



**Holy Trinity Church
Ash Priors**

Financial & Governance Report 2022

**Examined
Secretary's File Copy**

Treasurer
Dr Simon Harrison, Park Gate Lodge, Ash Priors, Taunton, Somerset, TA4 3NF
01823 432 122
srbharrison@me.com

An Excepted Charity

HMRC Charity No XN53301

Jun 2014



Holy Trinity Church, Ash Priors

Tuesday, 31 January 2023

Function of the Parochial Church Council.

The PCC is a body elected from those listed on the church electoral roll and chaired by the Incumbent. Its main roles are to provide financial management of the church; care, maintenance and insurance of the fabric of the church and its goods and ornaments; & care and maintenance of the churchyard. Holy Trinity is the spiritual arm of the Village spiritual, secular and administrative organisation.

Financial and Governance Report 2022

Our major financial **ACTIVITY** has been continued routine maintenance with attention to cleanliness; electrical, gas and fire safety; full maintenance of the organ; attention to the boundaries and wildflower areas in the graveyard. We have continued the architect suggested works from the 2020 Quinquennial report and now have repaired and protected all around the Church.

We have continued our trial web based repository holding church paperwork, PCC minutes, management policies, historical documents and photographs, and other memorabilia at ashpriors.org.uk

This has now been professionally rewritten to be more maintainable, at the same address, and should be available at the release of this report. Fibre broadband is being installed within the Church and the surrounding village and should be available by the same date.

Our sources of **INCOME** are mainly from standing orders and collections in church. Gift Aid refunds provided an extra £1200 showing the value of regular giving. Special events have restarted. Patronal celebration was combined within the Village with celebration of the Jubilee of our late Majesty. Collections have increased over the last year. Regular donations via banking orders have continued. A contribution has been received back from the Diocese towards increased energy costs.

Our largest **EXPENSE** has been our contribution to the Diocese. Insurance and utilities have increased but careful husbandry by the Churchwarden has limited other expenses. Fabric Fund money has been used to catch up with and get ahead of our duty to estate management.

FLOW of FUNDS within the PCC. Total funds of the PCC have roughly static with the increase in donations balanced by the rise in costs of energy and insurance.. *Investments* held on deposit have improved a little. *Financial* assets have remained static. Increases in the Bell Fund come mainly from the ringers enthusiasm. We are grateful to villagers and the Hall Committee's support for income to the Fabric Fund.

ADJUSTING EVENTS are noted for delays in receiving the statement of clergy expenses. Adjustments are yet to be made to equate sums in the CCLA Fabric account with actual amount in fabric fund, following review of on-going fabric expenses.

Our **EASYFUNDRAISING** site is working. Just sign into

<https://www.easyfundraising.org.uk/causes/holytrinitychurchap/>

and if you wish a small donation is made by the vendor of each online purchase. This year almost £100 has been raised. The use of a card reader in church is being re-explored.

Notes to the Accounts

The financial report is presented in a 2019 SORP (2nd Edition) compliant format. There is a 'balance sheet' and comparison with last year (what money we have and where; on the first and last day of the year); an 'Income & Expense' schedule for the year, and a 'Statement of Financial Activity' for each Fund (showing where our money has come from during the year, and where it has gone). Details of all incomes and expenses of the year and itemised details for some special happenings are available. Most of these supplements to the report are available by e-mail or as a printed copy from the Treasurer: subject to redaction of confidential personal details.

This year we continue using a 'grown-ups' accounting package. This obviates software maintenance and greatly reduces the Treasurers work. We are compliant with any standard set by the Charity Auditors and have an even simpler and profitable Gift Aid collection process. A comparison with last year is available.

Once we have a continuing commitment to Gift Aid, any future donation (Collections, Special Event or Donation) to village affairs can be included, once attributed to the donor. Subscription to the Village Hall to include the "Villager" offers this commitment. We do understand that some donations are anonymous. We should all be aware that regular giving by standing order that was started several years ago may not reflect the increases in expenses since then and I encourage the review of standing orders (upwards).

The Treasurer's reserve has maintained an adequate level. I have a fiduciary obligation to maintain this over the coming years.

Underlying Policies

It is PCC policy to maintain a balance on unrestricted funds (if possible), which equates to between six and twelve months' unrestricted payments, to cover emergency situations that may arise from time to time. Actual reserves at the end of this period are discussed above. The PCC aims to review these policies annually.

The Fabric fund and the Bell fund are restricted funds but could be released for other purposes, vide para 4.4 of the Charities Act Guide 2006. The Children's Corner Fund is a restricted 'virtual' accounts held within the body of the Treasurers General Account. The Flower Fund is a separate restricted fund belonging to the village but is administered within the PCC accounts. We also administer the Local Authority 'Parish Council Burial Grant'. The later two are reported separately to the respective parties.

It is our strategy to invest our fund balances in deposit accounts with The CBF Church of England Deposit Fund. The accounts are kept using a receipts & payments (cash based) accounting basis. www.libertyaccounts.com We carry out a review of our financial controls each year in association with the Annual Parochial Church Meeting. We allow for our financial liabilities by maintaining prudent reserves, producing annual budgets and openness in financial reporting. The PCC currently has no legacy policy. The accounts are examined (but not audited) by an appointed 'independent examiner'.

Our banking policies and cash handling take into account the recommendations of ACAT - The Association of Church Accountants & Treasurers www.acat.uk.com. Our Bankers are Lloyds Bank in Taunton www.lloydsbank.com and CCLA www.ccla.co.uk: and our Insurers are Ecclesiastical Insurance www.ecclesiastical.com. The PCC 'Financial Management and Cash Handling' policy is viewable within the Financial and Governance section of the website.

A copy of these accounts is filed with the Diocese of Bath & Wells. We receive no other funding other than stated from central Government or Local Authorities.. No payments are made for PCC members services, independent examination, assurance services, tax or financial planning advice. We receive no payments from the EEC, nor from overseas.

The only personal data held by the treasurer is that provided by donors on gift aid envelopes. This information is available to the treasurer, HMRC and the Independent Examiner (who is asked to provide a confidentiality declaration). Publicly available accounts are (I hope) sufficiently anonymised to comply with the General Data Protection Regulation (GDPR) 2018, and therefore may lack detail known only by the treasurer. Personal PCC data (NONE HELD) may be retained for up to seven years for accounting purposes and for longer where required by the church's insurers (currently 40 years). Data loss will be reported immediately to the Incumbent and to the Data Commissioner where indicated.

Trustees Report

Administrative information

Holy Trinity Church is situated in Ash Priors, Taunton, Somerset. It is part of the Tone Deanery in the Diocese of Bath and Wells within the Church of England.

The correspondence addresses at year end are

Rev ^d Helene Stainer - Rector	
The Vicarage, Parsonage Lane, Milverton, TA4 1LR	email milverton.vicarage@gmail.com
Mr John Taylor - Churchwarden	
The Mill, Ash Priors, Taunton, TA4 3NQ	email ashpriorsmill@gmail.com
Dr Simon Harrison - Treasurer	
Park Gate Lodge, Ash Priors, Taunton, TA4 3NF.	email srbharrison@me.com

The Parochial Church Council (PCC) is a charity excepted from registration with the Charity Commission.

PCC members who have served at any time since AGM 2022 until the date this report was approved are:

Incumbent - Chair

Rev^d Helene Stainer
Curate Revd Emma Kendall
Community Chaplain Sandra Lee

Wardens:

John Taylor
Peter Lock (*Emeritus*)

Secretary:

Jay Brooksbank

Elected members:

Jill Taylor
Patricia Pearson († 2022)
Maria de Broë Ferguson
Patricia Cruikshank

Co-opted members:

Simon Harrison (treasurer)

Hon Independant Examiner:

Mr Christopher Close



Simon Harrison - Treasurer, Ash Priors Parochial Church Council

**Approved by the Ash Priors, Holy Trinity Church PCC on DATE.....
and signed on their behalf by**

† Rev^d Helene Stainer

Treasurer - Simon Harrison, Park Gate Lodge, Ash Priors, Taunton, Somerset, TA4 3NF
01823 432 122
srbharrison@me.com

HMRC Charity No XN53301

Jun 2014

Independent Examiner's Certificate for the PCC Accounts

Report to the trustees of:

ASH PRIORS

Parochial Church Council

On accounts for the year ended:

31-12-2022

Charity Number (if applicable):

Set out on
pages

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 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 (~~other than that disclosed below~~^{*}) which gives me reasonable cause to believe that in, any material respect,

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

^{*} Please delete the words in the brackets if they do not apply.

Signed:

Chris

Date:

10-2-2023

Name:

CHRISTOPHER CLOSE

Relevant professional
qualification(s) or body (if
any):

Retired solicitor

Address:

WEST ASH

ASH PRIORS

TAVANTON, SOMERSET, TA4 3LZ

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

Holy Trinity Church, Ash Priors, Parochial Church Council
Balance Sheet - Detail
As at January 1, 2023

Current Assets

Cash At Bank And In Hand	
CCLA Bell Deposit A/c	2,708.93
CCLA Fabric Deposit A/c	14,820.54
CCLA Treasurers Deposit A/c	5,387.63
Lloyds Bank A/c	5,194.21
Net Assets	28,111.31

Funds & Reserves

Retained Funds	
APPM Fund	107.51
Bell Fund	2,708.93
Children's	306.85
Fabric Fund	14,942.91
Treasurers Fund	9,640.03
Village Flower	405.08
Funds Provided	28,111.31

Holy Trinity Church, Ash Priors, Parochial Church Council
Balance Sheet - Detail
As at January 1, 2022

Current Assets

Cash At Bank And In Hand	
CCLA Bell Deposit A/c	2,673.51
CCLA Fabric Deposit A/c	14,601.72
CCLA Treasurers Deposit A/c	3,319.24
Cash/Undeposited Receipts	608.91
Lloyds Bank A/c	7,356.96
Net Assets	28,560.34

Funds & Reserves

Retained Funds	
APPM Fund	190.00
Bell Fund	2,673.51
Children's	306.85
Fabric Fund	17,651.72
Treasurers Fund	7,207.99
Village Flower	530.27
Funds Provided	28,560.34

Holy Trinity Church, Ash Priors, Parochial Church Council
Income & Expense - Detail
Fund - Treasurers Fund (U)
January 1, 2022 to December 31, 2022

Income

Income and Endowments	
Gift Aid Claimed	1,197.91
Income from Charitable Activities	
Statutory Fees	914.00
Income from Donations and Legacies	
Donations & Special Appeals NON-GA	50.00
Envelopes & Cash - GA	2,196.93
Grants – Recurring	668.00
Non Gift Aid Planned Giving	50.00
Standing Orders & Planned Giving - GA	2,425.00
Sundry Don's & Easy Fundr' - NON_GA	292.09
Interest & Investment Income	
Interest on Deposits	68.39
Total Income	7,862.32

Expenses

Expenditure	
Church Activities	
Charitable Grants	0.79
Charity Management & Administration	
Admin - subs, accounting	293.48
Church Running Costs	
Electricity	216.51
Gas	277.07
Insurance	976.44
Organ Tuning & Repair	156.00
Diocesan Quota	5,170.44
Routine Maintenance Church & Curtilage	17.95
Cost of Special Events	176.60
Total Expenses	7,285.28
 Operating Profit/(Loss)	 577.04
Other Expenses	
Other Charity share	100.00
Total Other Income/(Expenses)	-100.00

Holy Trinity Church, Ash Priors, Parochial Church Council Statement of Financial Activities (Income & Expense)

January 1, 2022 to December 31, 2022

	Total	Children's (U)	Treasurers Fund (U)	Bell Fund (R)	Fabric Fund (R)
<i>Income</i>					
Income and Endowments					
Gift Aid Claimed	1,197.91		1,197.91		
Income from Charitable Activities					
Statutory Fees	1,074.00		1,074.00		
Village Fund-raising Events	400.00				400.00
Income from Donations and Legacies					
Donations & Special Appeals NON-GA	50.00		50.00		
Envelopes & Cash - GA	2,332.93		2,332.93		
Grants – Recurring	668.00		668.00		
Non Gift Aid Planned Giving	50.00		50.00		
Standing Orders & Planned Giving - GA	2,650.00		2,650.00		
Sundry Don's & Easy Fundr' - NON_GA	292.09		292.09		
Interest & Investment Income					
Interest on Deposits	297.63		68.39	35.42	193.82
Total Income	9,012.56	0.00	8,383.32	35.42	593.82
<i>Expenses</i>					
Expenditure					
Church Activities					
Charitable Grants	0.79		0.79		
Charity Management & Administration	293.48		293.48		
Church Running Costs	1,714.54		1,714.54		
Diocesan Quota	5,170.44		5,170.44		
Routine Maintenance Church & Curtilage	1,205.58		17.95		1,187.63
Cost of Special Events	176.60		176.60		
Total Expenses	8,561.43	0.00	7,373.80	0.00	1,187.63
Other Recognised Gains/(Losses)					
Other Charity share	-100.00		-100.00		
Net Resource Movement	451.13	0.00	1,009.52	35.42	-593.81
Transfers Between Funds	0.00	0.00	1,555.00	0.00	-1,555.00
Net Movement in Funds	351.13	0.00	2,464.52	35.42	-2,148.81
Total Funds Brought Forward	27,840.07	306.85	7,207.99	2,673.51	17,651.72



Return of Parish Finance

January to December 2022

Parish Code(6-digits):

1

Parish Name:

Ash Priors

If the form is NOT completed on behalf of the entire parish, please list below the churches included:

Deanery: North Deane

Diocese: Bath & Wells

INCOMING RESOURCES

UNRESTRICTED

(nearest £)

RESTRICTED

(nearest £)

EXPENDED RESOURCES

UNRESTRICTED

(nearest £)

RESTRICTED

(nearest £)

Voluntary income / receipts		
1	Tax efficient planned giving	2,425
2	Other planned giving	50
3	Collection services	2,197
4	All other giving and voluntary receipts, including Special Appeals (recurring and one-off)	342
6	Gift Aid recovered	1,198
7	Legacies received (capital value)	
8	Grants (including recurring and one-off)	668
	TOTAL Voluntary Income:	6,880
Activities for generating funds		
9	Gross income from fundraising activities	270
Income from investments		
10	Dividends, interests, income from property etc.	68
Church Activities		
11	Statutory fees retained by the PCC (weddings, funerals etc)	914
12	Gross income from trading (e.g. hall lettings, magazine, bookstall). NOT fundraising	
Other Incoming resources		
13	Any other income / receipts not already listed	

TOTAL INCOMING RESOURCES (FROM FINANCIAL STATEMENTS)		
A	Unrestricted	7,862
B	Restricted	952
C	TOTAL	8,814

PLANNED GIVERS AND LEGACIES		
14	Number of taxable planned givers	0
15	Number of other planned givers	0
16	Number of new legacies received	0

Please refer to the notes on the following pages to help clarify what is included in each section. The item numbers refer to RPF notes, consistent with the guidance provided in PCC Accountability, 2013		
	Date	31/1/2023
	Name	Simon Harrison
	Position	Treasurer
	Telephone or email	srbharrison@me.com

Costs of generating income		
17	Fundraising activities (costs and payments)	177
Church activities		
18	Mission giving and donations	1
19	Diocesan parish share contribution	5,170
20	Salaries, wages and honoraria	
21	Clergy and staff expenses	
Church Expenses		
22	Church expenses: Mission and evangelism costs	
23	Church running expenses including governance	1,444
24	Church utility bills	494
25	Costs of trading	
Major Capital Expenditure		
27	Major repairs to the church building	
28	Major repairs to church hall or other PCC property, including redecoration	
29	New building work to the church, church hall, clergy housing or other PCC property	
	SUB-TOTAL of all expenditure items above:	7,286
99	Other outgoing resources/payments	-100

TOTAL EXPENDED RESOURCES (FROM FINANCIAL STATEMENTS)		
D	Unrestricted	7,186
E	Restricted	1,878
F	TOTAL	9,064

Cash and Investment Balances		
UNRESTRICTED		
RESTRICTED		
31	Cash and deposit balance as at 31/12/2022	10,459.31
32	Investments as at 31/12/2022	0.00
Account basis: on which basis are your accounts presented (indicate ONE)		
30	Receipts and payments []	Accruals [X]

Looking back across 2022, were there any exceptional circumstances or significant changes that may have led to unusual figures?

£405 of unrestricted money belongs to Village Flower Fund, £108 belongs to Village Meeting Burial Fund