

Holy Trinity Church Ash Priors

Thursday, 14 January 2021

Financial & Governance **Report 2020**

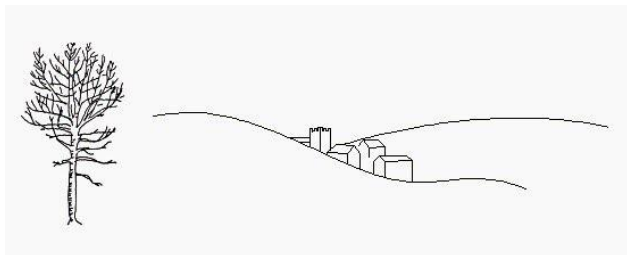
Examined **Secretary's copy**

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

Thursday, 7 January 2021

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.

Covid-19 Governance & Hinderance

This year has produced many difficulties and we thank everybody, who in their own ways, enabled us to endure. The PCC has continued to meet but less frequently and at a distance.

Financial and Governance Report 2020

This year we have continued routine maintenance with attention to cleanliness; electrical, gas and fire safety; organ tunefulness and wildflower areas in the graveyard. Our major financial **ACTIVITY** has been consolidation. We have continued our GoogleDocs repository holding church paperwork, PCC minutes, our management policies, historical documents and photographs, and other memorabilia which can be accessed by anyone at

<https://drive.google.com/drive/folders/1ls4hoMW1oBjNIHU75OBIQIeF1Kxbpya9?usp=sharing>

Our sources of **INCOME** are mainly from standing orders and collections in church. Gift Aid refund provided an extra £1800. No special events have been held by the village since February, Collections have been minimal but a some people have given extra donations in place. Regular donations via banking orders have continued. Our income fell by over £3000 compared with 2019.

Our largest **EXPENSEs** have been a replacement gas heating boiler, our contribution to the Diocese, and the commissioning of our five yearly architectural and building inspection (the Quinquennial). Insurance and utilities have changed little and careful husbandry by the Churchwardens has limited other expenses.

FLOW of FUNDS within the PCC. Total funds of the PCC have decreased by almost £3500, mostly from the Treasurers deposit reserve. No effect is observed by the administrative merger of the current and deposit accounts into a single Treasurers Fund. *Investments* held on deposit have done poorly as safe interest rates remain depressed. *Financial* assets have decreased. Increases in the Fabric Fund come mainly from village contributions.

ADJUSTING EVENTS are noted for a receipt for over £1000 due for 2019 received in Jan 2020 ; the bill for the new boiler being due before the end of December; the late receipt of interest payments for Nov/Dec each year.

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 over £150 has been raised. The use of a card reader in church has proved uneconomic.

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). There are available details of all incomes and expenses of the year, itemised details for some special happenings and for 'Villager' finances. 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 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 Tower Escrow Fund holds donations specially given for Tower renovation. 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 AGM. 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 GoogleDoc repository.

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 North Deane Parish Deanery in the Diocese of Bath and Wells within the Church of England.

The correspondence addresses are

Rev ^d Helene Stainer - Rector	
The Vicarage, Parsonage Lane, Milverton, TA4 1LR	email milverton.vicarage@gmail.com
Mr John Bentley - Churchwarden	
Southbrook, Ash Priors, Taunton, Somerset, TA4 3NQ,	email jdb4404@yahoo.co.uk
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 since AGM 2019 until the date this report was approved are

Incumbent - Chair

Rev^d Helene Stainer

Wardens:

John Bentley (*Sacristan*)

John Taylor

Peter Lock (*Emeritus*)

Secretary:

Jay Brooksbank

Elected members:

Lynn Lake

Jill Taylor

Patricia Pearson

Maria de Bröe-Ferguson

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:

31.12.2020

Charity Number (if applicable):

Set out on
pages

Remember to include the page numbers of additional sheets

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:



Date:

30.1.2021

Name:

CHRISTOPHER CLOSE

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

Retired solicitor

Address:

WEST ASH

ASH PRIORS

TAUNTON, 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.

none

Holy Trinity Church, Ash Priors, Parochial Church Council
Balance Sheet - Detail
As at January 1, 2021

Current Assets

Cash At Bank And In Hand	
CCLA Bell Deposit A/c	2,146.38
CCLA Fabric Deposit A/c	17,584.43
CCLA Treasurers Deposit A/c	3,314.98
Cash/Undeposited Receipts	99.10
Lloyds Bank A/c	1,646.93
Net Assets	24,791.82

Funds & Reserves

Retained Funds	
APPM Fund	50.00
Bell Fund	2,146.38
Children's	106.85
Fabric Fund	16,609.43
Tower Escrow	1,000.00
Treasurers Fund	4,510.60
Village Flower	368.56
Funds Provided	24,791.82

Holy Trinity Church, Ash Priors, Parochial Church Council
Balance Sheet - Detail
As at January 1, 2020

Current Assets

Cash At Bank And In Hand

CCLA Bell Deposit A/c	2,133.53
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CCLA Fabric Deposit A/c	17,215.22
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CCLA Treasurers Deposit A/c	5,295.49
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Cash/Undeposited Receipts	434.10
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Lloyds Bank A/c	2,741.63
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Net Assets	27,819.97
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Funds & Reserves

Retained Funds

APPM Fund	25.00
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Bell Fund	2,133.53
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Children's	106.85
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Fabric Fund	16,215.22
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Tower Escrow	1,000.00
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Treasurers Fund	7,950.61
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Village Flower	353.56
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Revaluation Reserve	35.20
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Funds Provided	27,819.97
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Holy Trinity Church, Ash Priors, Parochial Church Council
Income & Expense - Detail
Fund - Treasurers Fund (U)
January 1, 2020 to December 31, 2020

Income

Income and Endowments	
Gift Aid Claimed	1,812.85
Income from Charitable Activities	
Statutory Fees	1,561.00
Income from Donations and Legacies	
Donations & Special Appeals NON-GA	167.93
Envelopes & Cash - GA	1,041.54
Non Gift Aid Planned Giving	100.00
Standing Orders & Planned Giving - GA	2,523.00
Sundry Don's & Easy Fundr' - NON_GA	151.57
Sundry Donations - GA	470.00
Interest & Investment Income	19.51
Total Income	7,847.40

Expenses

Expenditure	
Church Activities	
Charity Management & Administration	
Admin - subs, accounting	225.32
Church Running Costs	
Electricity	139.26
Gas	160.71
Insurance	931.13
Organ Tuning & Repair	142.20
Professional Fees	562.80
Clergy Expenses	232.85
Diocesan Quota	5,682.96
Routine Maintenance Church & Curtilage	3,188.33
Cost of Special Events	57.05
Total Expenses	11,322.61
 Operating Profit/(Loss)	 -3,475.21
Other Expenses	-35.20
Total Other Income/(Expenses)	35.20
Net Profit/(Loss)	-3,440.01

Holy Trinity Church, Ash Priors, Parochial Church Council

Statement of Financial Activities (Income & Expense)

January 1, 2020 to December 31, 2020

	Total	Bell Fund (R)	Children's (U)	Fabric Fund (R)	Tower Escrow (R)	Treasurers Fund (U)
<i>Income</i>						
Income and Endowments						
Gift Aid Claimed	1,817.85	5.00				1,812.85
Income from Charitable Activities	1,841.00			280.00		1,561.00
Income from Donations and Legacies	4,504.04			50.00		4,454.04
Interest & Investment Income	91.57	7.85		64.21		19.51
Total Income	8,254.46	12.85	0.00	394.21	0.00	7,847.40
<i>Expenses</i>						
Expenditure						
Church Activities	11,265.56					11,265.56
Cost of Special Events	57.05					57.05
Total Expenses	11,322.61	0.00	0.00	0.00	0.00	11,322.61
Other Recognised Gains/(Losses)						
Gains/(Losses) on Revaluation of Fixed Assets	35.20					35.20
Net Resource Movement	-3,068.15	12.85	0.00	394.21	0.00	-3,475.21
Net Movement in Funds	-3,032.95	12.85	0.00	394.21	0.00	-3,440.01
Total Funds Brought Forward	27,406.21	2,133.53	106.85	16,215.22	1,000.00	7,950.61
Total Funds Carried Forward	24,373.26	2,146.38	106.85	16,609.43	1,000.00	4,510.60



Return of Parish Finance

January to December 2020

Parish Code(6-digits): 1		If the form is NOT completed on behalf of the entire parish, please list below the churches included:		Deanery: North Deane	
Parish Name: Ash Priors				Diocese: Bath & Wells	
INCOMING RESOURCES		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)	EXPENDED RESOURCES	
		UNRESTRICTED (nearest £)	RESTRICTED (nearest £)		
Voluntary income / receipts				Costs of generating income	
1	Tax efficient planned giving	2,523		17	Fundraising activities (costs and payments)
2	Other planned giving	100			
3	Collection services	1,512	50	Church activities	
4	All other giving and voluntary receipts, including Special Appeals (recurring and one-off)	320		18	Mission giving and donations
6	Gift Aid recovered	1,813	20	19	Diocesan parish share contribution
7	Legacies received (capital value)			20	Salaries, wages and honoraria
8	Grants (including recurring and one-off)			21	Clergy and staff expenses
TOTAL Voluntary Income:		6,268	70	Church Expenses	
Activities for generating funds				22	Church expenses: Mission and evangelism costs
9	Gross income from fundraising activities		280	23	Church running expenses including governance
Income from investments				24	Church utility bills
10	Dividends, interests, income from property etc.	20	72	25	Costs of trading
Church Activities				Major Capital Expenditure	
11	Statutory fees retained by the PCC (weddings, funerals etc)	1,561		27	Major repairs to the church building
12	Gross income from trading (e.g. hall lettings, magazine, bookstall). NOT fundraising			28	Major repairs to church hall or other PCC property, including redecoration
Other Incoming resources				29	New building work to the church, church hall, clergy housing or other PCC property
13	Any other income / receipts not already listed		150	SUB-TOTAL of all expenditure items above:	
TOTAL INCOMING RESOURCES (FROM FINANCIAL STATEMENTS)				99	Other outgoing resources/payments
A	Unrestricted	7,849			
B	Restricted	572			
C	TOTAL	8,421			
PLANNED GIVERS AND LEGACIES				TOTAL EXPENDED RESOURCES (FROM FINANCIAL STATEMENTS)	
14	Number of taxable planned givers	0		D	Unrestricted
15	Number of other planned givers	0		E	Restricted
16	Number of new legacies received	0		F	TOTAL
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					
				Cash and Investment Balances	
				31	Cash and deposit balance as at 31/12/2020
				32	Investments as at 31/12/2020
				Account basis: on which basis are your accounts presented (indicate ONE)	
				30	Receipts and payments []
					Accruals [X]
				Date 12/1/2021	
				Name Simon Harrison	
				Position Treasurer	
				Telephone or email srbharrison@me.com	

Looking back across 2020, were there any exceptional circumstances or significant changes that may have led to unusual figures?

Incompetance & Covid-19

Holy Trinity Church, Ash Priors, Parochial Church Council Budget 2021

	Total	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
<i>Income</i>													
Income and Endowments													
Gift Aid Claimed	622.53				622.53								
Income from Charitable Activities													
Statutory Fees	827.17	305.00			399.96				30.30			91.91	
Income from Donations and Legacies													
Envelopes & Cash - GA	504.93	94.54	113.65		35.39			14.54		68.36	49.98	24.24	104.23
Non Gift Aid Planned Giving	101.00			50.50						50.50			
Standing Orders & Planned Giving - GA	2,293.42	284.52	172.71	136.35	272.70	172.71	136.35	272.70	218.16	113.63	245.43	159.08	109.08
Sundry Don's & Easy Fundr' - NON_GA	153.08		45.59			24.72						82.77	
Sundry Donations - GA	191.90					50.50			50.50	50.50	20.20		20.20
Interest & Investment Income	19.70	0.01	0.00	8.93	0.02	0.00	5.34	0.00	0.00	5.40	0.00	0.00	0.00
Total Income	4,713.73	684.07	331.95	195.78	1,330.60	247.93	141.69	287.24	298.96	288.39	315.61	358.00	233.51
<i>Expenses</i>													
Expenditure													
Church Activities													
Charity Management & Administration	227.61	15.70	15.70	97.51	20.20	0.00	0.00	0.00	15.70	15.70	15.70	15.70	15.70
Church Running Costs													
Electricity	140.65	14.54	11.19	14.46	14.65			37.75	2.93	10.93	10.90	12.91	10.39
Gas	162.33	31.35	25.68	21.56	14.86	7.64	7.89	7.64	7.89	7.89	7.89	14.40	7.64
Insurance	940.39	78.26	78.26	78.26	78.26	78.26	78.26	78.26	78.26	78.26	78.26	78.95	78.84
Organ Tuning & Repair	160.00											160.00	
Professional Fees	300.00												300.00
Clergy Expenses	535.18	235.18	300.00										
Diocesan Quota	5,739.84	478.32	478.32	478.32	478.32	478.32	478.32	478.32	478.32	478.32	478.32	478.32	478.32
Routine Maintenance Church & Curtilage													

Holy Trinity Church, Ash Priors, Parochial Church Council

Budget 2021

	Total	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
	220.21		20.60									169.61	30.00
Cost of Special Events	57.62	32.37						25.25					
Total Expenses	8,483.83	885.72	929.75	690.11	606.29	564.22	564.47	627.22	583.10	591.10	591.07	929.89	920.89
Operating Profit/(Loss)	-3,770.10	-201.65	-597.80	-494.33	724.31	-316.29	-422.78	-339.98	-284.14	-302.71	-275.46	-571.89	-687.38
Other Expenses													
Gains/(Losses) on Revaluation of Fixed Assets													
Other Charity share													
Total Other Income/(Expenses)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Profit/(Loss)	-3,770.10	-201.65	-597.80	-494.33	724.31	-316.29	-422.78	-339.98	-284.14	-302.71	-275.46	-571.89	-687.38