income funds	12	-	22,609	22,609	22,902
<b>Total charity funds</b>		112,453	22,609	135,062	123,168

Approved by the Parochial Church Council on .....

Mr J Playle – Church Warden

Ms C Bentham - Treasurer

The notes on pages 13 to 19 form part of these financial statements

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS

31 December 2018

#### 1. ACCOUNTING POLICIES

##### **Basis of preparation**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 issued on 16 July 2014 (as updated through Update Bulletin 1, published on 2 February 2016), and with the Charities Act 2011.

##### **Going concern**

The trustees have reviewed the financial position of the charity for a period covering the following 12 months and consider that it is appropriate to prepare the accounts on a going concern basis.

##### **Incoming resources**

Income arising is recognised in the accounts when the Church is notified of its entitlement and the amount receivable can be determined with reasonable accuracy.

##### **Grants**

Grants and donations are only included in the SoFA when the general income recognition criteria are met.

##### **Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

##### **Liability recognition**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

##### **Fixed assets**

No financial value is attached in the Balance Sheet to any fixtures, fittings, Communion silver or other assets.

Fixed asset investments are valued initially at cost and subsequently their fair value (their market value) at the year end.

##### **Debtors**

Debtors are measured on initial recognition at settlement amount. Subsequently they are measured at the cash or other consideration expected to be received.

##### **Basic financial instruments**

The charity accounts for basic financial instruments in initial recognition as per paragraph 10.7 FRS 102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19 FRS 102 SORP.

##### **Funds**

##### **Unrestricted funds**

Unrestricted funds are those funds available to further the fund's charitable objectives at the discretion of the trustees.

##### **Designated funds**

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

##### **Restricted funds**

Restricted funds are funds which have been given for a particular purpose and project.

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE ACCOUNTS**

**31 December 2018**

**2. INCOME & EXPENDITURE**

Included in the Statement of Financial Activities are all items of income and expenditure which total £12,130 surplus (2017: £73,539 surplus).

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
<b>3. VOLUNTARY INCOME</b>				
Freewill offerings	75,279	-	75,279	69,543
Tax recoverable	20,494	1,800	22,294	26,210
Plate	7,682	-	7,682	5,741
Donations	54,845	9,930	64,775	92,867
Grants – Heritage Lottery Fund	-	-	-	176,784
Grants – other	-	-	-	21,250
2018 Weekend Away	10,390	-	10,390	-
	<hr/>	<hr/>	<hr/>	<hr/>
	168,690	11,730	180,420	392,395
	<hr/>	<hr/>	<hr/>	<hr/>
<b>4. INCOME FROM INVESTMENTS</b>				
Bank interest and dividends	150	-	150	(15)
Investment income on shares	523	-	523	429
	<hr/>	<hr/>	<hr/>	<hr/>
	673	-	673	414
	<hr/>	<hr/>	<hr/>	<hr/>
<b>5. INCOME FROM CHURCH ACTIVITIES</b>				
Fees	4,070	-	4,070	2,233
Lettings	3,210	-	3,210	1,717
	<hr/>	<hr/>	<hr/>	<hr/>
	7,280	-	7,280	3,950
	<hr/>	<hr/>	<hr/>	<hr/>

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE ACCOUNTS  
31 December 2018**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
<b>6. EXPENDITURE ON CHURCH ACTIVITIES</b>				
Mission giving	10,986	-	10,986	9,273
Parish share	46,996	-	46,996	49,469
Light, heat and water	7,493	-	7,493	6,751
Insurance	6,333	-	6,333	5,987
Copyrights	842	-	842	568
Altar expenses	331	-	331	84
Repairs	25,752	-	25,752	202,771
Cleaning	2,172	-	2,172	2,596
Salaries	5,098	21,790	26,888	22,673
Payroll costs	191	-	191	43
Pension costs	252	1,202	1,454	1,212
Children's and youth worker	-	-	-	842
Youth intern	-	-	-	1,962
Printing and stationery	4,521	-	4,521	2,880
Advertising/promo	574	-	574	-
Telephone	926	-	926	723
Independent examiner's fee	1,350	-	1,350	410
Community audit	4,635	-	4,635	-
Bank charges	480	-	480	480
Sundries	4,268	-	4,268	4,029
Clergy: expenses of office	1,163	6	1,169	689
Travelling	89	83	172	-
Training	711	-	711	828
Office equipment	1,785	-	1,785	-
2018 Weekend Away	13,274	-	13,274	-
Barnabas grant	-	1,500	1,500	-
Outreach costs	898	31	929	1,000
Resources	30	1,729	1,759	-
Gifts and donations	2,217	82	2,299	-
Tithe – Above & beyond	6,453	-	6,453	7,950
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	149,820	26,423	176,243	323,220
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**7. Independent examiner's remuneration**

The independent examiner's remuneration amount to an independent examination fee of £1,350 (2017 - £410) and payroll services of £191 (2017 - £43).

HOLY TRINITY PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS  
31 December 2018

<b>8. INVESTMENTS</b>		
<b>Unlisted investments</b>	2018	2017
	£	£
Market value at 1 January 2018	15,771	14,622
Less: Disposals at opening book cost	-	-
Add: Acquisitions at cost	-	-
Net gain/ (loss) on revaluation at 31 December 2018	(236)	1,149
	<hr/>	<hr/>
<b>Market value at 31 December 2018</b>	<b>15,535</b>	<b>15,771</b>
	<hr/>	<hr/>

Investments comprise 962 shares in the CBF Church of England Investment Fund.

<b>9. DEBTORS</b>	2018	2017
	£	£
Tax refund	22,275	20,754
Accrued income	-	-
Copyright prepayment	150	150
200 <sup>th</sup> Anniversary	795	-
Printing and stationery	150	-
VAT refund	-	12,226
Weekend away – net cost	1,363	940
SMP refund	872	2,796
	<hr/>	<hr/>
	25,605	36,866
	<hr/>	<hr/>
<b>10. CASH AT BANK</b>		
Current accounts	80,872	76,271
Deposit accounts	30,545	30,395
	<hr/>	<hr/>
	111,417	106,666
	<hr/>	<hr/>

**HOLY TRINITY PAROCHIAL CHURCH COUNCIL**

**NOTES TO THE ACCOUNTS  
31 December 2018**

**11. CREDITORS – Amounts falling due within one year**

Overseas and home giving	9,560	10,809
Parish share	-	13,469
Youth and Mission salaries	-	5,500
Independent examiner's fee	900	450
Copier accrual	1,047	-
Utilities accrual	400	400
Pension provision	392	164
Trade creditors	4,785	4,785
Expenses owing	177	558
Credit card	209	-
Wages	25	-
	17,495	36,135

**12. FUNDS RECONCILIATION**

**Unrestricted funds**

Included within unrestricted funds is the Above & Beyond fund which is a designated fund.

	Balance at 01.01.18	Transfer of funds £	Income £	Expenditure £	Balance at 31.12.18 £
Unrestricted	21,503	-	123,128	(119,832)	25,249
Above & Beyond	78,763	(14,400)	53,515	(30,224)	87,654
	100,266	(14,400)	176,643	(150,056)	112,453

**Restricted funds**

The income includes restricted funds as reported in the Statement of Financial Activities as follows:

	Balance at 01.01.18	Transfer of funds £	Income £	Expenditure £	Balance at 31.12.18 £
Youth & Mission	17,078	14,400	11,730	(24,923)	18,285
Barnabas	4,198	-	-	(1,500)	2,698
Audio Visual	1,626	-	-	-	1,626
	22,902	14,400	11,730	(26,423)	22,609

HOLY TRINITY PAROCHIAL CHURCH COUNCIL

NOTES TO THE ACCOUNTS

31 December 2018

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2018 Total £	2017 Total £
Fixed asset investments	15,535	-	15,535	15,771
Current assets	109,628	27,394	137,022	143,532
Current liabilities	(12,710)	(4,785)	(17,495)	(36,135)
<b>Net assets as at 31 December 2018</b>	<b>112,453</b>	<b>22,609</b>	<b>135,062</b>	<b>123,168</b>

14. TRANSACTIONS WITH TRUSTEES OR CONNECTED PERSONS

The only payments to PCC members made by the PCC and included in these financial statements comprise the reimbursement of duly authorised expenses incurred on the PCC's behalf.

The trustees of the charity have ultimate control of the charity.

15. CAPITAL COMMITMENTS

There are no outstanding capital commitments as at 31 December 2018.

16. STAFF COSTS

No employees received total employee benefits (excluding employer pension costs) of more than £60,000.

During the year the PCC employed an Administrator, a Children's and Families Minister, a Worship and Students Minister, a Youth Minister and a cleaner on a part-time basis. The total salary costs were £26,888 (2017 - £22,673).

## HOLY TRINITY PAROCHIAL CHURCH COUNCIL

### NOTES TO THE ACCOUNTS

31 December 2018

#### 17. DEFINED CONTRIBUTION PENSION SCHEME

The Church participates in the Pension Builder Scheme section of the Church Workers Pension Fund for lay staff. The scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board at retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pension costs are charged to the SoFA in the year contributions are payable (2018: £1,454, 2017: £1,212).

A valuation of the scheme is carried out once every three years. The most recent scheme valuation complete was carried out as at 31 December 2016. This revealed, on the ongoing assumptions used, a surplus of £1.8m. There is no requirement for deficit payments at the current time.

Pension Builder 2014 will be valued in relation to the lump sum payable to members at normal pension age. There are no annual pension benefits. Pension Builder 2014 commenced February 2014, a valuation as at 31 December 2017 revealed, on the ongoing assumptions used, a surplus of £0.8m.