



THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY  
ST THOMAS AND ST EDMUND  
REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2019

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**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY  
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ANNUAL REPORT  
FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2019**

**Administrative Information**

St Thomas's Church is situated in St Thomas's Square, Salisbury and the parish is part of the Salisbury Deanery in the Diocese of Salisbury. The address for correspondence is The Parish Office, St Thomas's House, St Thomas's Square, Salisbury SP1 1BA.

PCC members who have served from 1 January 2019 until the date this report was approved are:

Rector: Chairman	The Rev'd Kelvin Inglis	Chairman Appointed 17.7.17
Associate Priests	The Rev'd Selina Deacon	
	The Rev'd Wendy Cooper	
Church Wardens:	Fiona Green	From 29.4.18- Elected member from April 2015
	Michael Humphreys	From 29.4.18- Elected member from April 2015
Deanery Synod	Bobbie Chettleburgh	Appointed 7.5.17
	Bertie Ledingham	Appointed July 2019
Elected Members:		
	Jill Britton	Deputy PCC Chairman elected April 2019
	Ken Edwards	From April 2018
	Peter Heier	From April 2016
	Berenice Elliott	Appointed July 2019
	Helen Humphreys	From April 2018
	Robert Lewis	ex-officio from 1.7.17
	Rosie Norman	From 29.4.18
	Wendy Oliver	Co-opted April 2019
	Susanne Prance	From April 2019
	Ute Schwarting	From April 2016
	Alexander Tetley	From April 2019
PCC Secretary	Shirley Ledingham	From April 2019

The Salisbury Diocesan Board of Finance is custodian trustee of the PCC's property, St Thomas's House.

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The bankers are: The Royal Bank of Scotland, Salisbury and the Central Board of Finance of the Church of England, London. The independent examiner is Mrs N A Halls of Fletcher & Partners, Chartered Accountants, Salisbury.

Day-to-day management of PCC business is the responsibility of the Rector (The Reverend Kelvin Inglis), Churchwardens (Mrs Fi Green and Mr Michael Humphreys) as members of the PCC and the Parish Manager Mrs M Browning

**Structure, Governance and Management**

The PCC is a body corporate established by the Church of England and operates under the Parochial Church Council (Powers) Measure 1956. The PCC is a registered charity number 1133882.

The Salisbury St Thomas and St Edmund Charities, which distribute the donations from The John Fricker Charity and administer the Richard Earlsman charities, are treated as being independent and not part of the PCC accounts.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules 2006. All eligible members of the congregation are encouraged to register on the Church Electoral Roll and stand for election to the PCC. Training is provided from diocesan resources for new office holders.

The work of the PCC is supported by ten sub-committees that report to the PCC and make recommendations as appropriate. The Rector is an ex-officio member of all committees. Membership of sub-committees, other than the Standing Committee (the only sub-committee required by Church Representation Rules) may be drawn from the PCC and others on the Church Electoral Roll.

- **Standing Committee** provides oversight and transacts the day-to-day business of the PCC between its meetings, subject to any directions given by the PCC. Its membership consists of the Rector, Vice-Chairman, Churchwardens, Deputy Churchwardens, Parish Manager, licensed clergy and Treasurer. Standing Committee meets fortnightly.
- **Adult Christian Education Team** - promotes life-long Christian learning amongst adults.
- **Children and Young People Team** –coordinate worship for children and young people
- **Churchwarden Team** – assists and supports the Church wardens
- **Community Engagement Team** - promotes social responsibility locally, nationally and internationally
- **Fabric Team** - responsible for the internal and external fabric and fittings of the church and churchyard and of St Thomas's House.
- **Finance Team** - monitors budgeting, cash flow and stewardship and prepares the Annual Report & Accounts
- **Pastoral Team** - facilitates the pastoral work of the parish
- **Staffing Team** has been established to manage the HR requirements of the Parish and includes the Safeguarding Officer in accordance with Diocesan guidelines.
- **Worship Team** - provides a forum for consultation and feedback on matters of liturgy, worship and music.

The potential major risks to which the PCC is exposed include financial, security of assets and failure to meet statutory and legal requirements.

**Aim and Purpose**

The primary object of the PCC is to co-operate with the Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.



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**Objectives and Activities for the public benefit**

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Thomas & St Edmund. The PCC maintains an overview of worship throughout the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

When planning our activities for the year, we have considered the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular, we try to enable ordinary people to live out their faith as part of our parish community through:

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St. Thomas and St Thomas's House.

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

**Review of Achievements and Performance in the year**

There are 229 (309 in 2018) names on the Church Electoral Roll, of whom 170 (247 in 2018) live outside the parish.

Looking back on 2019, three features of a busy year stand out: Charter Sunday, Fundraising, and Works.

St. Thomas's is committed to a journey of lifelong discipleship and our adult education team works hard to provide a varied programme of opportunities to learn and grow in faith and confidence. Bible Study groups, Contemplative Community group, Faith group, Lent groups, Prayer group are examples of the opportunities available. Care and Connect group encourages older people to meet for coffee, prayer and a hot lunch on a monthly basis. Transport is provided if needed. Tommy's Toddlers meets younger members of the congregation on a Tuesday afternoon in term time.

\* Charter Sunday in 2019 took place on the eve of the first anniversary of 'the incident' which brought Salisbury such unwelcome attention around the world. This meant that as the media returned to see how things were, there was a positive story to tell about our civic traditions and community life. St Thomas's featured strongly in this.

Much work has taken place to renovate the organ but owing to tragic circumstances work has been slower than expected. A temporary arrangement has ensured that our musical tradition is unhindered. Meanwhile the grand piano purchased in 2017 has been much appreciated and has attracted some gifted performers.

\* The efforts of the Appeal Fundraising Committee - under the auspices of the Guild - in 2019 were extraordinary, including an antiques fair, murder mystery play, cycle ride, autumn fayre and auction of promises. That we have achieved so much is down to much generosity but also the labours of those who organised these events. The Fabric Committee has devoted much of its time to preparing for the works which continued in 2019 prior to major work in January 2020.

\* Scaffolding went up in August and all the high level works were completed before Remembrance Sunday including works to the clerestory, the dramatic cleaning and renovation of the Doom, the cleaning of walls and ceiling, new lighting, new children's area, the re-siting of the Eyre stones and the cleaning of the Eyre monument.

Visitors to the parish have included Bishop Nicholas with Ruth Wilde of Inclusive Church for a seminar on sexuality in February, the Archdeacon of Sarum in March to award Aldhelm Certificates, Jeffrey John to speak in May, and Angela Tilby to preach on Christ the King in November to mark the completion of the Doom renovation. Bishop Nicholas returned the same day to chair hustings for December's general election.

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The Lent Lunches this year were notable for thoughtful contributions from members of the congregation about their life and faith. On Good Friday, the Cathedral joined with us to hold a family service at St Thomas's. The choir led the services at Canterbury Cathedral on the second Sunday of Easter and witnessed a remarkable act of love from members of the Muslim community there. The bounds of the parish were beaten by a small group of walkers in May. St Thomas's once more sponsored the young entrepreneur award at the Chamber of Commerce business awards. In the days leading up to Armed Forces Weekend in June, St Thomas's hosted a magnificent display of hundreds of embroidered Flags of Thanks arranged by Neil Stace, the 'sewing soldier', for Alabaré.

Other events through the year included the Shrove Tuesday Pancake Race, many concerts including one by Melvyn Tan as part of the Salisbury Festival, a west African meal for Christian Aid, a harvest lunch and a retreat at Hilfield. Four of our young people were admitted as communicant members of the church under our Children in Communion policy in February and in November Abbie was confirmed at the Cathedral.

In February, we said farewell to Dominic Thornton who served us well in his title post and has now moved with his young family to Old Basing in Winchester diocese where his wife Heather is vicar.

Our life at St Thomas's is considerably enhanced by the contribution of a team of clergy who, it should be remembered, serve as volunteers. We are grateful for all they do to Wendy Cooper as an associate priest, Bruce Duncan, Alan Gill and Ann Philp, joined more recently by Tom Clammer, Robert Prance and Jim Greasley. On Maundy Thursday, Selina Deacon was licensed an associate priest in the parish by the Bishop of Ramsbury.

In July, Jonathan Plows left us to take up a full-time post as priest in charge of the churches of the Wylde and Till Valley parishes. Over 12 years as an ordained minister in the parish his contribution has been immense. He has involved himself in every aspect of our shared life with energy, enthusiasm and kindness. That St Thomas's is so involved in the life of the city is due in no small part to Jonathan's hard work. It is good to know that he is thriving in his new ministry.

Our ecumenical links, partnerships with external agencies and chaplaincies to local organisations continue to extend our outreach into the community. The Christmas Tree Festival was again well organized and a very successful week. Over 16,000 attended. As a result, Care Home Volunteers and Family Counselling Trust (Wiltshire), each benefitted to the tune of £5,750.

Your parochial church council has continued to serve with great commitment in complex times. Recently it has conducted an experiment in dividing into working groups to undertake areas of its work in more detail. We shall report back on how this goes.

Meanwhile our prayer always is that, in all that we do, may God's purposes be served and may God's glory be known.

St Thomas's seeks to nurture a strong sense of belonging and the many groups and activities contribute to this.

**Developments after the year end**

This report was completed during 2020 when activities at St Thomas's were much curtailed, as at every other church, by the Government's Covid 19 measures. There was no public act of worship in the church for the 15 Sundays between 15 March and 5 July. Worship moved online and has continued to do so while public worship continues in a highly restricted form. All social, cultural and fundraising activities remain suspended and there have been no baptisms, weddings or funerals for six months.



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**Financial Review - 2019**

The PCC's total income was £456,736 compared with £322,280 in 2018. Total expenditure amounted to £465,125 (2018: £338,047). There was therefore a net overall deficit of £8,389, before changes in the value of investments, which can be analysed as a deficit of £5,083 in the Restricted Funds and a deficit of £3,306 in Unrestricted Funds. The value of unrestricted fund investments increased by £2,998 during the year. Over the year, therefore, the PCC's resources decreased by a total of £5,391.

The total funds at the year-end amounted to £919,454. £140,855 of assets were held for restricted purposes, leaving £778,599 for general purposes, of which £261,263 is represented by St Thomas's House.

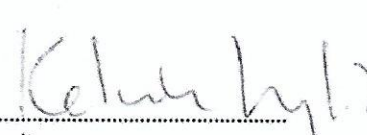
The total income of the Guild of St Thomas and St Edmund, a subsidiary of the PCC, for the year to 31 December 2019 was £158,551. The expenditure, including £186,372 grants made to the PCC, amounted to £197,657. The deficit for the year was therefore £39,106. The total net assets of the subsidiary at 31 December 2019 were £12,513. The total gross income of the charity and its subsidiary was below the statutory threshold for preparing consolidated accounts, no consolidated accounts were therefore prepared. The £186,372 grants received from the subsidiary were included in PCC's income for the year.

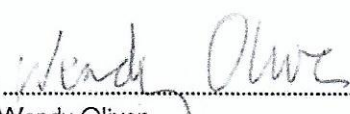
**Reserves Policy**

It is the PCC policy to maintain a balance of funds sufficient to ensure its ability to maintain expenditure at the current levels for a minimum of six months and use the balance of any funds held to finance repairs and improvements to the church, its properties and other assets in a way that will enhance the work of the church.

**Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

Signed on behalf of the PCC:   
Kelvin Inglis  
Rector and Chairman of the PCC

Signed on behalf of the PCC:   
Wendy Oliver  
Treasurer

Approved by the PCC on

3rd September 2020

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY  
ST THOMAS AND ST EDMUND**

**STATEMENT OF PCC RESPONSIBILITIES**

The PCC as 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 (UK GAAP)). Charity law in England and Wales requires the members of the PCC (Trustees) to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the PCC and of the surplus or deficit of the PCC for that period.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent.
- Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the PCC will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the accounts comply with the provisions of the Charities Act 2011 and the Church Accounting Regulations 2006. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE  
PARISH OF SALISBURY ST THOMAS AND ST EDMUND**

I report to the trustees on my examination of the financial statements of the Salisbury St Thomas and St Edmund PCC (the charity) for the year ended 31 December 2019, which are set out on pages 7 to 19.

**Responsibilities and basis of report**

As trustees of the charity, and members of the PCC, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

The PCC's gross income exceeded £250,000 and I confirm that I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- (2) the financial statements do not accord with those records; or
- (3) the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed: *Nicola Halls*

Name: Nicola A Halls FCA  
Fletcher & Partners  
Crown Chambers  
Bridge Street  
Salisbury  
SP1 2LZ

Date: *7 September 2020*



**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF**  
**SALISBURY ST THOMAS AND ST EDMUND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

		Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
		£	£	£	£
<b>INCOME</b>					
Voluntary income	Note 3	191,516	221,162	412,678	270,690
Church activities	Note 4	3,906	-	3,906	6,552
Activities for generating funds	Note 5	33,316	2,570	35,886	41,515
Income from investments	Note 6	3,453	13	3,466	2,823
Other income	Note 7	800	-	800	700
<b>Total income</b>		<b>232,991</b>	<b>223,745</b>	<b>456,736</b>	<b>322,280</b>
<b>EXPENDITURE</b>					
Church activities	Note 8	224,612	226,198	450,810	316,535
Raising funds	Note 8	11,685	2,630	14,315	21,512
<b>Total expenditure</b>		<b>236,297</b>	<b>228,828</b>	<b>465,125</b>	<b>338,047</b>
Net gains/(losses) on investments	Note 17	2,998	-	2,998	(243)
<b>NET INCOME/(EXPENDITURE)</b>		<b>(308)</b>	<b>(5,083)</b>	<b>(5,391)</b>	<b>(16,010)</b>
<b>Transfers between funds</b>	Note 20,21	<b>(82,755)</b>	<b>82,755</b>	<b>-</b>	<b>-</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>(83,063)</b>	<b>77,672</b>	<b>(5,391)</b>	<b>(16,010)</b>
<b>RECONCILIATION IN FUNDS:</b>					
Total funds brought forward	Note 20,21	861,662	63,183	924,845	940,855
Total funds carried forward	Note 20,21	778,599	140,855	919,454	924,845

The notes on pages 9 to 19 form part of these accounts



**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF**  
**SALISBURY ST THOMAS AND ST EDMUND**  
**BALANCE SHEET**  
**AS AT 31 DECEMBER 2019**

		2019	2018
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	Note 16	287,253	288,625
Investments	Note 17	19,011	16,013
		<u>306,264</u>	<u>304,638</u>
<b>CURRENT ASSETS</b>			
Debtors	Note 18	135,083	49,486
Short term deposits		310,774	408,332
Cash at bank and in hand		181,210	183,949
		<u>627,067</u>	<u>641,767</u>
<b>LIABILITIES</b>			
Creditors: Amounts falling due within one year	Note 19	13,877	21,560
<b>NET CURRENT ASSETS</b>		613,190	620,207
<b>TOTAL NET ASSETS</b>		<u>919,454</u>	<u>924,845</u>
<b>THE FUNDS OF THE PARISH:</b>			
Restricted funds	Note 20	140,855	63,183
Unrestricted funds			
Designated funds	Note 21	130,669	217,886
General fund	Note 21	647,930	643,776
		<u>778,599</u>	<u>861,662</u>
		<u>919,454</u>	<u>924,845</u>

Signed on behalf of the PCC: .....

Rev Kelvin Inglis  
Chairman

Signed on behalf of the PCC: .....

Wendy Oliver  
Treasurer

Approved by the PCC on 31<sup>st</sup> September 2020

The notes on pages 9 to 19 form part of these accounts

**THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**I. ACCOUNTING POLICIES**

**a. Basis of accounting**

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(s) to these accounts. The accounts include all the funds for which the PCC is legally responsible; moneys whose use is subject to specific trusts are shown as restricted funds.

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, 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 (FRS 102) effective from 1 January 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The PCC constitutes a public benefit entity as defined by FRS 102. Its governing documents are the Church of England's "Parochial Church Councils (Powers) Measure 1956" and the "Church Representation Rules". The registered office is St Thomas's House, St Thomas's Square, Salisbury SP1 1BA.

The trustees consider that there are no material uncertainties about the PCC's ability to continue as a going concern. In this assessment the trustees have considered the impact of COVID-19. The most significant area of judgement that affects items in the accounts is to do with estimating the residual value of St Thomas's House (see note 1f).

**b. Fund accounting**

Unrestricted funds are general funds that are available for use at the PCC's discretion in furtherance of the objectives of the charity.

Designated funds are generally unrestricted funds set aside at the discretion of the PCC for specific purposes. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

**c. Income**

Income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. Planned giving, collections and similar donations are recognised when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered probable and the amounts due are reliably quantifiable. Legacies are included when the PCC is advised by the personal representative of an estate, that payment will be made and the amount involved can be quantified. Dividends are accounted for when declared receivable, interest as receivable. Rental income is recognised when earned. The value of any voluntary help is not included in the accounts but is described in the annual report. Donated goods are recognised as income when the charity has entitlement to the items, economic benefits will flow to the charity from them and their fair value can be measured reliably.

**d. Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Missionary and charitable giving is accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due.

**e. Support costs and their allocation**

Support costs are those central functions that assist the work of the PCC but do not directly relate to charitable activities. Support costs include office staff and other costs, and governance costs. Governance costs comprise all costs involving the public accountability of the PCC and its compliance with regulation and good practice. Total support costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 12.

**f. Tangible fixed assets**

Consecrated and benefice property is not included in the accounts in accordance with section 10 (2)(a) and (c) of the Charities Act 2011. Moveable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory.

Freehold Properties

No depreciation is provided on St Thomas's House as the estimated residual value of the property is not less than its carrying value and the remaining useful life of the asset currently exceeds 50 years.

Other fixtures, fittings and office equipment

Equipment used within the church premises is capitalised at cost and depreciated on a straight line basis over between 10 and 30 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

**g. Fixed asset investments**

Investments are stated at market value at 31 December and the gains or losses arising in the year are credited or debited to the funds in which the investments are held. Any gain or loss on revaluation or sale is taken to the Statement of Financial Activities.



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**I. ACCOUNTING POLICIES (continued)**

**h. Debtors**

Debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**i. Creditors**

Creditors are recognised where the PCC has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

**j. Short term deposits**

Include cash held on deposit with the CBF Church of England Funds.

**k. Non consolidation of subsidiary**

The total gross income of the charity and its subsidiary, The Guild of St Thomas and St Edmund, is below the statutory threshold for preparing consolidated accounts. The PCC has therefore not prepared consolidated accounts. The results and reserves of the subsidiary are disclosed in Note 28.

**2. RELATED PARTY TRANSACTIONS AND KEY MANAGEMENT PERSONNEL**

In 2019 no trustee was paid any remuneration or received any other benefits from an employment as a trustee (2018 £0). In 2019 two trustees, U Schwarting and R Lewis, were paid a total of £3,712 (2018 - £4,670) as assistant organist and verger. In 2019 no trustee claimed any trustees' expenses (2018 - £nil). (In 2018 PCC awarded two grants for books for further study of £500 each to two trustees D Thornton and W Cooper.) In 2019 the PCC met expenses of three clergy who were also trustees K Inglis, W Cooper and J Plows (2018 four clergy - K Inglis, D Thornton, W Cooper and J Plows). These are included under the heading Clergy Expenses on page 12.

In 2019 The Guild of St Thomas and St Edmund (a subsidiary of the PCC) made grants of £186,372 (2018 - £8,591) to the PCC. At 31 December 2019 the subsidiary owed the PCC £34. (At 31 December 2018 the PCC owed £7,197 to the subsidiary).

The charity considers its key management personnel comprise the Trustees.

**3. VOLUNTARY INCOME**

	2019	2018
Planned giving	£	£
Gift Aided donations	114,420	118,743
Income Tax recoverable	28,629	28,665
Non Gift Aid donations	8,567	8,809
General Collections at services	9,636	11,071
Specific Collections		
Christmas Tree festival donations	19,589	17,506
Other specific collections	848	2,989
General Donations	679	2,751
Donations through church safes	26,897	29,147
	<hr/> 209,265	<hr/> 219,681
Other income		
Restricted donations	1,804	2,244
Grants received from Listed Places of Worship Grant Scheme *	6,670	11,342
Other grants received	186,372	11,341
	<hr/> 194,846	<hr/> 24,927
Legacies	8,567	26,082
<b>TOTAL OF VOLUNTARY INCOME</b>	<hr/> <b>412,678</b>	<hr/> <b>270,690</b>

Of the £412,676 received in 2019 (2018: £270,690) £221,162 was restricted funds (2018: £43,285) and £191,514 (2018: £227,405) unrestricted funds.

\* The Listed Places of Worship Grant Scheme gives grants that cover the VAT incurred in making repairs to listed buildings in use as places of worship

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<b>4. INCOME FROM CHURCH ACTIVITIES</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Parochial Fees for baptisms, weddings and funerals	2,006	3,911
St Thomas's House - charity lettings	1,900	2,641
<b>TOTAL OF INCOME FROM CHURCH ACTIVITIES</b>	<b>3,906</b>	<b>6,552</b>

All £3,906 received in 2019 (2018: £6,552) was for unrestricted funds.

<b>5. INCOME FROM ACTIVITIES FOR GENERATING FUNDS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Fundraising activities		
Sale of coffee - Tuesday	8,930	8,040
Sale of coffee - Saturday and Sunday	1,991	2,141
Church Hiring	7,030	12,590
Book Sales	3,135	2,822
Community engagement fundraising income	581	460
Other fundraising events	4,607	3,775
	26,274	29,828
St Thomas's House - commercial lettings	9,612	11,687
<b>TOTAL OF INCOME FROM ACTIVITIES FOR GENERATING FUNDS</b>	<b>35,886</b>	<b>41,515</b>

Of the £35,886 received in 2019 (2018: £41,515) £2,570 was for restricted funds (2018: £1,912) and £33,316 (2018: £39,603) unrestricted funds.

<b>6. INCOME FROM INVESTMENTS</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Dividend income	666	540
Bank and Deposit Interest	2,800	2,283
<b>TOTAL OF INCOME FROM INVESTMENTS</b>	<b>3,466</b>	<b>2,823</b>

Of the £3,466 received in 2019 (2018: £2,823) £13 was restricted funds (2018: £8) and £3,453 (2018: £2,815) unrestricted funds.

<b>7. OTHER INCOME</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wayleaves	800	700
<b>TOTAL OF OTHER INCOME</b>	<b>800</b>	<b>700</b>

All £800 received in 2019 (2018: £700) was unrestricted funds.



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**8. SUMMARY ANALYSIS OF TOTAL EXPENDITURE**

	2019				2018
	Missionary and charitable giving (Note 9)	Ministry Direct costs (Note 10,11)	Support costs (Note 12)	Total costs	Total costs
	£	£	£	£	£
Cost of Church activities	35,526	378,767	36,517	<b>450,810</b>	<b>316,535</b>
Cost of Raising funds	-	7,375	6,940	<b>14,315</b>	<b>21,512</b>
	<u>35,526</u>	<u>386,142</u>	<u>43,457</u>	<u>465,125</u>	<u>338,047</u>

Of the £450,810 expenditure on Church activities in 2019 (2018: £316,535) £226,198 was charged to restricted funds (2018: £82,342) and £224,612 (2018: £234,193) to unrestricted funds.

Of the £14,315 expenditure on Raising funds in 2019 (2018: £21,512) £2,630 was charged to restricted funds (2018: £3,526) and £11,685 (2018: £17,986) to unrestricted funds.

**9. ANALYSIS OF MISSIONARY AND CHARITABLE GIVING**

**Missionary and charitable giving to Institutions**

	2019	2018
	£	£
Overseas aid		
Diocese of Salisbury South Sudan Link (Episcopal University)	10,000	-
Other donations (each less than £200)	53	-
	<u>10,053</u>	<u>-</u>
National charities and Community initiatives		
Alabare	10,000	1,667
The Trussell Trust	1,000	-
Safe Haven	-	5,000
Street Pastors	-	1,491
Médecins Sans Frontières	-	1,667
Other donations (each less than £200)	252	-
	<u>11,252</u>	<u>9,825</u>
Local charities and Community initiatives		
Care Home Volunteers	5,750	-
Family Counselling Trust	5,750	-
Guild of St Thomas and St Edmund	1,078	2,517
Salisbury Women's Refuge	1,000	1,667
Able Hands Together	310	-
Wessex Cancer Trust	-	5,000
Wessex Stoma Group	-	1,667
Rise: 61	-	1,667
Salisbury Trust for the Homeless	-	1,667
Other donations (each less than £200)	333	130
	<u>14,221</u>	<u>14,315</u>
<b>TOTAL OF MISSIONARY AND CHARITABLE GIVING</b>	<u><b>35,526</b></u>	<u><b>24,140</b></u>

A designated fund of £2,000 was created for unpaid part of 2019 annual giving (see note 21). During 2019 the following payments were made in respect of 2018 annual giving: £5,000 to Alabare, £5,000 to Diocese of Salisbury South Sudan Appeal, £1,000 to The Trussell Trust and £1,000 to Salisbury Women's Refuge.

No support costs were allocated to Missionary and Charitable giving.

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**10. ANALYSIS OF MINISTRY - DIRECT COSTS OF CHURCH ACTIVITIES**

	2019	2018
	£	£
Diocesan Share	105,104	101,965
Other costs of Church activities		
Clergy Expenses	1,603	1,950
Upkeep of Church		
Insurance	8,903	8,554
Heat, Light and Water	10,306	10,891
Routine Repairs and Maintenance	12,283	17,314
Architects' Fees	518	1,620
Re-ordering	35,750	4,777
Garden and churchyard maintenance	628	830
	68,388	43,986
Major repairs to Church (including architects' fees)		
Organ repairs	18,154	59,196
Doom plus project	97,791	2,472
Heating	2,427	1,440
Eyre Memorials & Lady Chapel	10,140	5,166
South Nave Clerestory	27,847	135
West Entrance	252	1,125
Pod extension	-	593
Floor sanding	-	300
Lighting	2,660	180
Electrics	14,669	-
	173,940	70,607
Cost of Services and Music		
Piano maintenance and refurbishment	75	-
Upkeep of services	2,401	3,080
Bell ringers' general expenses	469	608
Flowers	1,879	1,994
Music and choir	4,781	2,214
Director of Music	3,186	3,075
Organist	3,651	3,539
Choristers	1,128	988
Vergers	8,608	9,119
	26,178	24,617
Other costs		
Study and training	25	1,000
Community engagement expenditure	25	290
Care and Connect expenditure	621	572
Social activities cost	141	83
Depreciation	1,371	1,371
Sundry expenses	530	2,166
	2,713	5,542
Property costs re St Thomas's House - charity letting	841	1,653
	378,767	250,320

(Note 15)



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**11. ANALYSIS OF DIRECT COSTS OF RAISING FUNDS**

	2019	2018
	£	£
Cost of fundraising activities		
General fundraising costs	1,562	2,533
Christmas tree festival expenses	2,150	2,165
Cost of cards for resale	115	350
Education costs including retreat	-	1,028
	3,827	6,076
Property costs re St Thomas's House - commercial letting (Note 15)	3,548	6,097
	<u>7,375</u>	<u>12,173</u>

**12. ALLOCATION OF SUPPORT COSTS**

The breakdown of support costs and how these were allocated across activities being supported is shown in the table below.

	Activities	2019	2018
	Church activities £	Activities for Raising funds £	Total £
Support costs:			
Office staff costs	22,384	2,483	24,867
Other office costs	9,652	1,560	11,212
Properties costs re. general office (Note 15)	1,889	305	2,194
Governance costs	2,592	2,592	5,184
	<u>36,517</u>	<u>6,940</u>	<u>43,457</u>
			<u>51,414</u>

Office salaries, Other costs and Properties costs were allocated across activities they support based on staff time. No support costs were allocated to Missionary and Charitable giving. Governance costs were split equally across the activities.

Governance costs breakdown:	2019	2018
	£	£
Independent examiner's fee	1,165	1,165
Other accounting services	4,019	4,019
	<u>5,184</u>	<u>5,184</u>

**13. ANALYSIS OF STAFF COSTS**

	2019	2018
	£	£
Gross wages and salaries	35,251	38,559
Employer's contribution to defined contribution pension schemes	542	743
	<u>35,793</u>	<u>39,302</u>
Average number of employees	6	5

No employees received employee benefits of more than £60,000 in either 2019 or 2018.

**14. INDEPENDENT EXAMINER'S REMUNERATION**

Net income/(expenditure) for the year is stated after charging:	2019	2018
	£	£
Independent examiner's remuneration:		
for independent examination	1,165	1,165
for other services: Accounts preparation	1,619	1,619
Bookkeeping and payroll services	2,400	2,400
	<u>5,184</u>	<u>5,184</u>

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**15. ANALYSIS OF PROPERTY COSTS OF ST THOMAS'S HOUSE**

	<u>2019</u>	<u>2018</u>
	£	£
Property costs of St Thomas's House		
Light, heat and water	2,042	2,775
Insurance	1,032	1,000
Repairs and maintenance	1,712	5,911
Cleaning	1,798	1,940
	<u>6,584</u>	<u>11,626</u>

St Thomas's House has three main functions. One part of the house is used as a general office, with the remaining part being used for both commercial letting and discounted letting to church groups and other charities. Property costs are split between these functions based on a combination of floor space occupied and income generated adjusted for charity discounts. This breakdown is shown in the table below.

	St Thomas's House - charity letting £	St Thomas's House - commercial letting £	General office £	<u>2019</u>  <u>Total</u> £	<u>2018</u>  <u>Total</u> £
Total of Property costs of St Thomas's House	<u>841</u>	<u>3,548</u>	<u>2,195</u>	<u>6,584</u>	<u>11,625</u>

**16. TANGIBLE FIXED ASSETS**

	St Thomas's House £	Fixtures, Fittings and Equipment £	Musical Instruments £	<u>Total</u> £
<b>COST OR VALUATION</b>				
At 1 January 2019	261,263	85,882	22,489	369,634
At 31 December 2019	<u>261,263</u>	<u>85,882</u>	<u>22,489</u>	<u>369,634</u>
<b>DEPRECIATION</b>				
At 1 January 2019	-	79,789	1,220	81,009
Charge for the Year	-	762	610	1,372
At 31 December 2019	<u>-</u>	<u>80,551</u>	<u>1,830</u>	<u>82,381</u>
<b>NET BOOK VALUE</b>				
At 31 December 2019	<u>261,263</u>	<u>5,331</u>	<u>20,659</u>	<u>287,253</u>
At 31 December 2018	<u>261,263</u>	<u>6,093</u>	<u>21,269</u>	<u>288,625</u>

**17. INVESTMENTS**

The parish held the following investments :-

	<u>2019</u>	<u>2018</u>
	£	£
Central Board of Finance - 994 Investment fund income shares		
Market value as at 1st January 2019	16,013	16,256
Unrealised gain/(loss) on revaluation	2,998	(243)
Market value as at 31st December 2019	<u>19,011</u>	<u>16,013</u>

The original cost of the investments is not currently known.



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**18. DEBTORS**

	2019	2018
	£	£
Trade debtors	5,713	4,061
Income Tax refunds due	9,677	8,598
Amounts owed by group and associated undertakings	34	-
Other debtors	1,036	1,072
Prepayments and accrued income	118,623	35,755
	<u>135,083</u>	<u>49,486</u>

**19. CREDITORS**

	2019	2018
	£	£
Trade creditors	902	3,898
Accruals and deferred income	12,330	9,707
Other creditors	645	758
Amounts owed to group and associated undertakings	-	7,197
	<u>13,877</u>	<u>21,560</u>

**20. MOVEMENTS ON RESTRICTED FUNDS**

Restricted funds are sums that can only be expended for the specific purposes for which they were received.

**THIS YEAR**

	Balance at 1 January 2019	Income	Expenditure	Transfers between funds	Balance at 31 December 2019
	£	£	£	£	£
Organ fund	26,719	3,780	(18,154)	-	12,345
Bell Ringers' fund	5,899	1,597	(1,547)	-	5,949
Property fabric fund	25,884	485	(27,847)	1,478	-
Quest 2020	-	187,850	(163,689)	87,217	111,378
Other funds (6)	4,681	30,033	(17,591)	(5,940)	11,183
	<u>£ 63,183</u>	<u>£ 223,745</u>	<u>£ (228,828)</u>	<u>£ 82,755</u>	<u>£ 140,855</u>

Collections from the Christmas Tree festival (included in Other funds, above) were restricted, two thirds to be donated to two different charities and one third to be retained by the PCC in the General fund. A transfer of £5,940 was therefore made from the Christmas tree festival fund to the General fund.

A transfer of £87,217 was made from Quest 2020 designated fund to Quest 2020 restricted fund in 2019 to pay for some of the repair expenditure in Quest 2020 schedule of works.

A transfer of £1,478 was made from General fund to meet a shortfall of funds in Property fabric fund.

**PREVIOUS YEAR**

	Balance at 1 January 2018	Income	Expenditure	Transfers between funds	Balance at 31 December 2018
	£	£	£	£	£
Organ fund	75,022	10,893	(59,196)	-	26,719
Bell Ringers fund	6,798	1,226	(2,125)	-	5,899
Property fabric fund	21,884	4,000	-	-	25,884
Quest 2020	-	8,591	(8,591)	-	-
Other funds (6)	5,483	20,495	(15,956)	(5,341)	4,681
	<u>£ 109,187</u>	<u>£ 45,205</u>	<u>£ (85,868)</u>	<u>£ (5,341)</u>	<u>£ 63,183</u>

Property fund - funds derived from the sale of Hale Hall and St Edmund's House which were sold in 2009. The funds are held in trust by the Diocese for repairs and improvements to the church and other properties.

Organ fund - funds received towards repairs, improvements and maintenance of the organ.

Quest 2020 fund - funds received towards church repairs.

Other funds - other donations and collections for specified purposes, plus funds held by various organisations linked to St Thomas's including Grapevine and Olive Branch.

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**21. MOVEMENTS ON UNRESTRICTED FUNDS**

Designated funds are sums allocated by the PCC to provide for expected future expenses.

THIS YEAR	Balance at		Gains/(losses)		Transfers	Balance at
	1 January		on investment		between	31 December
	2019	Income	assets	Expenditure	funds	2019
	£	£	£	£	£	£
General fund	643,776	232,991	2,998	(224,297)	(7,538)	647,930
Designated funds						
Quest 2020 fund	100,000	-	-	-	(87,217)	12,783
Organ fund	75,886	-	-	-	-	75,886
Roof fund	30,000	-	-	-	10,000	40,000
Annual giving	12,000	-	-	(12,000)	2,000	2,000
	861,662	232,991	2,998	(236,297)	(82,755)	778,599
PREVIOUS YEAR	Balance at		Gains/(losses)		Transfers	Balance at
	1 January		on investment		between	31 December
	2018	Income	assets	Expenditure	funds	2018
	£	£	£	£	£	£
General fund	673,754	277,075	(243)	(242,179)	(64,631)	643,776
Designated funds						
Designated legacies	52,028	-	-	-	(52,028)	-
Quest 2020 fund	-	-	-	-	100,000	100,000
Organ fund	75,886	-	-	-	-	75,886
Roof fund	20,000	-	-	-	10,000	30,000
Annual giving	10,000	-	-	(10,000)	12,000	12,000
	831,668	277,075	(243)	(252,179)	5,341	861,662

Designated legacies fund - larger legacies, retained separately to enable their use to be identifiable. In 2018 this fund was transferred into Quest 2020 designated fund.

Designated Quest 2020 fund - designated to pay for church repairs.

Designated organ fund - designated for the repair and maintenance of the organ. This fund was set up in 2004 from the designated legacy fund. It is intended to be used (together with funds from restricted Organ fund) for currently ongoing organ repair works likely to be finished in 2020.

Designated roof fund - designated to pay for future roof repairs.

Designated annual giving fund - designated to pay 2019 annual giving. 2018 annual giving designated last year was paid in 2019.



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**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**  
**THIS YEAR**

	General Fund	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	287,253	-	287,253
Investments	19,011	-	19,011
Net current assets/(liabilities)	472,335	140,855	613,190
	<b>778,599</b>	<b>140,855</b>	<b>919,454</b>

**PREVIOUS YEAR**

	General Fund	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	288,625	-	288,625
Investments	16,013	-	16,013
Net current assets/(liabilities)	557,024	63,183	620,207
	<b>861,662</b>	<b>63,183</b>	<b>924,845</b>

**23. FINANCIAL INSTRUMENTS**

	Note	2019 £	2018 £
Financial assets measured at fair value through profit and loss:			
Investments held at fair value	17	19,011	16,013
Income, expenses, gains or losses, including changes in fair value, recognised on:			
Net Gains/(Losses) on Fixed assets measured at fair value	17	2,998	(243)
Interest on cash deposits	6	2,800	2,283
Income from listed investments	6	666	540

**24. CONTRACTUAL COMMITMENTS**

The PCC had contractual commitments of £249,156 for delivery of altar, benches, bookcases, chairs and dais/staging after the year end. Included in this amount is £111,378 paid by the PCC as deposits before the year end (included in Prepayments - see Note 18).

**25. CONTINGENT ASSET**

Before the year end the charity was notified of a legacy the exact value of which was not known at the year end as the charity's interest in the estate was residual.

**26. POST BALANCE SHEET EVENTS**

After the year end the charity submitted two applications for grants to Listed Places of Worship and was awarded £41,190. Also after the year end the Guild of St Thomas and St Edmund awarded the PCC grants totalling £26,053.

The impact of COVID-19 is considered to be a non-adjusting post balance sheet event. The Trustees do not believe there is any financial impact to the Financial Statements as at 31 December 2019 as a result of this subsequent event. The trustees have considered the financial risks associated with COVID-19. The trustees are satisfied that the PCC will be able to continue its activities for the foreseeable future and that no material uncertainty exists over the entity's ability to continue as a going concern.

**27. VOLUNTEERS**

The PCC relies on the help of 187 general volunteers who give their time to St Thomas's in numerous ways - including cleaning, bellringing, helping in various ways during services, helping with children's groups and groups for the elderly, singing in the choir, serving coffee, as PCC members and as Lay Pastoral Assistants. The value of general volunteers' time is not recognised in the accounts.

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**28. SUBSIDIARY UNDERTAKING**

The Guild of St Thomas and St Edmund is a charitable company limited by guarantee. (The liability of its members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of The Guild of St Thomas and St Edmund in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member.) The Guild of St Thomas and St Edmund is controlled under an agreement by The Parochial Church Council of the Parish of Salisbury St Thomas and St Edmund. The Parochial Church Council of the Parish of Salisbury St Thomas and St Edmund ("parent") is the sole beneficiary of The Guild of St Thomas and St Edmund ("subsidiary"), whose charitable objectives are to preserve and protect for the public benefit the Parish Church of St Thomas, Salisbury and the monuments, fittings, fixture, organ, stained glass, furniture, ornaments and chattels of such church and its churchyard and burial ground. The subsidiary was incorporated on 27 February 2018 (Company number 11227325) and registered with Charity Commission on 8 November 2018 (Charity number 1180618). The total income of the subsidiary for the year to 31 December 2019 was £158,551 (2018: £87,577). The deficit for the year was £39,106 (2018: surplus of £51,619). The net assets at 31 December 2019 were £12,513 (31 December 2018: £51,619).

**29. FUNDS RECEIVED AS AGENT**

**DONATIONS AND DISTRIBUTIONS - FROM SPECIAL COLLECTIONS**

	Amount received		Amount paid		Balance held at 31 December	
	2019	2018	2019	2018	2019	2018
	£	£	£	£	£	£
Diocese of Salisbury South Sudan Appeal		250	(144)	(234)	-	144
The Salisbury Mayor's Appeal		-		(232)	-	-
Disaster and Emergency Committee	10	-		-	10	-
The Royal British Legion		891		(891)	-	-
Goodwill Children's Homes		-	(27)	-	-	27
The Trussell Trust	50	-	(50)	(70)	-	-
Alabare		238		(238)	-	-
The Children's Society	288	325	(288)	(305)	20	20
Friends of St Thomas's		-		-	176	176
Salisbury Women's Refuge		221		-	221	221
London Fire Relief Fund		-		(52)	-	-
Send A Cow		-		-	1	1
Children's Chance	102	127	(102)	(152)	-	-
The Burnbake Trust		788		(788)	-	-
The Rose Gale Trust		127		(127)	-	-
Holocaust Memorial Day Trust	100	74		(74)	100	-
St Luke's Healthcare for the Clergy	46	109	(46)	(63)	46	46
Pets as Therapy		80		(80)	-	-
God Unlimited Outdoor Therapy	(4)	50		(46)	-	4
Salisbury City Band of Royal Legion		49		(49)	-	-
Menieres Society		283		(283)	-	-
Rose Gale Trust	102	-	(102)	-	-	-
Mencap	170	-	(170)	-	-	-
Red Cross	126	-	(126)	-	-	-
Freedom from torture	806	-	(806)	-	-	-
	<u>1,796</u>	<u>3,612</u>	<u>(1,861)</u>	<u>(3,684)</u>	<u>574</u>	<u>639</u>

These monies have been collected as part of the PCC's activities on behalf of the above charities but form no part of the accounts.