

HOLY TRINITY ST SAVIOUR'S

Parish of Knaphill with Brookwood

Holy Trinity, Knaphill and St Saviour's Brookwood

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Annual Report and Financial Statements of the Parochial Church Council

for the year ended 31 December 2020

Churches:

Holy Trinity Church, Chobham Road, Knaphill
St Saviour's Church, Connaught Road, Brookwood

Incumbent:

The Revd Neil Hopkins

Associate Minister:

The Revd Dr Julie Levett

LLMs [Readers]:

Bob Bailey

David Gale

Richard Levett

Bankers:

HSBC

6 Commercial Way

Woking

Independent examiner:

Andrew Skilton, ACA

Brewers Chartered Accountants

Bourne House

Queen Street

Gomshall

Office:

Holy Trinity Church Office

Holy Trinity Church

Chobham Road

Knaphill

www.htandstschurch.org

Registered with the Charity Commission as The Parochial Church Council of the Ecclesiastical Parish of
Knaphill with Brookwood, registered number 1128410

Parish of Knaphill with Brookwood

Holy Trinity, Knaphill and St Saviour's Brookwood

Trustees' Annual Report for 2020

Letter from the Incumbent

I am the Revd Neil Hopkins, vicar of the parish of Knaphill with Brookwood and Chair of the Parochial Church Council (PCC).

2020 has been a year like no other and we pray there will not be another like it! The pandemic has affected almost everything we do and has been incredibly sad and frustrating but also, on occasions, a blessing.

We as a church family, like so many other families around the world, have lost well-loved members. People who have worshipped and served alongside us and been our friends, neighbours and colleagues for decades. They are sorely missed. Many people have lost their jobs and livelihoods. We pray not only for those members of our congregation affected but also their friends and relatives and for all those affected in our community, country and around the world.

It has also been incredibly frustrating not being able to do things we had planned, and, after making plans, having to change them because of either high infection rates and/or because of the constantly changing guidance and procedures to keep our congregations, staff and volunteers safe. Christmas is a huge part of the Christian calendar. We thought we had come up with the perfect Covid-way to celebrate the birth of our Lord – a Drive-In Carol Service at Mizens. All the tickets were snapped up within 2 days of being released. The goodie bags and hymn sheets printed and ready for distribution, the pulpit (otherwise known as a cherry picker) hired, parking and other logistics organised. We had even put the fairy lights on the trees. The only thing outstanding was to tune the band's instruments when, on the day before the service, Surrey was moved into Tier 4 and the planning team felt it right to cancel the event. In less than a day we moved the service to online from within the church building. Not the same, but we still have had 300+ views.

Our Christmas services, like most other services throughout the year, had to change. Our Christingle, Puppet Crib Service and Messy Nativity were recorded and premiered on YouTube. While sad that they were not in person, it did mean that more people could engage with each of the services. We also recorded a new service called 'Longest Night.' This engaged with those who find Christmas a difficult time of year (not just because of Covid) and gives them a chance to remember those who they miss and come before God with their anxiety and concerns.

When the church came out of lockdown in the summer, as a church we spent time assessing the risks and completing a relevant risk assessment in order to open in-person services. This was much appreciated by a number of our senior members and families.

We have also been blessed in this pandemic. It has forced us to learn technical skills we had never heard of before. We now run live services via Zoom & YouTube, and you can watch them later via our own YouTube channel. Thank you to Jon Darley for all his hard work in this. His technical know-how and dedication has been so valuable to the progress we have made. We will continue to operate a "dual-economy" by providing in-person and live streaming of our services as we believe the long-term effects of the pandemic will mean more and more people may be stuck at home. It will also mean that if people are ill and unable to come to church (non-Covid related) they too can access worship. Children and youth work is also being run this way with much success and appreciation from families. We even managed to run "virtual" Open the Book sessions taking Bible stories into our local schools when they were open. At the beginning of the pandemic we were able to provide people who are not on the internet with written material and weekly deliveries of CDs/DVDs of services to help them in their faith. Thank you to all the talented people who have pulled together to make this work from editing, recording songs, recording sermons to burning CDs/DVDs including Jon Darley, Paul Collingridge, Jo Birkby and many, many others. The staff team have been amazing in this difficult time and from the very beginning have been proactive in calling members of our congregation, who we identified as vulnerable or lonely, to check-in with them.

After several years of planning and preparation we were always planning to do building work at both churches this year – re-ordering the chancel at Holy Trinity and putting a disabled toilet into the vestry at St Saviour's. With building work being allowed to continue during lockdown and beyond we were able to do this with no disruption to our services. Both works are now substantially complete. Many thanks to Mike Veness, Malcolm Smith, Sue Kaufman for all their hard work.

In 2017 our church set four transformation goals in line with the Diocesan Transformation Goals, launched by the Bishop of Guildford. These are:

- Improve our buildings so they are fit for purpose in supporting today's ministry and mission
- Grow our youth and families' ministry.
- To increase the number of new Christians through persistent prayer, confident faith-sharing and life-giving worship.
- To make prayerful and confident disciples

With the completion of the work at St Saviour's and Holy Trinity we believe we have gone a long way to meeting our first goal. Our long-term plan is to extend out of the West End of the church at Holy Trinity creating better offices, a welcome area, kitchen and toilets so we can continue to be a facility that serves our community. This will take place in a few years' time.

Our second mission was to develop our youth and families' ministry. After months of prayer and advertising, Peter Hewlett finally joined us on 17 September 2020 as our Youth and Young Adults Minister. His remit is to work with the young people within our church family and community and to seek to reach out and grow a ministry to the Young Adults (18-25). We would like to thank all the people who have kept our youth work going over this tricky period - in particular Joshua Levett, Jo Birkby, Julie Levett, Karen Moses, Mary Smith and Nigel Stirzaker for Sunday mornings before and during lockdown and the Friday night team for the time they put in at the beginning of the year.

Our work with families has continued during lockdown. It hasn't been easy, but our Children's and families minister Jo Birkby has continued to make the best of all the online resources we have. There has always been material, videos and talks ready for families every Sunday. The Open the Book team managed to record videos for schools as they returned and many families have felt supported and blessed by the team who work with the families.

Without these people and all our other volunteers, we would not have been able to run our groups which are vital to a goal of developing our Youth and Families work.

Our plan to reach our third goal was to continue our program of engaging events to encourage non-church goers to connect with church. We held a very successful Comedy Night in February with Jo Enright performing at St Saviour's Church. We had other events planned over the rest of the year as well as our ever-popular Pop-Up Coffee Shop (at school drop off time at Holy Trinity) and Lunch Bunch club (monthly lunch club for senior citizens in Brookwood) but all these had to stop due to the pandemic. We have run an online Alpha course during lockdown with reasonable success.

One thing that has carried on throughout the year, however, is our Community Fridge. This project is aimed at being a local way to reduce food waste. Working with the national network Community Hub, Woking council, local supermarkets and residents the Fridge receives food and is opened so that perfectly edible food, that would have been disposed of by supermarkets, is available for anyone to come and collect for themselves. It has been a huge success and continues to go from strength to strength. We have local residents volunteering to help with the project and are seeing numerous local residents use the fridge and connect with the church. As well as reducing waste, Community Fridge has enabled us to meet a very real need for free food in our community. During the pandemic, the Community Fridge team was also able to facilitate, on top of the normal daily fridge service, deliveries of 900 food parcels to those in the local area struggling for food. This food was given by supermarkets specifically for Covid-relief. This was a huge blessing to the community as many people were in need because of losing their jobs or being unable to get out. This meant we were regularly feeding 190 families in our area. The Community Fridge Manager, Julia Hopkins, applied for and received grants to produce and distribute 'Boxes of Hope' in conjunction with an

organisation called Transforming Lives for Good. This was targeted at families who would struggle for food for their whole family during the Summer and Christmas holidays. In the summer 45 families received parcels (80 adults/ 90 children) and at Christmas 80 boxes were delivered. Many thanks to Julia and her team for all their hard work looking after the Community Fridge, shopping for, putting together and delivering these Boxes of Hope.

As a church we have continued to underpin everything with prayer and loving support of one another. During the first lockdown we held two weekly prayer meetings on zoom for the church family to engage with. This was well attended and saw more people join for prayer at this time as we leant into the need for God's strength and sustaining power. As restrictions have eased and more people were heading back out to work or holidays, during the summer we reduced this to once a week. This continues today. And while the numbers of those attending have dropped, the need for prayer hasn't. Prayer lines have been set up to help people who are struggling with grief or bereavement. However, these lines have not been used as much as we would have liked or expected. We will be looking to re-advertise these again. We also re-started our weekly Wednesday morning worship on Zoom which is well attended and a great source of spiritual growth and comfort for many people. We also have two extremely active WhatsApp groups – one for ladies and the other for men – these have gone from strength to strength during lockdown providing a way for people to keep in touch and provide support for one another. If you are not in these groups and would like to be please speak to either Caroline or me.

Lockdown meant we were very restricted as to whom we could rent out our halls to. Clearly this has had a significant impact on our income. However, this has been matched by an increase in our giving and decrease in our costs so overall, at the time of writing, we have not been adversely affected financially.

Who we are, how we operate and what our purpose is.

The Parochial Church Council (PCC) of the Ecclesiastical Parish of Knaphill with Brookwood, has the responsibility of co-operating with the Incumbent in promoting within the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

There are two Anglican Worship Centres in the Parish: Holy Trinity, Knaphill and St Saviour's, Brookwood. The PCC has maintenance responsibilities for the two Church building complexes together with St Saviour's House. The Diocese owns and has responsibility for maintaining Trinity House (the Incumbent's residence).

The governing documents by which the PCC operates are the Parochial Church Council Powers Measure (1956) as amended and the Church Representation Rules (collectively and individually the "Documents").

The PCC is formed of people from both St Saviour's and Holy Trinity working to a common mission, sharing as many resources as is practicable and encouraging both shared and local initiatives. Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting ("APCM") in accordance with the Church Representation Rules.

During the year, the following served as members of the PCC:

		Elected members:
Incumbent	The Revd Neil Hopkins	Warren Ralls (resigned APCM October 2020)
Associate Minister	The Revd Julie Levett	Becky White
Warden	Clare Leigh	Joshua Levett
Warden	Christina Hunt	Yvonne Craven (term ended at APCM 2020)
Deanery Synod Representative	Bob Bailey	Vicki Veness
Deanery Synod Representative	Thomas Bowen (stood down as Deanery Synod Representative APCM 2020)	
Deanery Synod Representative	Mike Hawkins	Chris Benson
Secretary	Yvonne Frew	David Davies (died during 2020)

	Anne Parsons
	Susan Kaufman (Associate Warden)
	Thomas Bowen (elected APCM 2020)
	Helen Simmons (Treasurer)
	Jill Robson (co-opt Jan - Oct / elected APCM 2020)
	Jon Darley (co-opt Jan-Oct 2020 / elected APCM 2020)

The PCC met 7 times last year, twice physically and 5 by zoom. We also have a standing committee that has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. This committee met 4 times last year. Normally PCC also has a number of working groups to focus on specific areas of church life. These groups all contain at least one PCC member and other people with specific relevant experience are invited to join these committees, all of which report back to the PCC with recommendations. These groups are as follows:

- Regeneration (to look at the work needed to be done at St Saviour's to regenerate the church there) (not met during the year other than as part of the building work at St Saviour's).
- Holy Trinity Buildings (to look at and take forward plans for Holy Trinity buildings) (not met during the year other than as part of the work re-ordering the Chancel)
- Safeguarding (to monitor Safeguarding within the parish)
- Holy Trinity Pre-School Management Committee. The PCC has a wholly owned subsidiary called Holy Trinity Pre-School Ltd. This company runs a Pre-school and breakfast club at Holy Trinity Church Hall. In line with Ofsted requirements, the Pre-school is run by a committee which meet termly to discuss the running of the Pre-school. Our Assistant Minister is the Chair of this Committee and reports are made back from the Committee to the PCC at least termly.

Church attendance

The current electoral roll comprises 144 people, 103 of whom are resident and 41 of whom are non-resident. The average Sunday attendance as measured in October 2020 was 41 adults and 3 children in person and 96 via "Church at Home" on-line services.

Financial Review of the Year

A surplus of £34,477 was made on general funds before transfers during the year ended 31 December 2020. However, we are budgeting for a £14,000 deficit next year as we catch up on work not done in 2020. We fear the financial impact of the pandemic will become more apparent during 2021 so this surplus from 2020 is very comforting to have as we find ourselves back in lockdown. As noted above, we have spent over £92,000 of restricted reserves on the chancel work at Holy Trinity and putting a disabled toilet into the vestry at St Saviour's Church. Over £6,500 of money was received and spent on other restricted items, including the Community Fridge and Boxes of Hope. This leaves £23,387 of restricted reserves.

A total of £185,800 was spent on general church activities during the year including £79,701 on Parish share. This is an amount paid to the Diocese which covers our parish's share of the cost of all clergy in the Diocese together with central costs such as training. We employ a full-time Children and Families Minister, part-time Administrator, two Cleaners and a new Youth and Young Adults Minister. We are extremely reliant on hundreds of volunteers who normally enable us to welcome people from our local communities into our buildings to worship on Sundays and run our numerous activities for children, youth, families and senior members.

It is the policy of the PCC to tithe 10% of our general income. We have 5 mission partners that we support throughout the year – Turning Point Trust, Engage, CPAS, Wycliffe Bible translators and A Rocha. Note 11 in the financial statements gives full details of the grants we have given. PCC has also agreed to start to support the church

in Sheerwater. In normal times we hold special collections at key points of the year such as Easter, Christmas and Harvest. Sadly these have not happened this year due to Coronavirus restrictions. We pray for the financial wellbeing of the charities we would normally support at this time.

Policies

It is our policy to invest our long-term funds with the CBF Church of England Deposit Fund and to place short term deposits in our HSBC Money Management account. It is also our policy to pay all our staff at least the National Living Wage or, where possible, the Living Wage.

Unrestricted reserves are £196,691, of which £46,410 is represented by fixed assets leaving £150,281 of other assets. Included within this are designated reserves totaling £69,227 being £44,113 for building maintenance purposes and £25,114 for Pre-school. It is our policy to keep £50,000 for working capital purposes. We continue to review and assess the risks that affect us as they arise so that we can take the necessary action to mitigate such risks.

The PCC has considered the guidance provided by the Charities Commission regarding public benefit in connection with the work of the church.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The trustees are responsible for keeping sufficient 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 Charity (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.

On behalf of the PCC,



Neil Hopkins
25 January 2021
Chairman

Independent Examiner's Report to the Trustees of the Parochial Church Council of the Ecclesiastical Parish of Knaphill with Brookwood

I report to the trustees on my examination of the financial statements of the The Parochial Church Council of The Ecclesiastical Parish of Knaphill with Brookwood (commonly known as Holy Trinity Church Knaphill and St Saviour's Brookwood) ('the charity') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of the charity 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 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

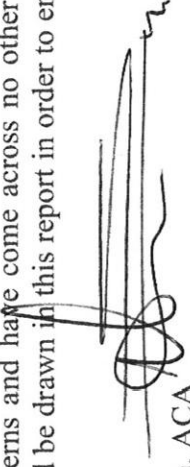
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- 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.



Andrew Skilton, ACA
Independent Examiner
Brewers Chartered Accountants
Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY

Date: 21 May 2021

**PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL
WITH ST SAVIOUR'S BROOKWOOD**

**STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2020**

INCOME	Notes	Unrestricted	Designated	Restricted	Total Funds	
		Funds 2020/£	Funds 2020/£	Funds 2020/£	2020/£	2019/£
Donations and legacies	2(a)	212,672	0	15,589	228,261	284,211
Charitable activities	2(b)	26,159	3,565	1,670	31,394	47,708
Income from investments	2(c)	767	0	0	767	1,120
TOTAL INCOME		239,598	3,565	17,259	260,422	333,039
EXPENDITURE						
Grants	11	19,321	0	936	20,257	27,408
Church activities	3	185,800	0	98,678	284,478	251,727
TOTAL EXPENDITURE	9	205,121	0	99,614	304,735	279,135
NET INCOME/(EXPENDITURE)		34,477	3,565	(82,355)	(44,313)	53,904
Transfers between reserves	9	(8,789)	8,789	0	0	0
NET MOVEMENT IN FUNDS AFTER TRANSFERS						
Balance brought forward at 1 January 2020	9	101,776	56,873	105,742	264,391	210,487
Balance carried forward at 31 December 2020	9	127,464	69,227	23,387	220,078	264,391

The notes on pages 11 to 16 form an integral part of these financial statements.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL
WITH ST SAVIOUR'S BROOKWOOD
(Registered Charity Number 1128410)

BALANCE SHEET

As at 31 December 2020

	Notes	2020 £	2020 £	2019 £	2019 £
FIXED ASSETS					
Tangible fixed assets	5		46,410		49,089
CURRENT ASSETS					
Debtors	7	11,599		19,047	
Cash at hand and in bank		5,620		9,614	
Deposit account at HSBC		4,194		40,851	
Deposits at CBF Church of England Fund		163,213		162,523	
		184,626		232,035	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
	8	10,958		16,733	
NET CURRENT ASSETS					
			173,668		215,302
NET ASSETS					
			220,078		264,391
FUNDS					
Unrestricted	9		127,464		101,776
Designated	9		69,227		56,873
Total unrestricted funds			196,691		158,649
Restricted	9		23,387		105,742
			220,078		264,391

The notes on pages 11 to 16 form an integral part of these financial statements.

Approved by the Parochial Church Council on 25 January 2021 and signed on its behalf by:

The Revd Neil Hopkins (Chairman)



PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

1 ACCOUNTING POLICIES

Basis of accounting

The charity is a public benefit entity and the financial statements have been prepared in accordance with 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Second Edition)' rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The Parochial Church Council of Holy Trinity Knaphill and St Saviour's Brookwood meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Funds

General funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a specific purpose by the PCC are also unrestricted. Collections on Deputation Sundays are included as restricted income as the money is given for specific purposes and is not available for the general use of the PCC. All regular giving is treated as unrestricted income and is spent in the manner agreed by the PCC. Income given for the Building Fund is for future building works on either the Holy Trinity or St Saviour's site. This fund is restricted and so cannot be used for any other purpose.

Income

Collections are recognised when received by or on behalf of the PCC. Planned giving receivable under gift aid is recognised when the income is recognised. Rental income from the letting of Church premises is recognised in the year in which the rent takes place.

Interest from investments is accounted for when receivable. Tax recoverable on such income is recognised in the same accounting year.

Expenditure

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

The Diocesan quota or Parish Share is accounted for when payable. Expenditure is stated as VAT inclusive as the Church is not VAT registered.

Financial Instruments

The PCC only has financial assets and financial liabilities of a kind that qualify as basic instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Fixed Assets

Consecrated land and buildings and movable Church fittings

Consecrated and beneficed property is excluded from the financial statements by the provisions of the Charities Act 2011. No value is placed on movable Church furnishings held by the Churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable Church furnishings, whether maintenance or improvement is written off as expenditure in the SOFA and separately disclosed.

Church Halls and Vicarage

The Church Halls are accounted for at cost and are depreciated over their useful lives of 50 years on a straight-line basis. Additions are written off over the remaining life of the 50-year period or if already fully written off, over 50 years unless PCC deem this to be inappropriate. St Saviour's House is accounted for at cost and is depreciated over its useful life of 50 years on a straight line basis. The vicarage at Holy Trinity is not owned by the PCC.

Other fixtures, fittings and office equipment

Equipment costing £2,000 or over within the Church premises is depreciated. All other equipment is written off in the year of purchase. Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives on a straight line basis.

Current Assets and Investments

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectible. Short-term deposits include cash held on deposit either with the CBF Church of England Fund or at the bank. In line with current best practice, the financial statements of wholly owned subsidiaries are not consolidated into the financial statements of the PCC. Investments are held at the lower of cost or realisable value.

Going concern

The trustees have considered the effect of the Coronavirus pandemic on financial and operational practices and believe there are no material uncertainties about the Church's ability to continue as a going concern, thus the PCC continues to adopt the going concern basis of preparing the financial statements.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

2 INCOME

	Unrestricted	Designated	Restricted	Total	Unrestricted	Designated	Restricted	Total
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
	2020/£	2020/£	2020/£	2020/£	2019/£	2019/£	2019/£	2019/£
2(a) DONATIONS AND LEGACIES								
Planned giving and collections								
Gift Aid donations	144,204	0	1,500	145,704	130,500	0	55,734	186,234
Income tax recoverable	36,615	0	375	36,990	35,239	0	13,997	49,236
Other planned giving	27,882	0	150	28,032	17,523	0	0	17,523
Charities Aid Foundation	1,180	0	100	1,280	1,720	0	30	1,750
Grants and bequests received	1,500	0	12,050	13,550	0	0	2,958	2,958
Cash collections at normal services	1,291	0	320	1,611	8,233	0	12,331	20,564
	212,672	0	14,495	227,167	193,215	0	85,050	278,265

Overseas Mission

Cash	0	0	0	0	0	0	2,271	2,271
Gift Aid	0	0	0	0	0	0	1,349	1,349
Income tax recoverable	0	0	0	0	0	0	582	582
Charities Aid Foundation	0	0	0	0	0	0	50	50
	0	0	0	0	0	0	4,252	4,252

Home Mission

Cash	0	0	237	237	0	0	736	736
Gift Aid	0	0	0	0	0	0	20	20
Income tax recoverable	0	0	0	0	0	0	81	81
Smiths Charity	0	0	237	237	0	0	837	837
	0	0	857	857	0	0	857	857
Total Mission Donations	0	0	1,094	1,094	0	0	5,946	5,946

Total Donations and Legacies

	212,672	0	15,589	228,261	193,215	0	90,996	284,211
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2(b) CHARITABLE ACTIVITIES

Hall Lettings	7,941	0	0	7,941	19,453	0	0	19,453
Fees	406	0	0	406	1,638	0	0	1,638
Coffee Bar/Lunch bunch	25	0	62	87	167	0	683	850
Rent from SS House	17,388	0	0	17,388	20,100	0	0	20,100
Clubs	0	0	523	523	0	0	2,765	2,765
Sundry Church	399	3,565	1,085	5,049	105	0	2,797	2,902
	26,159	3,565	1,670	31,394	41,463	0	6,245	47,708

2(c) INCOME FROM INVESTMENTS

Bank interest	767	0	0	767	1,120	0	0	1,120
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TOTAL INCOME

	239,598	3,565	17,259	260,422	235,798	0	97,241	333,039
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PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

3 EXPENDITURE

Church activities

	Unrest- ricted Funds 2020/£	Restrict- ed Funds 2020/£	Total Funds 2020/£	Unrest- ricted Funds 2019/£	Design- ated Funds 2019/£	Restrict- ed Funds 2019/£	Total Funds 2019/£
Ministry: diocesan parish share	79,701	0	79,701	76,817	0	0	76,817
clergy expenses	1,048	0	1,048	1,616	0	0	1,616
vicarage costs	860	0	860	991	0	0	991
Staff costs	49,627	1,250	50,877	50,168	0	0	50,168
Churches running expenses	10,437	51	10,488	10,028	0	0	10,028
Churches repairs & maintenance	1,722	0	1,722	6,968	0	1,208	8,176
St Saviour's Regeneration project	0	21,405	21,405	0	0	834	834
Holy Trinity Building projects	0	71,317	71,317	0	0	276	276
Worship costs	2,094	0	2,094	4,985	0	25	5,010
Outreach	1,377	3,061	4,438	3,293	0	4,217	7,510
Youth, children and families work	1,328	523	1,851	1,658	0	3,181	4,839
Church groups	94	0	94	56	0	0	56
Courses & conferences	1,714	0	1,714	2,030	0	0	2,030
Halls costs (see note 11)	24,365	1,034	25,399	34,630	25,963	1,000	61,593
St Saviour's House repairs and running costs	1,398	0	1,398	10,387	0	0	10,387
Photocopying & Stationery	1,795	0	1,795	2,697	0	0	2,697
Telephone and broadband costs	1,442	0	1,442	1,285	0	0	1,285
Postage	3	0	3	94	0	0	94
Catering	58	0	58	714	0	0	714
PCC expenses	0	0	0	85	0	0	85
Subscriptions	236	0	236	277	0	0	277
Computer expenses	2,427	0	2,427	1,938	0	0	1,938
Governance costs (Independent Review)	1,302	0	1,302	1,300	0	0	1,300
Sundries	2,772	37	2,809	2,841	0	165	3,006
	185,800	98,678	284,478	214,858	25,963	10,906	251,727

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

2020/ £ 2019/ £

4 STAFF COSTS AND RELATED PARTY TRANSACTIONS

Wages and salaries	56,370	54,857
Social Security costs	741	769
Pension costs	2,762	2,773
	59,873	58,399

During the year the PCC employed a Parish Administrator, a Children and Families Minister, a Youth and Young Adult Minister and 2 cleaners, none of whom earned more than £60,000 per annum. This is unchanged from 2019. PCC members were reimbursed of expenses incurred on behalf of the church including travel, service materials etc as follows:

	PCC member/£	Family /£	PCC member/£	Family /£
Julie Levett	1,022	0	Josh Levett	303
Jon Darley	1,323	0	Anne Parsons	126
Sue Kaufman	469	0	Helen Simmons	317
Neil Hopkins	0	1,057		0

Expenses incurred by the Vicar were reimbursed during the year. No PCC member or connected person received any remuneration from the PCC or subsidiary during the year apart from Catherine Hawkins (daughter of Mike Hawkins) who was employed as the cleaner at St Saviours and earned £3,301 during the year for this work. Catherine was also employed by Holy Trinity Pre-School Ltd for part of the year and earned £2,553 during the year. Thomas Bowen's wife Caroline is employed as our Parish Administrator. Her salary during 2020 was £12,782 including NI and pension costs. Charity Commission permission has been received for these.

19 PCC members and their families gave the church a total of £70,624 (excluding gift aid) over the year (2019:£70,445).

5 TANGIBLE FIXED ASSETS	Fixtures & Fittings	Holy Trinity Hall	St Saviour's Hall	St Saviour's Vicarage	Total
Cost	£	£	£	£	£
As at 1 January and 31 December 2020	2,820	56,966	41,966	6,272	108,024
Depreciation					
As at 1 January 2020	2,820	13,668	36,175	6,272	58,935
Charge for year	0	1,139	1,540	0	2,679
As at 31 December 2020	2,820	14,807	37,715	6,272	61,614
Net Book Value at 31 December 2020	0	42,159	4,251	0	46,410
Net Book Value at 31 December 2019	0	43,298	5,791	0	49,089

6 INVESTMENTS

The ordinary share capital (2 shares) of Holy Trinity Pre-School Limited, a company incorporated in England and Wales (registered number 06295276) is owned by two members of PCC acting as nominees for the PCC. The cost of this investment has been written off in the books of the PCC. The sole activity of this subsidiary is to run the Pre School and Breakfast club at Holy Trinity Church Hall. Its results for the year ended 31 December 2020 show a surplus of £nil (2019:£nil). Turnover was £117,888 in this year (2019: £132,101) and total expenses over the year amounted to £117,888 (2019: £132,101). The accounts of this subsidiary are not consolidated with the PCC because they fall below the threshold requiring consolidated accounts.

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

7 DEBTORS

	2020 / £	2019 / £
Income tax recoverable	6,773	16,894
Prepayments	129	129
Holy Trinity Pre-School Ltd	3,916	477
Other debtors	781	1,547
	<u>11,599</u>	<u>19,047</u>

8 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accruals	6,770	6,320
Other creditors	4,188	10,413
	<u>10,958</u>	<u>16,733</u>

9 ANALYSIS OF FUNDS

	At 1 Jan 2020 £	Income £	Expenses £	Transfers £	At 31 Dec 2020 £
Unrestricted - General	101,776	239,598	(205,121)	(8,789)	127,464
Designated: Pre-school	12,760	3,565	0	8,789	25,114
: Buildings & grounds	44,113	0	0	0	44,113
Total Unrestricted Funds	56,873	3,565	0	8,789	69,227
	158,649	243,163	(205,121)	0	196,691
Restricted: Buildings & grounds	103,344	9,510	(92,722)	0	20,132
: Youth work	584	1,250	(1,250)	0	584
: Projects	314	4,321	(3,622)	0	1,013
: Furlough money	0	1,084	(1,084)	0	0
: Smiths Charity	1,500	857	(699)	0	1,658
: Mission donations	0	237	(237)	0	0
	105,742	17,259	(99,614)	0	23,387
Total funds	<u>264,391</u>	<u>260,422</u>	<u>(304,735)</u>	<u>0</u>	<u>220,078</u>

At 31 December 2020 funds comprise:

	General	Designated	Restricted	Total
Fixed assets	46,410	0	0	46,410
Current assets	92,012	69,227	23,387	184,626
Current liabilities	(10,958)	0	0	(10,958)
Net assets	<u>127,464</u>	<u>69,227</u>	<u>23,387</u>	<u>220,078</u>

PAROCHIAL CHURCH COUNCIL OF HOLY TRINITY KNAPHILL WITH ST SAVIOUR'S BROOKWOOD

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 December 2020

10 CHURCH HALL FINANCIAL STATEMENTS

INCOME -Hall lettings

EXPENDITURE

Running costs

Repairs and maintenance

Depreciation

Operating deficit

	Holy Trinity 2020 / £	St Saviour's 2020 / £	Total 2020 / £	Holy Trinity 2019 / £	St Saviour's 2019 / £	Total 2019 / £
	3,710	4,231	7,941	13,070	6,383	19,453
	15,322	5,397	20,719	13,001	5,833	18,834
	1,564	437	2,001	29,320	10,760	40,080
	1,139	1,540	2,679	1,139	1,540	2,679
	18,025	7,374	25,399	43,460	18,133	61,593
	(14,315)	(3,143)	(17,458)	(30,390)	(11,750)	(42,140)

11 HOME & OVERSEAS MISSIONS

OVERSEAS MISSION

A-Rocha

Bible Society

CMS

Emanuel Hospice

New Wine International

Tear Fund

Turning Point

Wycliffe

	Unrestricted 2020 / £	Restricted 2020 / £	Total 2020 / £	Total 2019 / £
	1,932	0	1,932	2,229
	265	0	265	500
	0	0	0	500
	0	0	0	500
	0	0	0	500
	0	0	0	4,152
	3,864	0	3,864	4,257
	1,932	0	1,932	2,129
	7,993	0	7,993	14,767

HOME MISSION

Across

Sheerwater Church Project

Care for the family

Children's Society

CPAS

Engage (formerly SCATs)

Royal British Legion

Smiths Trust

Surrey Care Trust

Woking Hospice

Young Minds

Your Sanctuary

	Unrestricted 2020 / £	Restricted 2020 / £	Total 2020 / £	Total 2019 / £
	200	0	200	500
	2,000	0	2,000	0
	350	0	350	500
	0	0	0	121
	3,864	0	3,864	4,257
	3,864	0	3,864	4,257
	0	0	0	177
	0	699	699	790
	350	0	350	500
	350	0	350	500
	0	0	0	57
	350	237	587	982
	11,328	936	12,264	12,641

Total

19,321 936 20,257 27,408

The number of individuals receiving grants totalled 41 (2019 : 4)