

Holy Trinity Church, Heigham, Norwich

**Financial Statements
of the
Parochial Church Council**

For the Year Ended 31 December 2020

Holy Trinity Church, Heigham, Norwich

**Independent Examiner's Report
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

I report to the Parochial Church Council on my examination of the Accounts of Holy Trinity Church for the year ended 31 December 2020 which are set out on pages 3 to 13.

Responsibilities and basis of report

As the charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts 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.

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 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, 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:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts to be reached.



Ryan Southgate ACCA
For and on behalf of Aston Shaw Limited

Aston Shaw
Chartered Certified Accountants & Registered Auditor
The Union Building
51 - 59 Rose Lane
Norwich
NR1 1BY

12-Apr-21

**Statement of Financial Activities
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

	Notes	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	2(a)	315,716	14,959	-	330,675	316,627
Income from investments	2(b)	9,316	-	178	9,494	8,540
Church activities	2(c)	4,413	-	-	4,413	8,884
Total income and endowments		329,445	14,959	178	344,582	334,051
Expenditure on:						
Grants	3(a)	35,593	-	-	35,593	33,048
Church activities	3(b)	306,616	14,126	178	320,920	269,135
Investment property costs	3(c)	5,189	-	-	5,189	10,249
Total expenditure		347,398	14,126	178	361,702	312,432
Net income/(expenditure)		(17,953)	833	-	(17,120)	21,619
Net movement in funds		(17,953)	833	-	(17,120)	21,619
Reconciliation of funds:						
Total funds brought forward		735,295	-	31,991	767,286	745,667
Total funds carried forward		717,342	833	31,991	750,166	767,286

All income and expenditure derive from continuing activities.

Holy Trinity Church, Heigham, Norwich

Balance Sheet
for the Parochial Church Council of Holy Trinity Church
as at 31 December 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		34,796		13,935
Investments	6		<u>472,818</u>		<u>472,818</u>
			507,614		486,753
Current assets					
Debtors	7	12,740		18,170	
Cash in bank and in hand		<u>237,419</u>		<u>283,276</u>	
		250,159		301,446	
Creditors					
Amounts falling due within one year	8		<u>(7,609)</u>		<u>(20,913)</u>
Net current assets			242,550		280,533
Net assets			<u>750,164</u>		<u>767,286</u>
Funds					
General funds	9		60,824		58,209
Other unrestricted funds			<u>656,517</u>		<u>677,085</u>
Total unrestricted funds			717,341		735,294
Restricted funds			833		-
Endowment funds			31,991		31,991
Total funds			<u>750,164</u>		<u>767,285</u>

The financial statements were approved and authorised for issue by the Parochial Church Council on 8 March 2021.

Signed on behalf of the Parochial Church Council



.....
Andy Gray
Churchwarden



.....
Bill Myall
Churchwarden

The notes on pages 5 to 13 form part of these financial statements.

**Notes to the Financial Statements
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020**

1. Summary of significant accounting policies

- a. **Basis of preparation.** 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body or those that are informal gatherings of church members.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items (investment property) at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

- b. **Funds.** Unrestricted funds are those funds that are held for spending at the PCC's discretion. These include any further funds, which the PCC has designated for particular purposes ("designated funds"). Unrestricted funds comprise:

General funds Funds of the PCC that are not subject to any restrictions regarding their use and are available for application for the general purposes of the PCC.

Tangible fixed assets reserve Funds set-aside by decision of the PCC to reflect monies tied-up in tangible fixed assets and hence not readily expendable without disposal of the relevant assets (see note 5).

Investment property reserve Funds set-aside by decision of the PCC to reflect monies tied-up in the investment property and hence not readily expendable without disposal of the investment property (see note 6).

Training fund Funds set-aside by decision of the PCC in 2018 to cover the costs over 3 years of training a Children's Worker.

Fabric fund Funds set-aside by decision of the PCC in 2018 to cover the costs of any one-off or occasional building or furnishing projects (designation clarified by PCC in 2019).

Jenny Lind project fund Funds set-aside by decision of the PCC in 2018 to cover the costs of progressing our ministry in the North East of the parish (Jenny Lind and Vauxhall Street area), including the employment of staff who will support this ministry (designation clarified by PCC in 2019).

Restricted funds are those that are subject to specific trusts. For the purposes of these accounts, the funds held under this heading are the "income funds" i.e. they must be spent on the specified purpose(s) within a reasonable period of time. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to individual funds on an average balance basis. Restricted "income" funds comprise:

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

1. Summary of significant accounting policies (continued)

Hardship Fund

Donations for the Hardship Fund were collected during 2020. Initially these were designated specifically for hardships occurring as a result of the Covid-19 pandemic (including provision of food vouchers for Bignold School families). Spend from this fund included the purchase of food vouchers, support for English+ contacts and support for other individuals and families in severe hardship. Towards the end of the year, and with permission of the donors who had provided the funds that were still unused at the time, the designation was broadened to cover any hardship (i.e. not necessarily relating to the pandemic).

Endowment funds are funds, the capital of which must be maintained; only income arising from investment of the endowment may be used either as restricted or unrestricted funds depending upon the purpose for which the endowment was established. Endowment funds comprise:

Bransby Legacy

An endowment with interest earmarked for costs of youth work. The assets of the legacy are held on deposit within the CBF Church of England Deposit Fund (see note 9).

- c. **Incoming Resources.** Planned giving receivable under Gift Aid is recognised only when received. Income tax recoverable on Gift Aid donations is recognised when the income to which it relates is received. Collections are recognised when received by or on behalf of the PCC. All other income is recognised when it is receivable. All incoming resources are accounted for gross.
- d. **Resources Expended.** Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC. The diocesan parish share is accounted for when paid. Because it is not a legal liability, any parish share unpaid at 31 December is not provided in these financial statements except to the extent that the PCC has resolved to pay the shortfall. All other expenditure is generally recognised when it is incurred and is accounted for gross.
- e. **Tangible Fixed Assets.** Consecrated and benefice property of any kind is not included in these financial statements in accordance with S.10(2)a) and c) of the Charities Act 2011. Freehold property improvements are depreciated at 10% pa on a straight-line basis. Office equipment is depreciated at 25% pa on a straight-line basis.
- f. **Investment Properties.** Investment properties for which fair value can be measured reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SoFA.
- g. **Volunteer Activities.** A large amount of activities run by the church are staffed by volunteers who give of their time and resources. This help is unquantifiable but without it the church could not continue to pursue its work.
- h. **Employee Benefits.** The charity offers membership of a defined contribution pension scheme to its employees. Contributions payable are charged in the Statement of Financial Activities in the period to which they relate. The charity has no responsibility for the management of the pension scheme, which is provided by a third party.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

2. Incoming resources

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Donations and legacies					
Giving - standing orders	226,614	-	-	226,614	232,421
Giving - Sunday collections	1,077	-	-	1,077	3,935
Giving - other planned	14,796	-	-	14,796	21,703
Giving - other	20,436	12,711	-	33,147	2,945
	<u>262,923</u>	<u>12,711</u>	<u>-</u>	<u>275,634</u>	<u>261,004</u>
Income tax recoverable (Gift Aid)	51,675	2,248	-	53,922	54,756
Grants	1,118	-	-	1,118	867
	<u>315,716</u>	<u>14,959</u>	<u>-</u>	<u>330,675</u>	<u>316,627</u>
(b) Income from investments					
Rental income (26 Trinity Street)	9,250	-	-	9,250	8,214
Interest received	66	-	178	244	326
	<u>9,316</u>	<u>-</u>	<u>178</u>	<u>9,494</u>	<u>8,540</u>
(c) Church activities					
Wedding & funeral fees	707	-	-	707	1,493
Church & hall hire	701	-	-	701	2,722
Other receipts	3,005	-	-	3,005	4,669
	<u>4,413</u>	<u>-</u>	<u>-</u>	<u>4,413</u>	<u>8,884</u>
Total incoming resources	<u>329,445</u>	<u>14,959</u>	<u>178</u>	<u>344,582</u>	<u>334,051</u>

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended

	Unrestricted Funds	Restricted Funds	Endowment Funds	Total 2020	Total 2019
	£	£	£	£	£
(a) Grants					
Mission grants - individual partners	22,743	-	-	22,743	20,000
Mission grants - agencies	12,850	-	-	12,850	13,048
	35,593	-	-	35,593	33,048
(b) Church activities					
Mission - Local outreach	2,203	14,126	-	16,329	3,726
Diocesan parish share (note 3(d))	90,000	-	-	90,000	90,000
Young people's activities	1,455	-	-	1,455	2,476
Other group activities	1,407	-	-	1,407	3,396
Events & hospitality	1,672	-	-	1,672	3,387
Books	4,569	-	-	4,569	4,878
Jenny Lind property rental	6,048	-	-	6,048	2,671
Maintenance of buildings and equipment	28,518	-	-	28,518	34,033
Utilities (light, heat and water)	9,602	-	-	9,602	11,011
Staff salary and pension costs (note 4)	112,381	-	178	112,559	75,593
Staff/clergy expenses	3,199	-	-	3,199	4,201
Training	9,879	-	-	9,879	3,233
Music	1,231	-	-	1,231	2,233
Insurance	4,648	-	-	4,648	4,533
Office costs, advertising, IT and telephony	9,813	-	-	9,813	10,533
Accountancy assurance fees (note 3(e))	1,560	-	-	1,560	1,500
Payroll and HR support (see note 3 (e))	3,062	-	-	3,062	2,346
Other expenditure	2,672	-	-	2,672	5,080
Depreciation	12,697	-	-	12,697	4,305
	306,616	14,126	178	320,920	269,135
(c) Investment property costs					
Rental property expenses	5,189	-	-	5,189	10,249
	5,189	-	-	5,189	10,249
Total resources expended	347,398	14,126	178	361,702	312,432

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

3. Resources expended (continued)

(d) Diocesan Parish Share

The parish share allocated to the PCC for 2020 was £90,000 (2019 £90,000). This reflects the overall cost of clergy within the Diocese and a method of allocation based upon two elements, the actual cost of ministry within a benefice (which for Holy Trinity equates to the parish) and a contribution to the cost of mission and ministry across the Diocese.

In 2020 the PCC paid its full £90,000 parish share (2019 paid £90,000 in full). The Diocese has agreed to request a parish share at the same level as that paid in 2020 (£90,000) for the year ending 31 December 2021.

(e) Independent Examiner's Remuneration

The independent examiner's remuneration amounts to an independent examination fee of £1,560 (2019 - £1,500) and payroll services of £960 (2019 - £790), the latter of which are included within 'Payroll and HR Support'.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

4. Staff costs

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2020 £	Total 2019 £
Salaries	108,634	-	178	108,812	73,248
Social security costs	-	-	-	-	-
Pension costs	3,747	-	-	3,747	2,345
	112,381	-	178	112,559	75,593

Further disclosures:

	2020 £	2019 £
Church activities	56,212	22,650
Management and administration	56,348	52,943
	112,560	75,593

The average monthly number of employees during the year was as follows:

	2020	2019
Church activities	4	2
Management and administration	4	4
	8	6

During the year the PCC employed the following staff: a church manager, two ministry assistants (one left August, one appointed January), two youth and children's workers (both appointed September), a part-time young people's coordinator (Jenny Lind), a caretaker, a part-time maintenance operative, a part-time administrator and a part-time organist.

No employees earned £60,000 per annum or more.

PCC Members and Related Parties

There was no remuneration or other benefits paid to PCC members in their capacity as members for the year ended 31st December 2020 nor for the year ended 31st December 2019.

During the year the following disclosable transactions occurred in respect of PCC members, persons closely connected to them or other related parties:

- A salary was paid to two PCC members during the year to 31st December 2020:
 - Mr D Appleton (PCC member), administrator: £7,856 (2019 £7,911)
 - Mr R Canniffe (PCC member), ministry assistant: £17,674 (2019 £0)

- In connection with the activities of the Church, PCC members were reimbursed incidental expenses incurred in the course of the year.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

5. Tangible fixed assets

	Improvements to freehold church hall £	Office equipment £	Total £
Cost			
At 1 January 2020	61,125	48,343	109,468
Additions	-	33,558	33,558
Disposals	-	(560)	(560)
At 31 December 2020	61,125	81,341	142,466
Depreciation			
At 1 January 2020	53,173	42,360	95,533
Charge for the year	1,987	10,710	12,697
Write back on disposals	-	(560)	(560)
At 31 December 2020	55,160	52,510	107,670
Net book value			
At 31 December 2019	7,952	5,983	13,935
At 31 December 2020	5,965	28,831	34,796

6. Fixed asset investments

	Investment Property Freehold House £	CBF Church of England Deposit Fund £	Total £
Valuation			
At 1 January 2020	430,000	42,818	472,818
At 31 December 2020	430,000	42,818	472,818
At 31 December 2019	430,000	42,818	472,818

In early 2019, the investment property, being the house at 26 Trinity Street, was informally valued by a local agency to be in the region of £430,000 - £450,000 based on recent sale values of nearby properties and their knowledge of this property. With this in mind, members of the PCC approved a valuation for this property of £430,000 as at 31 December 2018, with the resulting revaluation adjustment reflected in the Accounts for the year ended 31 December 2018. It is believed that the valuation of the property has not materially altered in the year ended 31 December 2019 or in the year ended 31 December 2020 so the property is carried forward at the same valuation. The net book value of the investment property is attributable to the investment fund (note 10).

Funds held on deposit include amounts attributable to the Bransby Legacy.

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

7. Debtors: amounts falling due within one year

	2020	2019
	£	£
Income tax recoverable on Gift Aid donations	6,175	10,032
Other debtors	6,565	8,138
	12,740	18,170

8. Amounts falling due within one year

	2020	2019
	£	£
Other creditors and accruals	7,609	20,913
	7,609	20,913

9. Movements in funds

	Balance at 1 January 2020	Total income resources	Total resources expended	Other movements	Balance at 31 December 2020
	£	£	£	£	£
Unrestricted funds					
General funds	58,209	329,445	-305,969.53	(20,860)	60,824
Other unrestricted funds:					
Tangible fixed assets reserve	13,935	-	-	2,413	16,348
Investment property reserve	430,000	-	-	-	430,000
Designated funds:					
Training fund	18,000	-	(7,172)	-	10,828
Fabric fund	110,417	-	(27,822)	18,447	101,042
Jenny Lind project fund	104,733	-	(6,434)	-	98,299
	677,085	-	(41,428)	20,860	656,517
Total unrestricted funds	735,294	329,445	(347,397)	-	717,341
Restricted funds					
Hardship Fund	-	14,959	(14,126)	-	833
	-	14,959	(14,126)	-	833
Endowment funds					
Bransby legacy	31,991	178	(178)	-	31,991
	31,991	178	(178)	-	31,991
Total funds	767,285	344,583	(361,701)	-	750,164

Notes to the Financial Statements (continued)
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

9. Movements in funds (continued)

The "other movements" comprise:

Transfers between funds	£
Tangible fixed assets reserve/general funds and Fabric Fund - transfer to match the net value tied up in tangible fixed assets	2,413
Fabric Fund (chairs)	18,447
General funds	(20,860)
	-

10. Analysis of net assets by fund

The net assets within each fund at 31 December 2020 are summarised as follows:

	Unrestricted funds	Restricted funds	Endowment funds	Total
	£	£	£	£
Tangible fixed assets	34,796	-	-	34,796
Investments	440,827	-	31,991	472,818
Current assets	249,327	833	-	250,161
Creditors	(7,609)	-	-	(7,609)
	717,341	833	31,991	750,164

Holy Trinity Church, Heigham, Norwich

Given to Mission and Social Action
for the Parochial Church Council of Holy Trinity Church
for the year ended 31 December 2020

	Total 2020	Total 2019
	£	£
Individuals:		
SIM - Penny Bakewell	4,100	4,000
WBT - Tony and Carol Smith	5,125	5,000
WEC - Colin Bearups	8,175	7,000
Stewardship - Rachel Spencer	3,050	2,000
UCCF - Rosie O'Donnell	2,050	2,000
Travel Expenses	243	-
	<u>22,743</u>	<u>20,000</u>
National Agencies:		
CPAS	1,100	1,100
Friends International	1,100	1,100
UCCF	600	600
Church of England Evangelical Council	1,000	1,000
Church Mission Society	-	200
	<u>3,800</u>	<u>4,000</u>
Local Organisations:		
English +	6,000	6,000
Magdalen Project	1,100	1,100
Norwich Youth for Christ	1,100	1,100
UEA Christian Union	850	600
The Matthew Project (special collection)	-	198
	<u>9,050</u>	<u>8,998</u>
Total	<u>35,593</u>	<u>32,998</u>

This page does not form part of the financial statements but is provided for additional information.