



Holy Trinity Church, Main Road, Bolton-le-Sands. LA5 8DU

Reg. Charity No. 1144401

Financial Accounts for the Year Ending 31 December 2016

Treasurer:

Andy Hampshire

Independent Examiner:

Elizabeth Bateman

Approved by Bolton-le-Sands Parochial Church Council on 14
February 2017 and signed on its behalf by

.....(Chairperson of the PCC)

.....(Signature)

Independent Examiners Report To The PCC Of Holy Trinity Bolton-Le-Sands

This report on the accounts of the PCC for the year ended 31 December 2016, which are set out on the following pages, are in respect of an examination carried out in accordance with the Church Accounting Regulations 2006 ('the regulations') and s.43 of the charities act 1993 ('the act').

Respective responsibilities of the PCC and the examiner

As members of the PCC you are responsible for the preparation of the financial statements; you consider that the audit requirement of regulations and section 43(2) of the act do not apply. It is my responsibility to issue this report on those financial statements in accordance with the regulations.

Basis of this report

My examination was carried out in accordance with the general directions given by the charity commission under section 43(7)(b) of the act and to be found in the church guidance 2006 edition. That examination includes a review of accounting records kept by the PCC and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In Connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
 - To keep accounting records in the accordance section 41 of the act: and
 - To prepare financial statements, which accord with the accounting records and to comply with the requirement of the act and the regulations that have not been met: or

- (2) to which, in my opinion attention should be drawn in order to enable a proper understanding of the account to be reached.

Signed

Elizabeth Bateman
1 Greenwood Crescent
Bolton-le-Sands
Carnforth
LA5 8BE

Date

Parochial Church Council (PCC) of Holy Trinity, Bolton-Le-Sands

Notes to the financial statements

For the accounting year ending December 2016

1. Accounting policies

Basis of financial statements: The financial statements have been prepared under the Church Accounting Regulations 2006 in accordance with applicable accounting standards and the current Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

The financial statements have been prepared under the historical cost convention except for investment assets, which are shown at market value. 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, nor those that are informal gatherings of church members.

Fund accounting: *Endowment Funds* are funds, the capital of which must be retained either permanently or at the PCC's discretion; the income derived from the endowment is to be used either as restricted or unrestricted income funds depending upon the purpose for which the endowment was established in the first place.

Restricted Funds comprise (a) income from endowments which is to be expended only on the restricted purposes intended by the donor, and (b) revenue donations or grants for a specific PCC activity intended by the donor. Where these funds have unspent balances, interest on their pooled investment is apportioned to the individual funds on an average balance basis.

Unrestricted Funds are income funds which are to be spent on the PCC's general purposes.

Designated funds are general funds set aside by the PCC for use in the future. Project funds are designated for particular projects for administration purposes only. Funds designated as invested in fixed assets for the PCC's own use are abated in line with those assets' annual depreciation charges in the SOFA. Designated funds remain unrestricted and the PCC will move any surplus to other general funds.

Incoming resources: Planned giving, collections and similar donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered reasonably certain and the amounts due are readily quantifiable. Dividends are accounted for when declared receivable, interest as and when accrued by the payer. All incoming resources are accounted for gross.

Resources expended: Grants and donations are 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. All other expenditure is generally recognised when it is incurred and is accounted for gross.

Fixed assets: Consecrated and benefice property is not included in the accounts in accordance with s.10(2)(a) and (c) of the Charities Act 2011.

Investments are valued at market value at 31 December 2016.

Bolton le Sands Holy Trinity
Balance sheet (Church of England)
As at: 31 December 2016

	As at 31/12/2016	As at 31/12/2015
	£	£
Fixed assets		
Investments	49,147	44,954
	49,147	44,954
Current assets		
Cash at bank and in hand	239,132	155,661
	239,132	155,661
Liabilities		
Creditors: Amounts falling due in one year	344	172
Net current assets less current liabilities	238,788	155,489
Total assets less current liabilities	287,935	200,443
Total net assets less liabilities	287,935	200,443
Represented by		
Unrestricted		
Unrestricted - General fund	9,782	3,070
Designated		
Designated - Capital Reserve	20,700	20,700
Designated - Graveyard Designated Fund	—	—
Designated - Project Fund	9,282	9,282
Designated - Supper Club	187	187
Restricted		
Restricted - Fabric Fund	40,919	38,156
Restricted - Vicar's Discretionary Fund	1,001	763
Restricted - Flower Fund	99	101
Restricted - CBF and Diocese investment (use of School)	443	564
Restricted - Confirmation : Bible Fund	4	4
Restricted - Literature: Weddings/Baptism	—	—
Restricted - Raise The Roof Open The Door	141,186	68,211
Restricted - Wedding deposits	257	—
Restricted - Agency collection	337	—
Restricted - Organ Fund	6,053	6,053
Restricted - Choir Fund	708	708
Restricted - Verger Fund	—	—
Restricted - St Mark's Toilet Fund	—	—
Restricted - St Mark's Fabric	735	715
Restricted - Graveyard Fund (Restricted)	6,578	6,432
Restricted - Decorating Fund	—	—
Restricted - Under 18s	510	535
Endowment		
Endowment - Legacy Funds for school	49,147	44,954

	As at 31/12/2016	As at 31/12/2015
	£	£
Funds of the church	287,935	200,443

Bolton le Sands Holy Trinity
Statement of Financial Activities
For the period from 01 January 2016 to 31 December 2016

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
Receipts						
Planned giving	31,403	—	195	—	31,598	31,281
Collections and other giving	8,076	—	3	—	8,079	11,099
Other voluntary receipts	1,052	—	116,647	—	117,700	36,321
Gift Aid recovered	8,443	—	—	—	8,443	10,089
Other receipts	—	—	1,057	—	1,057	276
Activities for generating funds	9,825	—	—	—	9,825	9,954
Investment Income	821	—	1,301	—	2,122	2,330
Receipts from church activities	7,741	—	5,219	—	12,960	7,006
Total income	67,362	—	124,424	—	191,786	108,339
Payments						
Cost of generating funds	823	—	150	—	973	1,276
Missionary and Charitable Giving	10	—	1,423	—	1,433	1,588
Parish Share	36,000	—	—	—	36,000	46,000
Clergy and Staffing costs	4,532	—	—	—	4,532	4,528
Church Running Expenses	19,153	—	8,673	—	27,827	33,081
Church Repairs & Maintenance	131	—	37,591	—	37,722	—
Total expenditure	60,651	—	47,837	—	108,488	86,475
Net income / (expenditure) resources before transfer	6,711	—	76,586	—	83,298	21,864
Transfers						
Gross transfers between funds - in	—	—	87	87	174	85
Gross transfers between funds - out	—	—	(87)	(87)	(174)	(85)
Other recognised gains / losses						
Gains / losses on investment assets	—	—	—	4,193	4,193	531
Net movement in funds	6,711	—	76,586	4,193	87,491	22,395
Reconciliation of funds						
Total funds brought forward	3,070	30,171	122,247	44,954	200,443	178,047
Total funds carried forward	9,782	30,171	198,834	49,147	287,935	200,443

Bolton le Sands Holy Trinity

Analysis of income and expenditure
Selected period: 01 January 2016 to 31 December 2016

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Receipts						
<i>Planned giving</i>						
0101 - Bank Standing order Tax Effic.	16,744	—	—	—	16,744	17,288
0105 - Planned giving-cheques Tax effc.	700	—	—	—	700	700
0110 - Envelopes Tax efficient	1,207	—	—	—	1,207	—
0120 - Charity Cheques	80	—	—	—	80	—
0201 - Envelopes-planned giving	10,202	—	—	—	10,202	12,013
0202 - Planned Giving Bank (S/O)	2,469	—	—	—	2,469	1,280
0220 - Graveyard: Planned giving	—	—	195	—	195	—
Planned giving Totals	31,403	—	195	—	31,598	31,281
<i>Collections and other giving</i>						
0301 - Loose plate collections	5,039	—	—	—	5,039	5,335
0302 - Plate Gift Aid (Pew envelopes)	1,223	—	—	—	1,223	2,515
0310 - Loose plate collection-Occ. offices	1,153	—	3	—	1,157	1,965
0315 - Gift Aid envelopes, occ. offices	658	—	—	—	658	1,283
Collections and other giving Totals	8,075	—	3	—	8,079	11,099
<i>Other voluntary receipts</i>						
0410 - Giving through church boxes	23	—	113	—	136	188
0502 - Donations/Gifts	1,019	—	1,980	—	2,999	4,275
0510 - Gifts of quoted securities	0	—	—	—	0	—
0550 - Donations appeals etc	10	—	250	—	260	15,457
0701 - Legacies	—	—	2,354	—	2,354	11,000
08A1 - Non-recurring one-off grants	—	—	111,949	—	111,949	5,400
Other voluntary receipts Totals	1,052	—	116,647	—	117,700	36,321
<i>Gift Aid recovered</i>						
0601 - Tax recoverable on Gift Aid	8,443	—	—	—	8,443	10,069
Gift Aid recovered Totals	8,443	—	—	—	8,443	10,069
<i>Other receipts</i>						
0503 - Donations: Graveyard	—	—	800	—	800	—
0570 - Giving Relief: Charity Giving	—	—	—	—	—	116
1330 - Refunds	—	—	—	—	—	159
1401 - Wedding deposits	—	—	257	—	257	—
Other receipts Totals	—	—	1,057	—	1,057	276
<i>Activities for generating funds</i>						
0902 - Refreshments	1,039	—	—	—	1,039	1,193
0915 - Fund Raising-Fetes, Sales etc.	3,807	—	—	—	3,807	4,043
1220 - Funds: Printing	35	—	—	—	35	105
1250 - Magazine income - advertising	2,545	—	—	—	2,545	2,419
1260 - Parish magazine sales	2,398	—	—	—	2,398	2,192
Activities for generating funds	9,825	—	—	—	9,825	9,954

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Totals						
Investment Income						
1001 - Dividends	—	—	1,293	—	1,293	—
1020 - Bank and building society interest	471	—	8	—	479	2,080
1030 - Rent from lands or buildings	350	—	—	—	350	250
Investment Income Totals	821	—	1,301	—	2,122	2,330
Receipts from church activities						
1101 - Fees for weddings and funerals	7,741	—	5,219	—	12,960	7,006
Receipts from church activities Totals	7,741	—	5,219	—	12,960	7,006
Receipts Grand totals	67,362	—	124,424	—	191,786	108,339
Payments						
Cost of generating funds						
1701 - Fees paid to fund raisers	—	—	—	—	—	878
1710 - Costs of applying for grants	—	—	120	—	120	—
1730 - Costs of fetes & other events	605	—	30	—	635	207
1735 - Refreshments costs	217	—	—	—	217	190
Cost of generating funds Totals	823	—	150	—	973	1,276
Missionary and Charitable Giving						
1850 - Home mission	10	—	—	—	10	10
1880 - School Barchester	—	—	1,423	—	1,423	1,578
Missionary and Charitable Giving Totals	10	—	1,423	—	1,433	1,588
Parish Share						
1910 - Ministry parish share etc	36,000	—	—	—	36,000	46,000
Parish Share Totals	36,000	—	—	—	36,000	46,000
Clergy and Staffing costs						
2002 - Gifts & Discretionary giving	34	—	—	—	34	845
2060 - Organist	1,450	—	—	—	1,450	1,200
2101 - Working expenses of incumbent	316	—	—	—	316	—
2120 - Council tax	2,347	—	—	—	2,347	2,272
2150 - Vicar's telephone	321	—	—	—	321	194
2370 - Visiting speakers / locums	62	—	—	—	62	16
Clergy and Staffing costs Totals	4,532	—	—	—	4,532	4,528
Church Running Expenses						
2170 - Education	337	—	—	—	337	60
2201 - Parish training and mission	341	—	—	—	341	130
2301 - Church running - insurance	3,450	—	270	—	3,720	3,297
2310 - Church office - telephone	576	—	—	—	576	218
2320 - Organ / piano tuning	—	—	714	—	714	444
2330 - Church maintenance	310	—	1,320	—	1,631	7,646
2331 - Cleaning	38	—	—	—	38	—
2335 - Hospitality	—	—	—	—	—	320

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
2340 - Upkeep of services	3,174	—	240	—	3,414	3,200
2345 - Under 18s	225	—	24	—	249	701
2350 - Upkeep of churchyard	182	—	6,098	—	6,281	5,316
2360 - Administration	866	—	5	—	871	1,006
2401 - Church running - electric	1,788	—	—	—	1,788	1,948
2410 - Church running - gas	2,027	—	—	—	2,027	2,825
2420 - Church running - water	242	—	—	—	242	215
2430 - Church running St Mark's	129	—	—	—	129	123
2440 - Church running - heat&light St Mark's	573	—	—	—	573	622
2501 - Magazine expenses	4,890	—	—	—	4,890	4,945
Church Running Expenses Totals	19,153	—	8,673	—	27,827	33,081
Church Repairs & Maintenance						
2343 - Replacement of Equipment	131	—	38	—	170	—
2701 - Church major repairs - structure	—	—	37,552	—	37,552	—
Church Repairs & Maintenance Totals	131	—	37,591	—	37,722	—
Payments Grand totals	60,651	—	47,837	—	108,488	86,475

Holy Trinity Bolton le Sands PCC Treasurer's Annual Report, year ending 31 December 2016

This is my first annual report since taking over as Treasurer last April. I think it is fair to say that the 'learning curve' has been quite steep, but my task has been made much easier by the willing help that I have received along the way.

I would therefore firstly like to thank Simon Wilson, the outgoing Treasurer, who despite many competing pressures ensured that the handover went as smoothly as possible, and also Joyce Walling who puts a large amount of time into so efficiently dealing with Planned Giving and Gift Aid.

Many thanks also to Elizabeth Bateman who has again completed the Independent Examination most professionally.

There are also a wide group of people who contribute to making the Treasurer's life a great deal easier than it would otherwise be – the Vicar, Church Wardens, Verger and all those who count the collections at both Holy Trinity and St Mark's. Thank you to those, and to anyone else I have missed.

2016 accounts: highlights summary

- **'Raise the Roof, Open the Door' project has created exceptional, one-off increase in income and cash balances**
- **Project costs in 2017 will eliminate the increased cash and reduce Restricted/Designated Reserves**
- **'Normal' income & expenditure both slightly increased**
- **Income from Giving continues to reduce**
- **Lower Parish Share payments allow General Reserve to be replenished**
- **But, full Parish Share not met for fifth successive year**
- **Diocese offers substantial Relief Grant to reduce 2017 Parish Share by £18000**
- **Parish Share of £50,000 set for 2017 - 'challenging but achievable'**

Salient points in the accounts

A major feature of the accounts in 2016 has been the impact of the 'Raise the Roof, Open the Door' (RTROD) project. More than two years of preparation and local fundraising culminated in mid-2016 with the securing of a grant of £214000 from the Heritage Lottery Fund, and work on the roof started in December. Only half the Lottery grant had been received by the year end but that figure itself (£107000) was far more than the church's other, 'normal' income for the year.

The accounts therefore need to be looked at in the light of this – 2016 was an 'exceptional' year.

For example, in the Balance Sheet, almost half the Total Net Assets (£287935) is represented by the RTROD Fund of £141186. Similarly, in the Statement of Financial Activities whilst total income was £191786, £116647 of this was specifically from RTROD receipts.

If RTROD items are excluded the accounts show a more normal picture, with much less variation from previous years. However, before looking at this more specifically, it is important to note the likely effect of future RTROD expenditure on the accounts, particularly the Balance Sheet, in 2017.

The work on the roof and porch will be finished by July 2017. Total remaining expenditure in 2017 will be at

least £278000, with a contingency of a further £28000 to allow for unexpected work emerging as the roof is stripped back. Existing RTROD balances and grants yet to be received total £257000. The gap of up to £49000 will be covered by other existing reserves, which are shown on the 2016 Balance Sheet as noted below:-

1. Designated Project Fund, £9282: this is money put aside several years ago when the roof problems first started to emerge, but before the seriousness of the situation brought about the realisation that outside help (HLF and other grants) would be needed.

2. Restricted Fabric Fund, £40919: the money in this fund can only be used for the fabric of the church buildings and it is currently prioritised by the PCC for RTROD work.

3. Designated Capital Reserve, £20700: this is money from legacies received by Holy Trinity, where no specific instructions have been given as to its use. It is current PCC policy that these monies be reserved for Fabric works and again RTROD work will be prioritised so that the whole project has a sound financial base. It is worth noting here that the Diocesan five-yearly inspection of the whole of the church buildings (Holy Trinity & St Marks) is due after the roof works have been finished. We already know that there will be recommendations made, not least in respect of the tower, that will lead to a further call for remedial expenditure).

If no more RTROD grants, donations, or legacies, are forthcoming in 2017 the total Reserves will therefore fall by between £160000 and £188000 (depending on contingency RTROD costs) and the total net asset figure as at 31.12.2016 could reduce from £287935 to under £100000.

So, given that 'Raise the Roof' is exceptional in its size and impact on the accounts, what is 'normal'?

The answer to this lies in moving away from looking at the broad summary of the figures to the more detailed analysis starting on page six of the accounts under the heading 'Analysis of Income and Expenditure'.

The left-hand column, 'Unrestricted', gives detail of both income and expenditure for the normal day-to-day, week-to-week life of the church, and the following comments relate to these Unrestricted items only.

In 2015 there was a deficit of income against expenditure of £2341 which turned round in 2016 to a surplus of £6711. This had the effect of increasing the General Fund in the Balance Sheet to £9782. This a welcome reversal as it is PCC policy to keep the General Fund to a minimum of 2-3 months expenditure (excluding Parish Share payments). The balance in the fund should therefore not fall below the £5000-£7500 range, and the 2016 year-end showed a much more comfortable position.

Total income of £67263 was slightly up on 2015 (£66910) but within this there were some variations in different aspects of income.:-

The first two sections, 'Planned Giving' & 'Collections/other Giving' together total £39478, which is 7% lower than 2015. When Gift Aid relief of £8443 is added, total 'Giving' of £47921 represents 71% of Unrestricted income. Unfortunately it is a fact that this income has been reducing rather than increasing in recent years. (for example the comparative 'Giving' total in 2013 was over £56000).

Fundraising activities brought in roughly the same amount as in 2015, just under £10000. Both the Social and Magazine teams have again done some commendable work in this respect, and even those individual donations for tea and coffee after church services totalled over £1000 – every little really does help.

'Receipts from church activities', i.e. weddings and funerals, increased by 48% to £7741 and 2016 was well above the recent yearly averages. This income is likely to drop in 2017 as there are a lower number of wedding bookings and funerals are, by their nature, unpredictable.

Unrestricted expenditure, excluding Parish Share, rose by 6% to £24651. Page 7 of the Accounts details the breakdown of expenses into different areas, but there were no areas where there were significant variations from the previous year, or from the 6% overall growth. Holy Trinity and St Mark's' running costs are fairly consistent year-on-year.

Parish Share was clearly the exception, with payments reduced by £10000 to £36000 for the reasons already outlined.

The Share requested by the Diocese was £71239 and after adjustments in our favour the final shortfall was £31512, some £6500 higher than the 2015 shortfall. Share has not been met in full since 2011 and whilst shortfalls are recorded cumulatively the figure is 'notional' only and there is no requirement to recognise the total as a debt in the accounts.

Nevertheless, payment of the Parish Share in full is seen by the PCC as an important goal to ensure the long-term viability of the Vision for the Parish as a whole. Over 50% of the Share relates directly to the 'charge' for the vicar (stipend, on-costs, housing etc) and the remainder covers central 'overheads' such as training, safeguarding, legal & technical costs which would be much more expensive to commission independently.

A small part of the Share (£3321 in 2017) is allocated to 'inter-parish relief'. Towards the end of 2016 and early in 2017 we, along with many other parishes, have been in discussions with the Diocesan Finance department and it is pleasing to report that, due to the particular circumstances of Holy Trinity, we have been awarded a grant of £18574 from the fund against our 2017 Share of £68574.

The resultant figure of £50000 will still be extremely challenging but it is felt that if the parish comes together as it did for the 'Raise the Roof' fund-raising effort, then it is a challenge which can be met.

Andy Hampshire
Hon Treasurer

