



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 31 DEC 18 to 31 DEC 19

Charity name: The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity, Weston, Hampshire

Charity registration number: 1132567

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Promoting in the Ecclesiastical Parish the whole mission of the church; pastoral, evangelistic, social, ecumenical.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Provision of weekly Sunday worship, midweek pastoral groups, occasional offices and other pastoral provision in the parish.</p> <p>The promotion of the Christian faith through community events of a social and evangelistic nature.</p> <p>Community engagement activities such as working with statutory authorities, support of local political process, and community redevelopment initiatives.</p> <p>Working with other local people in support of other community based activities and social engagement initiatives.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees (i.e. PCC) have had regard to the Charity Commission's guidance on public benefit and are satisfied that Holy Trinity, Weston meets the public benefit requirements of an Anglican (Church of England) community of faith.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	No additional information.
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The PCC has continued its partnership with Acts 435, an online crowdfunding platform that raises money for distribution to those in need in the church family and the wider community.</p> <p>The PCC has established a “No Need Fund” to supplement its giving to the local community via its partnership with Acts 435.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity, Weston, Hampshire is satisfied that Holy Trinity, Weston is a going concern.</p> <p>The PCC is continues to generate income via hall lettings, fundraising activities, grant applications and the charitable giving of its members.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	It is the policy of the PCC to maintain unrestricted funds at a level which will enable the PCC to cover its ongoing expenditure.
Amount of reserves held	Para 1.22	£15,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Parochial Church Council Powers Measure (1956) as amended
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Church Representation Rules (2011)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Members of the PCC are recruited and appointed in accordance with the Church Representation Rules (2011), Part II, Section 9, Paragraph 5.</p> <p>The trustees form a body corporate called the Parochial Church Council.</p> <p>Certain people are by law members of the PCC. They are:</p> <p>All priests and deacons licensed to the parish, but not including retired clergy;</p> <p>Certain lay workers licensed to the parish;</p> <p>The churchwardens;</p> <p>Any person on the electoral roll who is a member of the Deanery Synod, Diocesan Synod and the General Synod;</p> <p>Any members within a set numerical who are elected at the annual parochial church meeting;</p> <p>Any co-opted members within a set numerical limit.</p> <p>All elected PCC members are elected for three years, with one third retiring and being elected each year.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	No additional information.
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The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity, Weston, Hampshire is part of the Anglican Diocese of Winchester.</p> <p>The Diocese is divided into two Archdeacons, Winchester in the north and Bournemouth in the south, each administered by an Archdeacon. Each archdeaconry is separated into administrative areas called deaneries, 7 in the Winchester Archdeaconry and 8 in Bournemouth Archdeaconry.</p>
Relationship with any related parties	Para 1.51	No additional information,
Other		

Reference and Administrative details

Charity name	Holy Trinity, Weston
Other name the charity uses	
Registered charity number	1132567
Charity's principal address	Weston Vicarage Weston Lane Southampton SO19 9HG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev'd Daron Medway	Priest in charge		Ex officio
2	Mr Richard Dunne	Churchwardens		Ex officio
3	Mt Bryan Paget	Treasurer		Holy Trinity, Weston
4	Mr Dennis Drysdale			Holy Trinity, Weston
5	Mrs Julia Baker			Holy Trinity, Weston
6	Mrs Julieanne Medway			Holy Trinity, Weston
7	Mr Darren Stevens			Holy Trinity, Weston
8	Mr Thomas Boulter			Holy Trinity, Weston
9	Mr Mark Hillier			Holy Trinity, Weston
10	Mrs Jill Day			Holy Trinity, Weston
11	Mrs Amy Lawrence			Holy Trinity, Weston

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Daron Medway	
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Full name(s)	Daron Medway	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	15 December 2020
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PCC of Holy Trinity, Weston, Hants				
Receipts and payments accounts for year 1st January 2019 to 31st December 2019				
1. PCC ACCOUNT	Notes	Unrestricted Funds	Restricted Funds (Youth Pastor)	Total 2019
1.1 Receipts				
Regular giving		21,006	12,997	34,003
Collections at services		4,955	-	4,955
Other giving	Note 2	7,490	7,317	14,807
Gift Aid recovered		5,519	3,317	8,835
Hall hire fees	Note 3	10,493	-	10,493
Money passing through account	Note 4	4,117		4,117
Fees, weddings, funerals, baptisms		3,676	-	3,676
Acts 4 Funds	Note 5	2,654		2,654
Misc	Note 6	1,087	280	1,367
Grants	Note 7	3,697	4,000	7,697
Sales of assets or investments		-	-	-
Total income		64,693.19	27,911.38	92,604.57
1.2. Payments				
Parish share	Note 8	19,402	-	19,402
Service costs and evangelism		520	-	520
Gifts to other causes	Note 9	120	-	120
Costs, weddings, funerals, baptisms		1,408	-	1,408
Work with children		1,280	-	1,280
Acts 4 funds	Note 10	2,448		2,448
Utilities	Note 11	6,616	-	6,616
Insurance		2,209	-	2,209
Churchyard maintenance		1,494	-	1,494
Church - repairs and cleaning		4,899	-	4,899
Hall - repairs and cleaning		3,935	-	3,935
Admin	Note 12	6,332	-	6,332
Misc		1,186	-	1,186
Money passing through account	Note 13	1,934	-	1,934
Youth Pastor salary and expenses			32,760	32,760
Major purchases		-	-	-
Total expenditure		53,782.94	32,759.70	86,542.64
1.3 Difference between receipts and payments		10,910	- 4,848	6,062
RESERVES AND MAJOR REPAIRS ACCOUNT				
2. ACCOUNT	Notes	Unrestricted Funds	Restricted Funds	Total 2019
2.1 Receipts		-	-	-
2.2 Payments		5,897	-	5,897
2.3 Difference between receipts & payments		- 5,897		
3. Cash held in bank on 31st December 2019				

	PCC of Weston Account	Note 14	14,570	5,818	20,388
	Reserves and major repairs account	Note 15.	17,509		17,509
	Total cash funds				37,898
4.	Assets				
4.1	Holy Trinity's major fixed asset is the Church Centre, which is valued at £112,198, its cost price. Holy Trinity has no endowment or investment accounts and has not sold or disposed of any significant assets in 2019.				
	Notes				
1	The accounts have been prepared in accordance with the Church Accounting Regulations 2006 using the receipts and payments method.				
2	'Other giving' in 2019 included two anonymous donations totalling £5,500. Also we raised £1,526 from the summer and Christmas fayres and £183 from our quiz night.				
3	Slimming World uses the hall on Thursdays and contributes the most to our hall hire income although other lettings and one-off events play an important part. The income is less than in 2018 because that year we received payments from the NHS who have now stopped using the hall.				
4	'Money passing through the account' covers income which passes through our bank account but is pre-designated for another cause. For instance, cash collected by one of the cell groups which is sent on to the Zimbabwe Pensioners' Support Fund. Also this includes money paid in advance for summer camps and money received from The Venny to cover the cost of clean which goes through our payroll system then is charged to them.				
5	Holy Trinity has a charitable fund now known as 'No Needy Person', previously 'Acts 4:34 Fund'. It offers help to people in the parish in times of hardship. We also work with a national crowdfunding charity called 'Acts 4:35'. Money paid into both these funds is noted here and adds up to £2,654.				
6	Miscellaneous income in 2019 included:				
	- Ride and Stride sponsorship money - 50% returned to Holy Trinity: £525.50				
	- Donation following Youth Club reunion in the Church Hall: £119				
	- Ride and Stride award for endeavour: £50				
7	Grants were received from:				
	- Department of Culture, Media and Sport, £647				
	- Allchurches Trust - spent on the new door to the hall lobby, £2,250				
	- Southampton City Council towards maintaining the churchyard, £800				
	The Youth Pastor has been awarded a grant from Mr Willets' Trust of £12,000 over three years, starting in September 2018. £4,000 of this was received in 2019.				
8	As reported in last year's accounts, Holy Trinity ended 2018 having spent £11,480 more than its income and steps had to be taken to address this. Amongst other economies, the Parish Share was reduced, with the agreement of the diocese. The Share was £1,718 a month from January to April and £1,351 from May to December.				
9	This was money paid towards Helen Burningham's work in Africa.				

Examiner's unqualified report (for a non-company charity preparing receipts and payment accounts) with a gross income of less than £250,000 in the relevant financial year

Independent Examiner's report to the trustees (PCC) of Holy Trinity Church, Weston

I report to the trustees on my examination of the accounts of HTC Weston (the PCC thereof) for the year ended 31 December 2019

Responsibilities and basis of the report

As the charity trustees of the PCC you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the PCC accounts carried out under Section 145 of the 2011 Act and in carrying out my report I have followed the applicable directions given in document CC32 – Directions and guidance for examiners (December 2017)

Independent examiner's Statement

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

1. Accounting records were not kept in respect of the PCC as required by the Charities Act 2011; or that
2. The accounts do not match these records

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

More detailed notes follow.



Signed:

Name: Martin Smith

Date: 08 December 2020

1. Introduction

Following email conversations between Chris Gilroy and Martin Smith during September and October 2020, Martin was asked to look over the accounts for Holy Trinity Church, Weston for the year ended 31st December 2019 with a view to:

- Providing a general overview as to the accuracy of the accounts
- Conduct a brief assessment of the accounts, back to source data
- Identify any possible areas of weakness and suggest appropriate measures to address such matters

2. Action taken

A soft copy of the Accounts Spreadsheet (an Excel document) was supplied
Also supplied in paper format, original copies of

- Bank statements
- Invoices and transactions support notes
- Cheque books and paying in books
- Accounts statement for the year provided by the Treasurer

As the church will be moving to a different system next year using Xero software, this examination was limited to reviewing the spreadsheet and sampling a wide range of invoices, receipts and bank statement entries for traceability.

Totals and statements presented to PCC were checked for accuracy, and payments made to staff in respect of salaries or trustees remunerations etc checked in accordance with Charity Commission (CC) protocols (updated December 2017)

An examiner's unqualified report is attached in this regard, in accordance with CC guidelines

3. General comments

The financial transactions are organised and recorded on a master spreadsheet which serves mostly as a straightforward list of items and bookkeeping records.

Preparation of the accounts is in accordance with the Church Accounting Regulations (2006) using the Receipts and Payments method.

A thorough check was made by totalling every column in the monthly spreadsheet, after checking these at random against both the bank statement and the associated paper documentation.

The accounts of 2019 were checked for transaction recording and formulaic error. While some minor transpositional errors were noted, these were considered inconsequential.

The allocation of income and expenses to particular accounts 'columns' was also checked for appropriateness and found to be well considered and in good order. Some advice was given about including more columns to breakdown the accounts further.

This was particularly in respect of the Miscellaneous 'other' fund, which was considered to have a large amount of entries allocated.

As with any system of this kind, it relies on the integrity of the team involved that ALL financial transactions are recorded accurately, and there is no way to check this under the current system. However, the diligent recording, note-taking and counter-signing present suggests every effort is made to enter every financial transaction accurately, and no cause for concern is raised.

Cash income – notably at service collections – is diligently recorded and counter signed with two signatures and is considered good practise.

The habit of collecting cash from hall hires at the time by volunteers is understood but is not considered best practise and raises a concern. There is currently no system for checking that ALL hires are recorded and paid for through the books, which currently relies on the integrity of parties involved. The Xero system will enable bookings to be checked against receipts.

The consistency of recording transactions in the accounts when taking the random sample provides evidence of accuracy within the documentation.

Without any automated or calculated reconciliations built into the spreadsheet, it has not been possible to check the monthly incomes and expenditures against, for example, a budget statement. Balances of income and expenditure each month were checked against the bank statements at the end of March and September and found to consistently agree

It was noted that monies 'restricted' or 'designated' for some specific funds or purposes is not specifically recorded, and a note was made advising that this could be done to improve and expand the reach of the spreadsheet. This would provide better access to fund balances and the church's financial position could be presented or examined at any point during the year. A monthly reconciliation would significantly help with this and make the process of chasing down the accuracy of transaction recording easier.

In specific respect of the Parish Returns due to Winchester DBF, a question was raised about the recording and allocation of the associated fees. It is understood that this is worked out manually by a named individual with that responsibility, and Fees are paid annually. Those due for 2019 were paid in 2020; as such the amounts have not been calculated as part of the Examiner's report

The Annual Report was read through, with the accompanying notes. Balances were checked against the spreadsheet and found to be accurate. The Notes help to explain some of the accounting decisions and were supportive and helpful in this respect.

4. Conclusion

Holy Trinity Church, Weston appears to be in a stable and encouraging financial position given the difficult circumstances in which an organisation of this type operates, and its accounts are diligently and carefully managed.

It is encouraging to see a significant increase in income over that recorded in 2018, especially in the receipt of grants for building, maintenance and repair work and the successful application to the

Willetts Trust for Youth Pastor funding over three years. The reduction in Parish Share thoughtfully considered the church's position in respect to its 'overspend' in 2018, and seems to have enabled the Church to work its limited resources more widely in accordance with Christian ideals of tithing and mission support.

The transition between Chris Gilroy and Bryan Paget as Treasurer appears from the accounts presented to have gone smoothly, and the records are in good condition and good hands.

The transition to a Xero system for next year will strengthen and improve the accountability of the financial system, allowing the generation of invoicing and check management, easier and more regular reconciliation and improved fund management. I feel this will allow the diligence of the book-keeping to be used to facilitate analysis, reporting and interrogation of the finances. This is to be commended and indicates the integrity and ambition of the Church financial team to develop and timely adapt in order to improve the intelligence and efficacy of its book-keeping system.

Chris is to be commended on the diligence and accuracy of her management of the church accounts, and a successful handover to Bryan. I wish him and all those involved with the church finance well and feel confident that the system so far will enable a smooth transition to the improvements planned.

With God's blessing

Martin Smith, December 2020