



THE PARISH OF

# HOLY TRINITY

BOLTON LE SANDS

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

Reg. Charity No. 1144401

## Financial Accounts for the Year Ending 31 December 2018

Treasurer:

Independent Examiner:

Andy Hampshire

Elizabeth Bateman

Approved by Bolton-le-Sands Parochial Church Council on  
5 March 2018 and signed on its behalf by

.....(Chairperson of the PCC)

.....(Signature)

## **2018 Report and Accounts for the Parochial Church Council of Holy Trinity Church, Bolton le Sands and St Mark's Nether Kellett**

### Aim and purposes

Holy Trinity Parochial Church Council (PCC) has the responsibility of cooperating with the incumbent, the Reverend Nancy Goodrich, in promoting in the ecclesiastical parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC is also specifically responsible for the maintenance of the Holy Trinity and St Mark's Churches.

### Objectives and Activities

The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at Holy Trinity and St Mark's. The PCC maintains an overview of worship throughout the parish and makes suggestions on how our services can involve the many groups that live within our parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the parish.

Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of Holy Trinity and St Mark's.

### Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. At Holy Trinity the membership of the PCC consists of the incumbent (our vicar), churchwardens, and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

PCC members who have served at any time from 1st January 2018 until the date this report was approved are:

Ex Officio members:

Incumbent: The Nancy Goodrich (Chairman)

Wardens: Peter-John Davies, Mary Bunting

Elected members:

David Bateman

Rob Daunt

Andrew Hampshire (Treasurer)

Karen Hillis

Brian James

Dorothy Thomas (Secretary)

Robert Whittaker

Rachael Wilkinson Andrew Williams

## **Independent Examiner's Report to the Trustees of Bolton le Sands Parochial Church Council**

I report on the accounts of the church for the year ended 31 December 2018 which are set out on pages 4 to 9.

### **Respective Responsibilities of Trustees and Examiner**

The church's trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- To state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below. 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 accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Elizabeth Bateman CPFA

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 2018**

#### **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 2015).

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.

#### **The accounts are prepared on a Receipts and Payments basis**

**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 2018.

**Bolton le Sands Holy Trinity**  
**Statement of Financial Activities**

For the period from 01 January 2018 to 31 December 2018

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<b>Receipts</b>						
Planned giving	34,199	—	243	—	34,442	29,994
Collections and other giving	9,240	—	—	—	9,240	9,585
Other voluntary receipts	1,721	1,000	7,796	—	10,518	225,752
Gift Aid recovered	9,529	—	—	—	9,529	12,181
Other receipts	—	—	273	—	273	93
Activities for generating funds	11,219	—	812	—	12,031	10,159
Investment Income	645	—	1,604	5	2,256	2,132
Receipts from church activities	3,552	5,606	—	—	9,158	7,357
<b>Total income</b>	<b>70,107</b>	<b>6,606</b>	<b>10,730</b>	<b>5</b>	<b>87,448</b>	<b>297,255</b>
<b>Payments</b>						
Cost of generating funds	1,171	—	43	—	1,214	1,186
Missionary and Charitable Giving	20	—	1,589	—	1,609	1,921
Parish Share	45,500	—	—	—	45,500	44,623
Clergy and Staffing costs	3,771	—	17	—	3,788	4,663
Church Running Expenses	19,180	—	10,964	—	30,144	28,646
Church Repairs & Maintenance	306	2,399	9,857	—	12,564	372,946
<b>Total expenditure</b>	<b>69,950</b>	<b>2,399</b>	<b>22,471</b>	<b>—</b>	<b>94,821</b>	<b>453,988</b>
<b>Net income / (expenditure) resources before transfer</b>	<b>156</b>	<b>4,206</b>	<b>(11,741)</b>	<b>5</b>	<b>(7,372)</b>	<b>(156,732)</b>
<b>Transfers</b>						
Gross transfers between funds - in	—	—	—	—	—	18,822
Gross transfers between funds - out	—	—	—	—	—	(18,822)
<b>Other recognised gains / losses</b>						
Gains / losses on investment assets	—	—	—	(720)	(720)	4,145
<b>Net movement in funds</b>	<b>156</b>	<b>4,206</b>	<b>(11,741)</b>	<b>(715)</b>	<b>(8,093)</b>	<b>(152,587)</b>
<b>Reconciliation of funds</b>						
<b>Total funds brought forward</b>	<b>4,950</b>	<b>33,655</b>	<b>47,595</b>	<b>49,147</b>	<b>135,348</b>	<b>287,935</b>
<b>Total funds carried forward</b>	<b>5,106</b>	<b>37,861</b>	<b>35,854</b>	<b>48,431</b>	<b>127,254</b>	<b>135,348</b>
<b>Represented by</b>						
<b>Unrestricted</b>						
General fund	5,106	—	—	—	5,106	4,950
<b>Designated</b>						
Capital Reserve	—	21,700	—	—	21,700	20,700
Graveyard Designated Fund	—	9,090	—	—	9,090	3,484
Project Fund	—	6,883	—	—	6,883	9,282
Supper Club	—	187	—	—	187	187
<b>Restricted</b>						
Agency collection	—	—	337	—	337	337
CBF and Diocese investment (use of School)	—	—	385	—	385	369
Choir Fund	—	—	708	—	708	708
Confirmation : Bible Fund	—	—	63	—	63	63
Fabric Fund	—	—	22,142	—	22,142	22,616
Flower Fund	—	—	14	—	14	49
Graveyard Fund (Restricted)	—	—	893	—	893	3,811
Organ Fund	—	—	5,192	—	5,192	5,813
Raise The Roof Open The Door	—	—	—	—	—	7,592
Revaluation reserves	—	—	4,145	—	4,145	4,145
St Mark's Fabric	—	—	594	—	594	1,001

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
St Mark's Toilet Fund	—	—	205	—	205	—
Under 18s	—	—	—	—	—	105
Vicar's Discretionary Fund	—	—	899	—	899	983
Wedding deposits	—	—	273	—	273	—
Endowment						
Legacy Funds for school	—	—	—	48,431	48,431	49,147

## Bolton le Sands Holy Trinity

### Balance Sheet detailed

	As at 31/12/2018	As at 31/12/2017
<b>Fixed assets</b>		
5501: Shares-2 The Nook	47,217	47,932
5502: Shares-J I Hall Legacy	354	359
5503: Deposit 2 The Nook	5,000	5,000
<b>Total Fixed assets</b>	<b>52,571</b>	<b>53,292</b>
<b>Current assets</b>		
6501: Bank current account	5,848	13,534
6502: Nat West Graveyard Account	437	242
6503: Bank current account - 'Raise the Roof'	—	5
6505: Nat West Reserve Account	753	753
6510: CCLA (CBF) deposit account	67,949	67,618
6590: Cash account	39	104
<b>Total Current assets</b>	<b>75,028</b>	<b>82,257</b>
<b>Liabilities</b>		
6650: Unpresented cheques	—	—
6699: Agency collections	346	202
Z06: Wedding deposits	—	—
<b>Total Liabilities</b>	<b>346</b>	<b>202</b>
<b>Net Asset surplus (deficit)</b>	<b>127,254</b>	<b>135,348</b>
<b>Reserves</b>		
Excess / (deficit) to date	(7,372)	—
Z01: Starting balances	135,348	131,203
Z02: Gains/(losses) on investment assets	(720)	4,145
Z03: Gains and losses own use	—	—
<b>Total Reserves</b>	<b>127,254</b>	<b>135,348</b>

<b>Represented by Funds</b>		
Unrestricted	5,106	4,950
Designated	37,861	33,655
Restricted	35,854	47,595
Endowment	48,431	49,147
<b>Total</b>	<b>127,254</b>	<b>135,348</b>





**Analysis of receipts and payments**  
**Selected period: 01 January 2018 to 31 December 2018**

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
<b>Receipts</b>						
<b>Planned giving</b>						
0101 - Bank Standing order Tax Effic.	20,701	—	73	—	20,774	18,228
0105 - Planned giving-cheques Tax effic.	700	—	—	—	700	—
0120 - Charity Cheques	110	—	—	—	110	100
0201 - Envelopes-planned giving	10,508	—	—	—	10,508	9,816
0202 - Planned Giving Bank (S/O)	2,180	—	—	—	2,180	1,655
0220 - Graveyard: Planned giving	—	—	170	—	170	195
<b>Planned giving Totals</b>	<b>34,199</b>	<b>—</b>	<b>243</b>	<b>—</b>	<b>34,442</b>	<b>29,994</b>
<b>Collections and other giving</b>						
0301 - Loose plate collections	5,529	—	—	—	5,529	6,054
0302 - Plate Gift Aid (Pew envelopes)	2,398	—	—	—	2,398	1,781
0310 - Loose plate collection-Occ. offices	709	—	—	—	709	962
0315 - Gift Aid envelopes, occ. offices	603	—	—	—	603	786
<b>Collections and other giving Totals</b>	<b>9,240</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>9,240</b>	<b>9,585</b>
<b>Other voluntary receipts</b>						
0410 - Giving through church boxes	—	—	22	—	22	22
0502 - Donations/Gifts	1,721	—	1,466	—	3,188	5,043
0701 - Legacies	—	1,000	—	—	1,000	1,000
08A1 - Non-recurring one-off grants	—	—	6,308	—	6,308	219,686
<b>Other voluntary receipts Totals</b>	<b>1,721</b>	<b>1,000</b>	<b>7,796</b>	<b>—</b>	<b>10,518</b>	<b>225,752</b>
<b>Gift Aid recovered</b>						
0601 - Tax recoverable on Gift Aid	9,529	—	—	—	9,529	12,181
<b>Gift Aid recovered Totals</b>	<b>9,529</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>9,529</b>	<b>12,181</b>
<b>Other receipts</b>						
0503 - Donations: Graveyard	—	—	—	—	—	90
1330 - Refunds	—	—	—	—	—	3
1401 - Wedding deposits	—	—	273	—	273	—
<b>Other receipts Totals</b>	<b>—</b>	<b>—</b>	<b>273</b>	<b>—</b>	<b>273</b>	<b>93</b>
<b>Activities for generating funds</b>						
0902 - Refreshments	1,412	—	—	—	1,412	1,206
0915 - Fund Raising-Fetes, Sales etc.	5,132	—	812	—	5,944	4,395
1220 - Funds: Printing	—	—	—	—	—	35
1250 - Magazine income - advertising	2,531	—	—	—	2,531	2,245
1260 - Parish magazine sales	2,143	—	—	—	2,143	2,277
<b>Activities for generating funds Totals</b>	<b>11,219</b>	<b>—</b>	<b>812</b>	<b>—</b>	<b>12,031</b>	<b>10,159</b>

	Unrestricted	Designated	Restricted	Endowment	This year	Last year
<b>Investment Income</b>						
1001 - Dividends	—	—	1,604	—	1,604	1,571
1020 - Bank and building society interest	345	—	—	5	351	261
1030 - Rent from lands or buildings	300	—	—	—	300	300
<b>Investment Income Totals</b>	<b>645</b>	<b>—</b>	<b>1,604</b>	<b>5</b>	<b>2,256</b>	<b>2,132</b>
<b>Receipts from church activities</b>						
1101 - Fees for weddings and funerals	3,552	5,606	—	—	9,158	7,357
<b>Receipts from church activities Totals</b>	<b>3,552</b>	<b>5,606</b>	<b>—</b>	<b>—</b>	<b>9,158</b>	<b>7,357</b>
<b>Receipts Grand totals</b>	<b>70,107</b>	<b>6,606</b>	<b>10,730</b>	<b>5</b>	<b>87,448</b>	<b>297,255</b>

## Payments

### Cost of generating funds

1730 - Costs of fetes & other events	826	—	43	—	869	765
1735 - Refreshments costs	345	—	—	—	345	421

<b>Cost of generating funds Totals</b>	<b>1,171</b>	<b>—</b>	<b>43</b>	<b>—</b>	<b>1,214</b>	<b>1,186</b>
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### Missionary and Charitable Giving

1830 - Giving - relief and development agencies	—	—	—	—	—	275
1870 - Secular charities	20	—	—	—	20	—
1880 - School Barchester	—	—	1,589	—	1,589	1,645

<b>Missionary and Charitable Giving Totals</b>	<b>20</b>	<b>—</b>	<b>1,589</b>	<b>—</b>	<b>1,609</b>	<b>1,921</b>
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### Parish Share

1910 - Ministry parish share etc	45,500	—	—	—	45,500	44,623
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<b>Parish Share Totals</b>	<b>45,500</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>45,500</b>	<b>44,623</b>
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### Clergy and Staffing costs

2002 - Gifts & Discretionary giving	22	—	17	—	39	189
2060 - Organist	1,125	—	—	—	1,125	1,150
2101 - Working expenses of incumbent	—	—	—	—	—	442
2120 - Council tax	2,556	—	—	—	2,556	2,547
2150 - Vicar's telephone	—	—	—	—	—	267
2370 - Visiting speakers / locums	68	—	—	—	68	66

<b>Clergy and Staffing costs Totals</b>	<b>3,771</b>	<b>—</b>	<b>17</b>	<b>—</b>	<b>3,788</b>	<b>4,663</b>
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### Church Running Expenses

2170 - Education	460	—	—	—	460	1,578
2201 - Parish training and mission	435	—	—	—	435	1,020
2301 - Church running - insurance	3,155	—	—	—	3,155	3,029
2310 - Church office - phone/broadband	602	—	—	—	602	740
2320 - Organ / piano tuning	—	—	621	—	621	240
2330 - Church maintenance	198	—	3,066	—	3,264	1,281
2331 - Cleaning	26	—	—	—	26	93
2340 - Upkeep of services	2,709	—	91	—	2,800	2,087
2342 - Replacement of Furnishings	—	—	—	—	—	1,711
2345 - Under 18s	81	—	54	—	135	441

	Unrestricted	Designated	Restricted	Endowment	This year	Last year
2350 - Upkeep of churchyard	—	—	4,337	—	4,337	2,913
2360 - Administration	885	—	105	—	990	1,010
2401 - Church running - electric	1,605	—	—	—	1,605	2,210
2410 - Church running - gas	2,136	—	—	—	2,136	3,228
2420 - Church running - water	188	—	—	—	188	254
2430 - Church running St Mark's	1,056	—	2,689	—	3,746	916
2440 - Church running - heat&light St Mark's	630	—	—	—	630	818
2501 - Magazine expenses	5,010	—	—	—	5,010	5,070
<b>Church Running Expenses Totals</b>	<b>19,180</b>	<b>—</b>	<b>10,964</b>	<b>—</b>	<b>30,144</b>	<b>28,646</b>
<b>Church Repairs &amp; Maintenance</b>						
2343 - Replacement of Equipment	306	—	1,555	—	1,862	13,302
2701 - Church major repairs - structure	—	2,399	6,918	—	9,318	342,515
2710 - Church major repairs - installation	—	—	1,383	—	1,383	11,056
2720 - Church interior and exterior decorating	—	—	—	—	—	6,072
<b>Church Repairs &amp; Maintenance Totals</b>	<b>306</b>	<b>2,399</b>	<b>9,857</b>	<b>—</b>	<b>12,564</b>	<b>372,946</b>
<b>Payments Grand totals</b>	<b>69,950</b>	<b>2,399</b>	<b>22,471</b>	<b>—</b>	<b>94,821</b>	<b>453,988</b>



## **FINANCIAL REPORT**

Before summarising the accounts, I would like to express my thanks to all those who willingly give their time to help ease the day-to-day administration of our finances. In particular, thanks are due to David Bateman, who seamlessly took over the running of the Planned Giving and Gift Aid scheme from Joyce Walling, and to Joyce herself, who happily sorted out collections and banking during my summer holiday. Help and guidance is always forthcoming from PCC members, particularly the wardens, vergers and vicar. Grateful thanks also to the large team of volunteers who accurately count and collate the collections after each service.

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

### **Financial Review: Highlights summary**

From a financial point of view 2018 saw a return to a more 'normal' year following two years of exceptional income and expenditure caused by the 'Raise the Roof, Open the Door' project. The following highlights will be expanded upon later in the report, but give a brief overview of significant items:

- Unrestricted net surplus increased by £6000 (income up and expenditure down)
- Parish Share contribution increased, and without reliance on Reserves (£4832 used in 2017) to £45500.
- Full Parish Share still in deficit, but again covered by Diocesan grant (£18661)
- Unrestricted Planned Giving increased by 15% to £34199
- Fundraising income up 20% to £4278
- Day-to-day expenditure down 8% but no scope for further reductions
- Reserves adequate for foreseeable contingencies
- Five -yearly fabric inspection recommendations will be a major challenge for St Mark's
- Progress towards meeting 100% of the Parish Share needs attention

### **Detailed Financial Review**

2018 was much more 'normal' than the previous two years, as the 'Raise the Roof Open the Door' project finished at the end of 2017, with only minor payments remaining to be made in 2018. However, 'normal' does not mean 'uneventful' and this section of the report will hopefully give an insight into how our finances are evolving.

### **INCOME & EXPENDITURE**

A summary of the year's income and expenditure is given in the Statement of Financial Activities (SOFA). A more detailed look at how these figures are made up is given in the pages headed 'Analysis of Receipts and Payments'.

As can be seen from the final two columns of the SOFA report there was substantial drop in the totals for both income and expenditure in 2018. However, if the effects of the Raise the Roof, Open the Door project are excluded, the totals reflect those for recent years, with both income and expenditure being under the £100000 level. The following narrative excludes any effects of the Raise the Roof project on the year-on-year comparisons – they were in any event confined to transactions in the 'Restricted' funds section.

#### **Income:**

The bulk of our income is detailed in the first column of the SOFA as 'Unrestricted' funds – i.e we can use them for any aspects of our expenditure. With some exceptions (see below under 'Reserves' for an explanation of these) all the running costs of both Holy Trinity and St Mark's are paid from this income.

Three-quarters of Unrestricted income comes from 'Giving' in its various forms by the members of the church,

and this 75% figure has stayed relatively constant in recent years. What is pleasing to report however is that the trend of reducing income seen over the last few years has reversed. In 2018, total Giving was up by £2000 to £53000 and total income up by £4000 to £70000. The underlying trend is even more favourable, as the 2017 figures included a one-off Gift Aid refund of £2800.

The main increase in Giving was from Planned Giving receipts, i.e envelopes and standing orders, up by £4400 to £34199 (15% increase). There has been a gradual switch to standing order over the last few years (a very welcome development from the Treasurer's point of view – much less work!) and I encourage everyone to consider this option.

At the year end there were 82 members of the Planned Giving scheme – 36 standing orders and 46 using envelopes – there's still a way to go!

When Planned Giving goes up it might be expected that other giving during church services might go down. This did not happen in 2018, the total staying virtually level at £9240.

The third income line on the SOFA ('Other voluntary receipts') relates to donations/gifts made outside of formal church services. There are significant figures in the Designated and Restricted columns, and these relate to things such as legacies and grants for building work.

Whilst smaller, the figure in the Unrestricted section has seen a substantial % rise, from £713 in 2017 to £1721 last year. There are a variety of different types of gift within this figure but it is worth noting that the two main elements making up the increase are, 1. The Donations Box at the back of church, where £448 was dropped through the slot during the year, and 2. The donations for tea and bacon butties at the men's breakfast which totalled £290.

The next SOFA heading – 'Activities generating funds' covers several areas of activity. Of the £11190, almost half is income from The Messenger parish magazine. Unfortunately, none of this is 'profit' as the printing costs exceeded income by £336. The small committee that produces the magazine met at the end of the year and hopes to eliminate the shortfall in 2019, the first step being an increase in the subscription price, the first for several years.

The second major part of this section relates to the activities of the Social Committee headed by Andy and Helen Williams. They and their many helpers are to be congratulated on increasing the net fundraising income by 20% to £4278.

The last income line on the SOFA comprises income from weddings and funerals. There was only one wedding in 2018 and whilst total income from funerals rose, the total unrestricted element fell. The reduction in weddings was expected because of the lack of bookings during the period of disruption caused by the roof repairs. With nine weddings booked for 2019, income will recover and we are fortunate to have a very effective organiser in Karen Hillis, who ensures that this aspect of the church's work is so efficiently run.

### **Expenditure:**

Excluding Parish Share payments, expenditure made from unrestricted funds fell by 8.5% to £24450. Unfortunately, we are not exempt from the effects of inflation, but I did expect a reduction because of the timing of gas & electric payments for Holy Trinity around the time of the 2017 year-end. The combined figure is about £1700 lower than 2017, but this is a one-off effect for 2018. Both are now on a fixed rate until the end of 2020.

Apart from this there were no other major changes in the different elements of unrestricted expenditure last year. We are fortunate to have sufficient Restricted and Designated reserves to cover repairs and maintenance to the fabric of Holy Trinity, so that these costs do not drain unrestricted income.

The major part of normal expenditure is Parish Share, where the total requested by the Diocese for 2018 was £68764. It is some years since we were able to meet the share in full from normal income but for the second year running we have at least been able to increase the actual amount paid. It was a close thing in 2018 but in addition to the £45500 shown in the accounts, wedding & funeral fees of £4603 paid directly to the Diocese were added, making our Parish Share contribution £50103, £103 more than 2017.

Whilst the increase is modest it must be remembered that the £50000 in 2017 was only achieved after a transfer of £4832 from the General Reserve. In effect there has been an 11% increase in the contribution from our unrestricted income.

The Diocese financial team recognised that this was positive progress and has therefore again made a grant of £18661 from the Diocesan Reserves, meaning that we are deemed to have 'paid in full'.

Finally, last year I noted that there is a significant amount of fundraising activity facilitated by Holy Trinity and St Mark's that is not reflected in the accounts. The organisations and individuals involved have kept me informed throughout the year, and the total of these comes to £3600, all of which has been donated to a variety of charitable causes. There have also been many regular donations of food and other items to Morecambe Food Bank.

### Reserves Policy

The SOFA report lists a number of accumulated reserves under three different headings: Unrestricted, Designated and Restricted. I will cover relevant points in turn:-

- **Unrestricted: General Fund:** as noted above, most of our income is unrestricted and is used to pay the majority of costs, including Parish Share. To ensure that there is always enough cash available to cover fluctuations in cashflow, it is PCC policy to keep a minimum balance to cover two months' normal expenditure (currently equating to approximately £5000) in the General Reserve.
- **Designated: Capital Reserve:** it is PCC policy that any legacies received, where specific instructions for use are not given, are used for fabric expenditure, and this fund consists of the balance of such receipts. Best practice dictates that Restricted fabric funds are used before Designated ones, so it is likely that this fund will accumulate whilst there is a balance on the Restricted Fund
- **Designated: Graveyard fund;** it is PCC policy that fees received from burials and graveyard monuments are reserved for expenditure on maintaining the graveyards, and this fund will accumulate until the Restricted Graveyard Fund is exhausted (likely in 2019), and will then start to be drawn down.
- **Designated: Project Fund:** these are monies 'left over' from the build-up to the 'Raise the Roof' project. The PCC Fabric committee is developing plans to further 'Open the Door' by improving toilet and kitchen facilities (the 'Loo & Brew' project), and the PCC has agreed that this fund will be used for this. £6000 is already committed, for payment in 2019, for preparatory detailed plans
- **Restricted Funds:** there are a number of small Restricted funds where cash has been raised/donated for specific purposes in the past and there has been little movement in these during the year. There are three funds with balances in excess of £1000: 1. The Revaluation Reserve merely reflects changes in the value of the Endowment Fund, and cannot be 'spent'. 2. The Organ Fund was accumulated some years ago and is available for servicing and repair of the organ, which would otherwise be a cost to the General Fund, which leaves the:
- **Restricted Fabric Fund:** the substantial balance on this fund has accumulated from legacies given specifically for the repair, maintenance and improvement of Holy Trinity. There is sufficient in this, and the Designated Capital Fund, to cover foreseeable expenditure. We are indeed fortunate to be in this position because, as we well know, a building as old as ours does require a great deal of TLC.

For example, every five years we are required to have a detailed report about the current state of repair of both Holy Trinity and St Mark's church buildings. These reports were completed in the autumn of 2018 and inevitably there have been, and will continue to be, financial consequences.

For Holy Trinity, some urgent remedial works were done at the end of last year, and there are other, less urgent works to the tower that will cost several thousand pounds to put right. However, there is a possibility that these could be paid for as part of the proposed contract with Vodafone for an aerial in the tower. The negotiations for the contract are still uncertain but nevertheless there are sufficient funds in the Fabric Fund to cover these liabilities - we are fortunate that legacies received in recent years specifically for the Fabric Fund mean that these repairs do not need to be a drain on the General Fund.

The situation regarding St Mark's is not quite so straight-forward. It is likely that the recommendations from the five-yearly report, for urgent works needed within the next twelve months, could cost up to £5100, and there is only £594 in the St Mark's Fabric Fund. Added to that there is a desire amongst the congregation at St Mark's for further 'non-essential' but nevertheless much-needed improvements (a toilet being far from the least of these). The congregation at St Mark's has been consulted on the matter, but there do not appear to be any easy solutions, particularly for what is only a small but none-the-less dedicated congregation.

## THE FUTURE

I have highlighted some of the potential liabilities for both Holy Trinity and St. Mark's in terms of the cost of maintaining and improving the buildings. The plans to improve kitchen and toilet facilities at Holy Trinity are exciting ones and should further enhance the drive behind 'Open the Door' – to encourage wider use of the church by our community. Plans are at an early stage and no commitment has yet been given to start any of the physical work. Before anything is decided additional finance will have to be raised and I know that the Fabric committee, under Brian James, are actively exploring what grants may be available.

There is one other important aspect of our finances that will, I feel, become more pressing in the fairly near future, and which needs to be addressed now: **The Parish Share:**

In addition to having a historic and attractive buildings we are fortunate in having a full-time vicar. Of the 235 parishes in the Blackburn Diocese of which we are a part, only 85 (1 in 3) have a full-time vicar. Whilst there is at the moment no threat to Nancy's status in Bolton-le-Sands, this cannot be guaranteed for the future. The PCC wants to focus on improving our finances so that we can fully cover the costs that the Diocese requests from our parish, the bulk of which cover the costs of clergy, not just the vicar's stipend (salary) but also training, pensions, support services and the like.

So is there a problem? Yes there is - we have not covered this overhead (called 'The Parish Share') in full, from our own income, for several years. For example, in 2018 we were £18661 short (27% of our unrestricted income of £70107). Closing this gap will not be an easy task, something which the Diocese recognises. We therefore met with the Bishop's financial team in January and they have offered a grant of £15000 from central reserves to help us to cover the gap in 2019. As the Parish Share requested has gone up by £4000 for 2019 this means that our commitment is to raise an additional £7000 this year.

Holy Trinity Church is a registered charity and receives no income other than that contributed and/or raised by its members. The challenge to raise the extra £7000 is therefore a big one, firstly to the members of the church, but also to those who value Holy Trinity as a vibrant and important part of life in the village.

In round figures we need an extra 10% to be donated or raised in 2019 and probably over the next few years as well. As we found when the roof needed to be repaired, Bolton le Sands is a most generous place when it sees a threat to one of its institutions. Whilst Holy Trinity's current need is perhaps not quite so visible it is nevertheless a real one.

All members of the church will undoubtedly continue with their enthusiastic and generous support and I am sure that the additional £7000 of income can be achieved.



## Church Wardens Report.

APCM 17<sup>th</sup> March 2019

We summarise our work this year in line with our continuing vision of 'Raise the Roof and Open the Doors'. Our report is in three sections:

- building, fabric and ground work
- spiritual and services
- challenges and thanks

Structurally, it is good to see Holy Trinity church dry safe and sound and we are grateful for all the work the Building and Fabric team have and are doing. It is good to see that they are forward thinking and are now focusing on redeveloping the kitchen and toilet area. These improvements will make a substantial difference within the activities of the church.

It is notable also to see how well used the back for church is now, not just for the tea coffee times after the services but also for running meetings, services and training sessions.

Holy Trinity church grounds and graveyards are integral in our village life. Many walk through the church grounds during the day, and some spend time visiting graves in the graveyards, gaining strength comfort and revisiting memories. We are grateful to the Graveyard and Gardening teams for all their work keeping the area clean tidy and attractive.

St Marks has had some work carried out in it in 2018, including replacing the vestry floor due to woodworm but the recent Quinquennial Report indicated that more work is required. St Mark's and the village is looking forward to the installation of the BARN broadband connection and in 2018 we were delighted to enable the main BARN connection for the village to run through St Mark's grounds.

Holy Trinity church is open during daylight hours and both local people and visitors value the ability to pop in and sit, be quiet, rest and pray during the day. There are some lovely comments in the Visitors Book. Please look at them.

Not only have we been structurally 'raising the roof and opening the doors' but it has been a delight to see the church being transformed through the new activities occurring:

The First Tuesday Hub uses the church as its base and many people enjoy the fellowship and have gained help and support through meeting with the people and services represented at these monthly sessions.

The Messy Church Service has been much fun with children, parents and grandparents enjoying the activities and informal worship. On March 11<sup>th</sup> our first "Second Sunday" service for all ages took place at 9.15, with the strap line "Contemporary, Interactive and Godly".

The Christmas Fayre was a great success and attracted many people. It was good to see so many villagers come into church to look at the displays, chat and relax, or sit quietly and pray. There was a real buzz in the church.

The Advent and Lent focused services have been a special time of Celtic style worship, and the talks on "saints who inspire" were given by members of our congregation, so contributing to our aim to develop leaders in line with the Diocesan vision 2026.

Also lay led are the First Friday services, which continue to be very diverse and special to those who attend.

The monthly Men's breakfast meetings have been a good time of conversations, deepening friendships and learning.

Holy Trinity has taken part in the national church initiatives such as "Thy Kingdom Come", "Remembrance 100", and "Follow the Star" with creative prayer areas, displays, liturgy and literature and we held a very

powerful Armistice 100th commemoration concert in November. In 2018 we, once again welcomed and supported the local Compassionate Friends group holding a special service of remembering.

There have also been a number of social events throughout the year, such as the Passover meal, regular coffee mornings and the Amazing event last May, that have been times of fun, fellowship and deepening of friendships.

St Mark's had its 140th anniversary during 2018 and celebrated it with a very successful Flower Festival which was widely supported and appreciated.

We are delighted to see how the church evolving and growing in so many ways, but we recognise that with all 'families' this work must continue and grow and as always in life, we face challenges.

Sadly, our Sunday children's group, Jesus and Me, (JAM) has ceased to meet since December as insufficient leaders could be found, and the number of children attending was declining. Our thanks go to Rachel Wilkinson and the team who have faithfully led this work. This is challenging us to think of new ways we can develop children's work which may be more appropriate for today's family life.

The sound system in Holy Trinity church is outdated and showing its age and has been causing increasing problems during services. This is being addressed in 2019.

Finance. We are not paying our way and are financially dependent on a Diocesan grant. To continue to develop our work in the parish we need to ensure that our financial commitments can be met and sustained.

Lack of administrative support means that the vicar, church wardens and vergers spend considerable amounts of time during routine administration instead of focusing on their roles.

St Mark's is aware of the challenges of sustaining worship going forward with a small, but very faithful congregation who all help out.

We are grateful for the **many** people who serve in the church either individually or in groups and teams such as welcome, flower arranging, cleaning, building, graveyard, gardening, christening, weddings and funerals, coffee and tea, communion assistants, those preparing the sacraments, serving an acolyte, readers, intercessors, finance, social, JAM, PCC, music/choir, magazine team, admin, pastoral visiting, running concerts, the support given by the Mothers' Union, all who do so much at St Mark's, and the many people who help with School. . Please forgive us if we've missed anyone out.

We are grateful for all you do and pray that as you bless others with your work in church God will richly bless you. Without the help of so many, our work as church wardens would be impossible. Thank you.

As we look back, we are thankful for all that has occurred in the last year and we look in anticipation to the coming year as we worship and serve God's Kingdom in our Parish of Bolton le Sands and Nether Kellet.

Mary and Peter John.

Mary Bunting and Peter John Davies 9<sup>th</sup> March 2018

## **Fabric Group Report 19-02-2019 for APCM**

### **RTROTD**

The warranty period for the RTROTD project ended in August 2018 with some minor snagging rectified and some remedial work on the decorations. The project was formerly closed and the retention paid to the contractors. Thanks to our Treasurer Andy the VAT was reclaimed and we ended the project with a small surplus in the project account.

### **The Loo&Brew Project**

The focus of the team has been on resolving the issues with access to the single toilet access through a busy kitchen area. We appointed a local Architect to produce a design concept for creating a kitchen area within the North Aisle area in the North West corner, where the TV currently sits. The concept also includes the creation of an accessible toilet in the existing store room. Equipment currently stored in the storeroom would be accommodated in new cupboards in the old kitchen area.

The design has progressed to a complete design which has tacit agreement from the diocese. A faculty application has been made, when this is approved we will go out to tender for contract prices. At this point the team will go back to the PCC for approval to carry on with the project. If everything goes well the work could start in the summer and be completed in about 8 weeks.

This all sounds like good news, the main concern now is accumulating the finance necessary to fund the project. We are applying to various charities but currently we only have one response from the Elizabeth and Richard Wilson trust who have generously sent us a cheque for £1000.

Currently with estimated project costs of £48,000 and a total of £30,000 in the combined Project and Fabric funds we will have to embark on a fundraising campaign to raise the money.

### **Routine Maintenance**

Routine maintenance has been completed to program during the year.

### **Holy Trinity Telecommunications Proposal**

The project still awaits action from Net Systems. I am in regular contact with them.

I remain hopeful that the telecom proposal will materialize.

### **Holy Trinity QIR Report**

If there is no outcome from the telecom proposal we will have to replace the bird screens in the bell tower and consider the outstanding issue of a safety rope in the stairwell.

### **St Marks QIR Report**

The Vestry floor was replaced as some of the boards and joists were rotten A storage area was built in the Vestry for storage of documents and equipment.

### **Graveyard Committee.**

Three War Graves have been identified. A proposal for signage for GY2 is being proposed at the next PCC.

Community Payback help for grounds/gardens has been agreed with the representative of LCC.

A churchyard storage unit for funeral cones has been agreed by PCC and will be procured