

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY WITH SAINT MARY**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2020

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	The Rev'd Canon Robert Cotton (Chair & Incumbent and General Synod Representative)		
	The Rev'd Jonathan Hedgecock (Associate Minister)		
	The Rev'd Roderick Pierce (Associate Minister)		
	The Rev'd Tom Pote (Curate)		
	M Bishop (Vice-Chair)		
	C Graham (Deanery and General Synod Representative)		
	A Marriage (Deanery Synod Representative)		
	Maggie Perrins (Deanery Synod Representative)	(Appointed 5 April 2020)	
	R Dixon (Treasurer)		
	P Mitchell (Family and Children's Co-ordinator)		
	J Nockolds (Churchwarden - St Mary's)	(Appointed 5 April 2020)	
	M Howard (Churchwarden - St Mary's)		
	H Parkinson (Churchwarden - Holy Trinity)	(Appointed 5 April 2020)	
	P McIntosh (Churchwarden - Holy Trinity)	(Appointed 5 April 2020)	
	C Alcock		
	S Alcock		
	M Alexander (PCC Secretary)		
	C Antcliff	(Appointed 5 April 2020)	
	C Benson	(Appointed 5 April 2020)	
	A Chastney	(Appointed 5 April 2020)	
	P Graham		
	P Hancock		
	J Hawksworth		
	J Hedgecock		
	C Howes	(Appointed 5 April 2020)	
	V Howes		
	C Jarrett		
	G Jones (Designated Safeguarding Lead)		
	M Kettell		
	W Latto	(Appointed 5 April 2020)	
	R Lee		
	A McIntosh		
	N Matthews		
	M Perrins		
	C Roberts		
	A Walker		
	P Youngs		

Charity number 1128313

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THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with St Mary, known as Holy Trinity with St Mary Guildford, incorporates two churches; Holy Trinity Church on the High Street and St Mary's Church on Quarry Street. The Parish is part of the Diocese of Guildford within the Church of England.

The accounts have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the PCC's Trust Deeds, the Charities Act 2011, the "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) (effective 1 January 2019)" and the Church Accounting Regulations 2006.

Objectives and activities

The PCC of Holy Trinity with St Mary (HTSM) has the responsibility of co-operating with the incumbent, Rev'd Robert Cotton, in promoting in the Parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical. It jointly decides, with the incumbent, how PCC money is to be used and is responsible for insurance and for the repair, maintenance and use of church buildings; it also has to agree any changes to existing forms of worship in the Parish. In setting objectives and planning activities, the PCC has given careful consideration to the Charity Commission's general guidance on public benefit.

Safeguarding

The Parish's Safeguarding Officer (PSO) ensures that the Parish's Child and Vulnerable Adults Protection Policy is kept up to date, understood and followed. The Designated Safeguarding Lead (DSL) acts as a liaison between parish safeguarding work and the PCC. The DSL and PSO, together with the incumbent Rev'd Robert Cotton, maintain a Parish Safeguarding Self Audit and implement the parish strategy to implement best practice and encourage the completion of safeguarding training by all PCC members and everyone involved in parish activities. The PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Inclusion

As an inclusive church we embrace all people irrespective of race, gender and disability. We offer safe spaces for groups that may contain vulnerable people. A good example is the series of Rainbow Services that are arranged, in cooperation with other local churches, every 6 months at St Mary's.

COVID-19

From March 2020 the activities of the Parish were severely impacted by the Coronavirus pandemic and changing regulations during the year. The Parish has been creative, resilient and adaptable in meeting the challenges of COVID-19 as detailed in the Trustees Report and the Financial Statements. Worship, and other spiritual resources quickly moved on-line with increasing effectiveness as new skills were learnt. Particular features included interaction with those at home and the introduction of music and choirs when allowed. Through both paid employees and volunteers the Parish continued to operate across all its normal activities as far as allowed within Coronavirus guidelines and restrictions. Financially the Parish was able to offset significant lost income through the generosity of the congregation and others who responded to requests for financial support.

Achievements and performance

Electoral Roll and Church Attendance

The Electoral Role was revised in March in accordance with procedures specified in the Church Representation Rules. The result of the revision was that 224 people were registered to attend and vote at the Annual Parochial Church Meeting (APCM). This was an increase of 24 from the previous year. Since the APCM there have been no additions or deletions from the register.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior to the APCM in 2021 there will be another revision of the Electoral Roll.

Every 6 years there is a full renewal of the Electoral Roll when no names are carried forward from the previous register. The last full renewal was in 2019.

Online worship

The most remarkable change during the year was the creative way that the parish has adapted to running on-line worship. This has been profoundly appreciated, by regular members of the congregation, by those who used to worship at HTSM but now live elsewhere in UK or abroad, and by many who drop in on worship occasionally. The Tech team who have enabled this to happen have been magnificent, patient, persevering and adapting to changing IT opportunities. Most worship has been held by Zoom as this has allowed there to be a high level of participation from people at home as well as those in church. Much appreciation has been expressed at seeing the wide range of readers and intercessors, young and old, contributing to worship. There have been anthems and hymns produced by choirs and congregational singing; there have been solo instrumental pieces, played as an opportunity for meditation during worship. The parish YouTube channel is increasingly used, and houses a rich archive of spiritual material, including seasonal services of "Pause to Pray". When government regulations changed abruptly just before Christmas, the plans for worship had to be adapted at very short notice. There was no complaint, and full support and assistance were offered.

A rough estimate indicates that, on a normal Sunday during lockdown, there will be about 200 worshippers in total, including those at both churches and all services. There is also routinely 10 people who say Morning Prayer together, on a daily basis.

PCC Meetings

The full PCC met six times during the year with an average attendance of 80%. The January and March meetings were the normal meetings in person, but after that all meetings were held on Zoom. The exception was the September meeting, after some COVID-19 lockdown restrictions were lifted. It was held in two parts: in person and on Zoom and the minutes were amalgamated.

The PCC Away Morning on 25th April considered the COVID-19 pandemic and how the parish was reacting to it.

Committees and groups met between PCC meetings and the PCC received and discussed their reports throughout the year as appropriate. The activities of the committees and groups considered in this report are discussed further below.

Standing Committee

Standing Committee continued to meet throughout the year, prior to each PCC meeting, to set the agenda for PCC meetings. It transacted PCC business between its meetings subject to any directions given by the PCC. These meetings were held on Zoom after March.

Planned Giving

Planned Giving (including gift aid) decreased by 0.6% to £193,678 in 2020 from £194,890 in 2019.

The year finished with about 139 parishioners contributing through Planned Giving in December, with all but 15 being gift aid eligible. There were 143 contributing in the year. There were five new starters and four withdrew from the scheme, through death, moving away or a change in personal circumstances.

There was an appeal in October for donations to make good shortfalls in income, including lettings, due to COVID-19 and 29 donors (28% of donors) increased their pledge, whilst the balance remained unchanged. Those who increased their donations were very generous with an overall increase of 28% on those donations, mostly taking effect in the period November to January 2021. There were also generous one-off lumps sums to the General Fund by a further nine parishioners on the Planned Giving list.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Outward Giving

The policy of the PCC is to make Outward Giving donations each year equivalent to 10% of the previous year's planned giving receipts. Despite the challenges in 2020 of COVID-19 a total of £19,500 was distributed in the year to a range of local, national and international charities with an increased emphasis on local charities. Details of major grants made are included in para 1.5 of the Notes to the Financial Statements.

Ministry

COVID-19 brought many challenges to the normal Ministry of the Parish. From March onwards, there were many remarkable signs of the parish community adapting, creating, inspiring, responding and, above all, showing care including:

- Virtual and Zoom recordings of girl choristers, boy choristers and the whole congregation singing hymns and anthems
- The Pastoral Care group visiting, bringing gifts to the housebound, mobilising volunteers, establishing a Telephone Tree, and bringing Communion to those who are self-isolating
- Saturday Coffee starting up again after the first lockdown and, ever so sadly, having to close again – showing clearly how much this is valued
- Keeping in touch with a weekly email / letter going to over 450 people
- Public posters proclaiming that the church is active and alive (even if the doors are shut)
- How much people have missed singing hymns together, and seeing one another
- In spite of everything, a community that has been encouraging, supportive and kind.

A Tech Team was established, making Sunday worship available in people's homes, and dealing with many inevitable IT frustrations. Holy Trinity Church hosted an ordination service in October, including Tom Pote being ordained priest and nearly 1000 people were able to watch the ceremony on YouTube.

The public ministry of the parish has continued with, for example, personal contact with local charities, offering prayer, charitable donations and support in a personal way. The chaplaincy at the Yvonne Arnaud Theatre and leading services for Remembrance Sunday being examples of the church remaining active in the public eye. With enormous pressure on teachers and families with school aged children, support has continued to local schools. The highlight perhaps was hosting 7 carol services in one day for Guildford High School.

Teamwork throughout the pandemic has been exceptional. The Parish Office, Property Manager and cleaning staff have provided a safe and strong basis for the parish's work. Musicians, wardens, supporters and a large variety of spiritual contributors (focused on Morning Prayer and Pause to Pray) have been superb. Corinne Jones continues in her training towards ordained ministry. The parish has agreed to the Bishop's request to receive Ben Cahill-Nicholls as a non-stipendiary ordained minister in the summer of 2021. Tom Pote was ordained priest (as mentioned above) and presided at the Eucharist at both Holy Trinity and St Mary's over the following Sundays. Louisa Mason completed a placement in the parish as part of her training on the diocesan ministry course. The clergy team have not only provided exemplary spiritual nourishment, but also have engaged positively in supporting St Nicolas' Guildford (on their Rector's retirement) and St Mark's Wyke (where the vicar is on long-term sick leave).

Special mention should be made of the range of activities happening at St Mary's. The partnership with Guildford Methodist Church continues to be an enormous blessing, with thanks to Rev Keith Beckingham and all the Methodist members. The Joint Council has overseen the completion of the building works, refurbishing the interior of St Mary's and the fitting out is progressing well. St Mary's remains a hive of activity, reaching out to many through the work of Common Ground, Night Vision, the Orthodox community and many others.

When churches were allowed to open churchwardens made sure that everyone was safe through additional cleaning and with social distancing in place. Members of the congregation also supported the opening of churches for private prayer through additional stewarding.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Towards the end of the year a much desired and long-awaited Sound and Audio-Visual system was installed in Holy Trinity funded by donations given in previous years and a £10,450 grant from the All Churches Trust. This has already been invaluable in supporting Zoom and YouTube worship and it is anticipated that it will be beneficial for concerts and other events in the church.

St Mary's

The Joint Council, which oversees and implements the Shared Building Agreement between HTSM and the Guildford Methodist Church (GMC) at St Mary's, continued to meet throughout the year. As the Joint Council's remit is limited to managing the property of a Joint Church, it had been agreed that a "leadership at St Mary's" group was needed. These two bodies meet on the same day, ensuring that, whilst looking after the buildings, the focus remains on mission and outreach. The chief focus of the meetings of the Joint Council has been guidance and oversight of the building project, to renew the facilities at St Mary's including providing new toilets, a kitchen, a meeting room, a new Welcome Area, and under-floor heating.

Common Ground is a mission-focused community of about 25 members drawn from St Mary's and a number of local churches. Members continue to share in the life of their home churches but are committed also to the life of prayer and fellowship of Common Ground, and to the creative ventures in mission that flow from St Mary's. They are covenanted to gather to pray for our town and our mission ventures, to meet together and to go together in mission. They are closely associated with the congregation of St Mary's and accountable to the Rector and the PCC but have their own life and calling.

Sunday services on Zoom have been a great success, with St Mary's being regarded as one of the hub churches for the Methodist Circuit, and other activities such as ChitChat and Common Ground have also been able to continue on Zoom.

Finance

2020 demonstrated the financial resilience of the Parish and despite significant lost income from lettings and the lack of collections in church, the General Fund in which the day to day operating income and expenditure is reported recorded a small surplus in the year. Expenditure was 10% lower than in 2019 due to reduced activity and thanks to the generosity of donors total donations were 10% higher than in 2019. Together these offset a fall in income from charitable activities (mainly lettings) of £54k. Activities in Restricted Funds was unaffected by COVID-19 and 2020 saw the completion of the re-ordering project at St Mary's and the installation of a new Sound and Audio-Visual System, and organ camera system in Holy Trinity. Whilst some funding was received in 2020, including the recovery of VAT from the Listed Places of Worship Grant Scheme, the majority of expenditure was covered by donations received in previous years. A full Financial Review is available later in this report and in the Financial Statements.

Buildings

With one exception, no major new capital projects commenced in 2020, but the year saw the completion and further progress in a number of areas.

Holy Trinity Church

During the second autumn lock-down DM Systems installed a new Sound and Audio-Visual system, and Organ Camera system, the only new project that commenced in 2020. This was fully operational by the end of the year.

Heritage Information Boards required by the Heritage Lottery Fund when the two sets of High Street steps were rebuilt were delivered in the year and will be erected in the upper church yard.

St Mary's

Despite the lockdown from March onwards, with the permission of the Archdeacon, the major re-ordering project begun in 2018 was completed providing a new entrance and toilets, replacement heating system with underfloor and perimeter radiators, re-aligned drive way, new kitchen and new meeting room. With funds still available for the project a budget of £35,000 was set for a range of additional items covering fittings and equipment which will mainly be incurred in 2021.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Trinity Centre

Following correspondence with Guildford Borough Council, a Conservation Area Planning Application was made to replace all the west windows in the Trinity Centre. This was rejected, partly due to a discussion relating to the three windows previously permitted in 2018 all looking different because they had not been completed. These three windows have now been completed, and a revised Planning Application will be made in 2021.

HTSM bellringing

2020 was a year of very restricted ringing during which the following took place:

- 25 Sunday services. Of these, 17 were rung under guidance on coronavirus restrictions which allowed only four ringers (or five with a family bubble) into the ringing chambers.
- Service ringing for the ordination of Rev Tom Pote.
- A single bell was rung for Christmas Eve and Christmas Day services.
- 9 Wednesday practices.
- 1 quarter peal rung for an evensong.
- 1 visiting band (ringers from Glasgow and Inveraray).
- Whilst not being able to fully ring to commemorate the significant anniversaries, the tenor bells at Holy Trinity and St Mary were tolled for VE Day, and at Holy Trinity for VJ Day and Remembrance Sunday. For VE Day, tenor bells were rung at 3pm to form a line of ringing from St Nicolas, St Mary, Holy Trinity and up to Merrow and West Clandon.

Premises

2020 began with a very full parish diary for Holy Trinity Church and the Trinity Centre and the prospect of looking forward to welcoming back regular groups and some new activities and events at St Mary's following completion of the re-ordering project. An exploratory visit to St Mary de Crypt in Gloucester was made by members of the Parish to see how their re-ordering project had enhanced and developed the uses of the church.

Activities and events continued as normal until mid-March when activities in the churches and the Trinity Centre were suspended and events cancelled for the first lockdown. The Parish Office Managers and Property Manager reviewed the booking system and procedures to ensure compliance with regulations and make the buildings as safe as possible for all users for when lockdown was eased. An updated procedure with new electronic booking forms, terms and conditions of use and a COVID-19 risk assessment were approved by the PCC in September. Every event or activity that takes place in the buildings is expected to comply with the current safety regulations and is carefully planned and risk assessed working closely with the Office and Property Manager.

Booking enquiries for the use of the buildings continued throughout the year during lockdowns and there is a confidence that activities and events will resume as soon as it is safe to do so. The new facilities at St Mary's and new Sound System at Holy Trinity will benefit the wide variety of people that come into the church buildings. The Parish continues to support 'home-grown' parish activities and to build on relationships with numerous community groups, long-standing and new.

A new Property Manager, Rob Munro, was employed from January 2020 and during the year an additional part time cleaner was employed to assist with ensuring that the buildings met enhanced cleaning standards and to offer safe hospitality and care to all who use the buildings whether for worship, prayer or through lettings.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Holy Trinity Choirs

2020 got off to a very good start as Nick Graham, a former boy chorister in the choir, was recruited to direct the girls' choir.

Once COVID-19 restrictions came into force and with the wonders of technology, the choir adapted quickly to using 'Zoom' for rehearsals so that the choristers in particular maintained the weekly discipline of practice. A number of events were cancelled due to COVID, including the girls' summer tour, joint evensong with the cathedral choir and the annual new chorister open evening. This last event was a particular blow to lose as it has been a fertile event for attracting new boy choristers, and recruitment is needed as soon as possible once conditions allow if the boys choir is to survive long term.

There were, however, some unexpected blessings in lockdown. Of particular note were 'virtual' choir performances masterfully assembled by Nick Graham of hymns and anthems sung by the boys, girls, adults and, indeed the whole parish. For many, the recording using this method of the hymn 'Jesus Christ is risen today' for Easter Day was particularly poignant, and even reached Channel 4 news, attracting comments from afar.

The boys' choir was able to meet for a socially distanced tea party in July to mark the end of term and singing recommenced in September, with the boys showing little signs of the extended separation although further restrictions made this short lived. In November, the decision was taken to cancel the tour to Ripon Cathedral, scheduled for August 2021 in the light of concerns about how COVID would impact upon it. It would have been the choir's 13th tour.

A new CCTV system was installed at the organ console at the end of 2020. This greatly improves communication between visiting organists, and conductors, orchestras and choirs in the nave, thus raising the quality of the facilities available to hire to outside groups.

At the start of 2020 the girls' choir said goodbye to Alexandra Stevenson (Director) and Catherine Antcliff (accompanist), who had both led the choir excellently for several years and Nick Graham was appointed as Director. The choir have been primarily rehearsing on Zoom, and achieving great things; the first virtual choir video reached almost 10,000 people and was featured on the Classic FM website. Like the boys, the girls returned to in-person singing with aplomb in September, although this had to be curtailed once further lockdown restrictions came into force.

The commitment of choristers, adults, and parents, as well as members of the congregation joining in virtual performances, has reinforced the music tradition of the Parish and bodes well for when worship in church returns.

St. Mary's choir

St Mary's choir sang together as usual until early March, including a joint choir Ash Wednesday service at St Nicolas church. Rehearsals resumed on Zoom from May onwards, meeting once a fortnight to learn new repertoire and enjoy some social time together. In October the choir met twice in the church, with COVID secure arrangements, to rehearse and then record music to be played during Sunday services. This was repeated again in December, to record music for Christmas services, and a small number of singers also participated in the hybrid carol service. By the time the choir met in the church in October, the church had fully re-opened after the building works and the organ finally uncovered from its protective plastic wrap.

Music performances continued at Holy Trinity and St. Mary's, including:

- Local school lunchtime recitals supported by Southern Pro Musica and evening concerts
- Recitals by the University of Surrey supported by Southern Pro Musica at lunchtime and evening concerts
- Performances by numerous choral societies, local adult choirs and orchestras
- The St Mary's monthly organ recitals have taken place at Holy Trinity as building work continues
- Charity Concerts e.g. Royal Surrey Hospital Choir in aid of local projects

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Children and Young People

The Children and Young People Committee supports the youth leaders in their work with the children and young people of the parish, aided by the Family and Children's Co-ordinator and the Safeguarding Team. We are very pleased to have a new member: Chloe Benson has joined Pippa Mitchell, Ginnie Gregory, Corinne Jones, Ann Pierce, Helen Lee, Tom Pote and Phil Hancock.

Prior to COVID-19 restrictions at the end of March everything was running as 'normal'. In Junior Church and Trinity Breakfast Club numbers were small amongst the little ones with the two groups brought together to have critical mass, but there was good use of the Children's corner for those under three years old. Café Club, reaching its first birthday in February and a major success, had been strong all through, meeting weekly during term time in Caffè Nero, with thoughts about establishing a 15+ group, and there being a young people's trip to Kwasa in preparation. Alexandra Stevenson and Catherine Antcliff had retired from the Girls' Choir and Nick Graham had taken over. Both Girls and Boys choirs were strong. Sandfield Days and Holy Trinity Pewley Down (HTPD) Days were running. Things were going well in Brownies and Guides. And other activities such as Family Bingo were again very well received. But then came March 2020, and everything started to change, dramatically; the COVID-19 pandemic was with us, lockdown was on its way.

The Family and Children's Coordinator worked very hard and effectively in keeping in touch with both children and their families. This has partly been through short, well-received and acclaimed YouTube videos. During the full lockdown from March there was a Children's chat room that ran alongside the "Coffee Rooms" chat rooms after services at Holy Trinity. Special attention was paid to the safeguarding requirements, and appropriate risk assessments drawn up and provision made. The Café Club group of a dozen youngsters from seven different schools have stayed constant all through the year, very supportively of each other. Normally, events such as the annual scratch nativity would have happened too. With constraints at the time allowing in-church services for limited numbers, there was a crib service, to which seventeen families attended.

With the changes that came with the various levels of restriction and lockdown, more young people have become involved in Sunday worship, particularly through readings - Old or New Testament, and the Gospel - either in church or from home. Fourteen young people have read the Gospel over the summer. The girls' and boys' choirs have made tremendous contributions, both 'real' and 'virtual'. Nick Graham's, and similarly Martin Holford's, creations of choral pieces from individually sung contributions were early stunning successes that were very joyfully received, and copied. Some rehearsals were in church or the Trinity Centre, all socially distanced, following required practice. Another highlight pinnacle was that the girl choristers composed and performed a Christmas carol.

Brownies and Guides have similarly operated via online means through much of the year, the better weather of the summer also allowing socially-distanced, covid-secure outdoor activities, in groups up to 15 girls. Even so, because of key-worker roles and the risk of cross infection, some meetings reverted to being online. There are separate reports below for both Brownies and Guides.

It is anticipated that Sandfield and HTPD activity days may start again towards the end of the current school year. The relationship with both schools remains strong and the parish's commitment endorsed through outward giving grants in 2020.

3rd Guildford (Holy Trinity) Guides

Over the past year guiding in the parish had to take a different format. Since April 2020 guide meetings have taken place virtually via Zoom.

The guiding programme has continued with leaders finding ways to adapt the resources available to deliver the programme over the internet. Sometimes this meant giving the girls tasks to do off-line and then coming back together as a unit. Over the course of the year, Guides have made pitta pizzas, which looked amazing; arm pit fudge; made dens, which were very elaborate and decorated with fairy lights. Powers of observation were tested with mapping with a modern twist. 'Dashcam' footage was compared to a traditional Ordnance Survey map. The girls had to discover where they were from a virtual 'drive' using satellite view in Google maps. Some girls have been lost since lockdown, but there are a number of regular attenders.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3rd Guildford (Holy Trinity) Brownies

Like many other organisations 2020 was an unusual year. Girlguiding instructed that face-to-face meetings should stop a week or so before the national lock-down in March. After a couple of weeks of planning, weekly meetings were held on Zoom and virtual meetings carried on throughout the year except for a month off in August and three face-to-face meetings in Holy Trinity churchyard in September. A programme of activities was adapted for a virtual environment including a virtual sleepover to mark the end of summer term. Most brownies have remained engaged and have continued earning badges; two have made their promises online. Two of our young leader team went off to university in September.

Eco Church Group

The Eco Church Group has continued to explore ways of reducing the church's environmental footprint.

Kwasa

At the beginning of 2020, plans were underway for a youth visit from Holy Trinity and St. Mary's to Kwasa in the summer. A number of young people met in January for a meal hosted by Tom and Maria Vittoria Pote and a "Kwasa 2020" group of travellers was formed. A planning group met and reserved flights, accommodation and transport. The young travellers attended the first of a planned series of preparation sessions, designed a hoodie and started to fund-raise by making "Cakes for Kwasa". As the COVID-19 crisis developed it became apparent that the viability of the trip was in doubt and sadly the decision was made in May to cancel the visit.

Parishioners and friends have continued their sterling efforts in knitting woolly hats for the Kwasa pre-primary and primary school children. These were intended to be taken there by the Kwasa 2020 group, but will wait until another visit to South Africa is possible.

Like the UK, South Africa went into lockdown in March 2020. Kwasa College was at a significant disadvantage, being unable to offer any kind of e-learning or support. The PCC made an Outward Giving donation of £3,500 and received a further £5,000 donation from an individual and a total donation of £8,500 was sent to Kwasa College in June 2020.

Parish Activities and Events

Until March, the parish had a busy calendar of fellowship and learning events, with some groups that met regularly, as well as the annual activities that follow the church calendar. The following activities took place during 2020. From March onwards regular activities continued online when necessary and if possible:

- Advent Reflections
- Café Club for 12 – 15 year olds
- Churchyard Upkeep Group
- Lent Reflections
- Lunch Club
- Parish Family Bingo
- Parish Walking Group
- Pastoral Care Group
- Trinity Club (Monthly discussion group)
- Tuesday Mix
- Upper Room (monthly discussion and social group)

A regular pattern of opening both Holy Trinity and St Mary's Churches with church-sitters/welcomers was established when possible.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

In addition, community activities also took place in both churches and in the Trinity Centre or online, including:

- AA Young Persons' Group (weekly)
- Brownies (weekly)
- Carol services for schools and organisations
- Chit Chat for foreign residents to socialise and practice their English (weekly)
- Choir rehearsals (Parish, Guildford Vox and Rainbow Choir)
- Coffee and Cake (monthly)
- Common Ground activities
- Community Group meetings (Cluster Group, Common Ground, Night Vision)
- Dance and Pilates classes
- Families Anonymous (weekly)
- GCSE Classics conference
- General Studies bell-ringing for RGS and GHS pupils
- 2 Girl Guide Companies (weekly)
- Guildford Shakespeare Company's annual play in Holy Trinity
- Lunch Club (to coincide with the Farmers' Market)
- Monthly Foodbank Sundays
- Palestinian sale of goods
- Prison visiting
- Private parties and receptions (baptisms, weddings, funerals and birthdays)
- Saturday Coffee (weekly)
- Sandfield Primary School and HTPD School Activity mornings (one in January)
- School end of term services
- Stand-up Christology
- Theatre groups for children
- Tours for tourists, and adult education groups (guides from the Parish and Town Guides)
- Workshops and training (Centre for Psychology, Guildford Coaches Group, NHS Guildford & Waverley)
- U3A (weekly class activities)

Financial review

Summary

Total income for the year was £403,694 (2019: £941,451) of which £278,699 was in the General Fund (2019: £312,239). Income in the General Fund was impacted by the COVID-19 restrictions with a reduction in letting income of over £52,000. However, despite a reduction in plate collections responses to requests for financial support gave rise to an overall increase in donations to the General Fund of £13,411. The primary reason for the fall in total income was a reduced level of grants for VAT recovery, on lower expenditure, and from donations for the work at St Mary's which had been received in previous years.

Total expenditure in the year was £785,887 down from £1,405,861 in 2019 reflecting a lower level of building work at St Mary's as the re-ordering work was completed. £276,887 of the expenditure (2019: £307,172) was in the General Fund in respect of the running costs of the Parish.

Total reserves at the end of 2020 (excluding those relating to fixed assets) were £425,237 (2019: £846,955). The reduction, as anticipated, reflects the significant utilisation of reserves on completion of the re-ordering work at St Mary's and the new Sound System for Holy Trinity.

Unrestricted Funds

In 2020 the General Fund, in which the operational running costs of the Parish are reported, recorded a net income of £3,152 (2019: £7,353). Total General Fund income was lower at £278,699 (2019: £312,239) as the impact of COVID-19 particularly affected letting income which fell to £20,354 (2019: £72,419). However, this reduction was offset in part by an increase in donations from £231,029 in 2019 to £244,440 in 2020. In addition, the charity received £9,454 in grants from the Coronavirus Job Retention Scheme for employees who were furloughed.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Whilst fully maintaining commitments to employees and Outward Giving grants General Fund expenditure was lower at £278,699 (2019: £307,172) which also helped to offset lower letting income.

The balance of Unrestricted Funds at the end of 2020 was £101,358, a decrease of £10,229 from the end of 2019 with the net income from the General Fund being offset by planned repair and maintenance expenditure on church buildings.

Total donations and legacies increased to £254,446 from £235,812 in 2019. Income from planned giving, including income tax recoverable, decreased by 0.6% to £193,678 from £194,890. Other donations and collections increased from £39,889 to £50,762 benefitting from many generous responses to requests for financial support in the year to offset the impact of COVID-19 on income. Grants receivable include £9,454 (2019: nil) of recoveries under the Coronavirus Job Retention scheme to offset the cost of employment of those employees who were on furlough during the year.

Income from Charitable Activities of £20,919 (2019: £74,959) was severely impacted by lower letting income following the closure of the churches and the Trinity Centre for much of 2020. There was also no letting income (2019: £6,574) from the curate's house, now occupied by the curate, Tom Pote.

Resources Expended in 2020 reduced to £291,547 (2019: £332,588) reflecting reduced expenditure in both the General Fund and in the Extraordinary Repair Fund as expenditure was contained during the year.

Restricted Funds

The balance of Restricted Funds reduced by £363,449 from £1,023,194 at the end of 2019 to £659,745 reflecting the final expenditure (£310,538 - net of new donations and grants) at St Mary's Church on the re-ordering project and £52,911 of depreciation on fixed assets including on the new Sound and Audio-Visual system and organ camera system in Holy Trinity Church.

Incoming Resources of £124,181 reduced significantly from 2019 (£624,416) as project expenditure in 2020 was fully funded in prior years. Income in 2020 included a grant of £10,450 from the All Churches Trust towards the Holy Trinity Sound System, £26,512 additional donations for the St Mary's re-ordering project and £68,402 of VAT recoveries from the Listed Places of Worship grant scheme on eligible expenditure at St Mary's.

Resources expended reduced to £494,340 from £1,073,273 in 2019 reflecting the completion of the St Mary's re-ordering project (£413,503) and a depreciation charge in the year of £52,912 on fixed assets.

Investments

The PCC holds shares in the Central Board of Finance of the Church of England's Investment Fund. No shares were purchased in 2020. At 31 December the value of the shares increased by £8,515 compared to the value of shares at 31 December 2019 (2019: increase of £19,196). Dividends of £3,699 were earned in the year on the shares (2019: £4,235).

Investment policy

It is the policy of the PCC to invest surplus funds and reserves between deposits and equities in approximately equal proportions after taking account of known future expenditure requirements. This policy is continually under review as the Parish utilises its reserves to finance capital projects. It is the policy of the PCC not to actively speculate with its investments. Equity investments are held with the CBF Investment Fund and short-term cash deposits are currently held with the CBF Church of England Deposit Fund and Shawbrook Bank. During 2020 £195,000 (2019: £650,000) of deposits were utilised to fund ongoing capital projects.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Reserves

Total reserves at the end of 2020 were £761,103, a reduction in the year of £373,678. £318,189 of the reduction relates to planned expenditure, net of donations, following the completion of the re-ordering project at St Mary's. Depreciation on capitalised expenditure accounted for a further £52,912 of the reduction in reserves.

Tangible Fixed Assets account for £335,866 of the reserves leaving a balance £425,237 for future expenditure and working capital requirements of the parish. Of this £84,458 is in unrestricted funds and £340,779 in restricted funds to be spent in accordance with the purpose of each fund.

The PCC Budget for the General Fund in 2021 anticipates a small deficit broadly based on the churches and the Trinity Centre not being open until the 2nd quarter of 2021. Due to the COVID-19 situation there are many unknowns but the PCC is confident these can be managed, as in 2020, and appropriate actions will be taken as the position becomes clearer to balance income and expenditure.

It is the policy of the PCC that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the PCC's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risks

The Parish manages risk through the PCC and its committees and adopted a Risk Register in 2019. With managing the risks arising from COVID-19 the Risk Register was not formally reviewed and updated in 2020.

During 2020 the Finance Committee managed the financial impact of COVID-19 as well as monitoring expenditure to ensure compliance with authority levels. As far as possible the principle of segregation of roles and responsibilities is followed in financial matters. The PCC maintains a schedule of Delegated Authorities in support of its governance.

The PCC maintains a Finance Committee with relevant or related professional experience. The committee has undertaken a review of its governance, updating its terms of reference and a number of policies in the year.

The Parish maintains a child protection policy and complies with the requirements of legislation as laid down in the Diocesan Child Protection Policy.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management

The charity is a trust and as such the governing document is the Trust Deeds.

The Parochial Church Council (PCC) is registered with the Charity Commission (Registration No. 1128313). During the year (from 1 January 2019 to date of this report) the following served as elected PCC members:

The Rev'd Canon Robert Cotton (Chair & Incumbent and General Synod Representative)	
The Rev'd Jonathan Hedgecock (Associate Minister)	
The Rev'd Roderick Pierce (Associate Minister)	
The Rev'd Tom Pote (Curate)	
M Bishop (Vice-Chair)	
C Graham (Deanery and General Synod Representative)	
A Marriage (Deanery Synod Representative)	
Maggie Perrins (Deanery Synod Representative)	(Appointed 5 April 2020)
R Dixon (Treasurer)	
P Mitchell (Family and Children's Co-ordinator)	
J Nockolds (Churchwarden - St Mary's)	(Appointed 5 April 2020)
M Howard (Churchwarden - St Mary's)	
H Parkinson (Churchwarden - Holy Trinity)	(Appointed 5 April 2020)
P McIntosh (Churchwarden - Holy Trinity)	
C Alcock	(Appointed 5 April 2020)
S Alcock	
M Alexander (PCC Secretary)	
C Antcliff	(Appointed 5 April 2020)
C Benson	(Appointed 5 April 2020)
A Chastney	(Appointed 5 April 2020)
P Graham	
P Hancock	
J Hawksworth	
J Hedgecock	
C Howes	(Appointed 5 April 2020)
V Howes	
A Jacques (Deanery Synod Representative)	(Resigned 5 April 2020)
C Jarrett	
G Jones (Designated Safeguarding Lead)	
M Kettell	
W Latta	(Appointed 5 April 2020)
R Lee	
A McIntosh	
S Marriott (Churchwarden - Holy Trinity)	(Resigned 5 April 2020)
N Matthews	
S Palmer (Churchwarden - St Mary's)	(Resigned 5 April 2020)
M Perrins	
C Roberts	
D Uzzell	(Resigned 5 April 2020)
A Walker	
P Youngs	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. All church attendees are encouraged to register on the Electoral Roll and stand for election to PCC. An Away Morning is usually held to welcome new PCC members; an induction briefing is also offered by the Vice-Chair. A number of committees meet between full meetings of the PCC:

Standing Committee (Chair: Rev'd Robert Cotton): This is the only committee required by law. It has power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. The Standing Committee sets the agenda for PCC meetings.

Finance Committee (Chair: Venetia Howes): Oversees the general financial dimension of the work of Holy Trinity with St Mary by monitoring income and expenditure, budgeting and coordinating the annual review of the Christian Stewardship of money through planned giving.

Joint Council (Co chairs: Rev'd Robert Cotton, Methodist Minister Keith Beckingham): The PCC has entered into a Church Sharing Agreement with Guildford Methodist Church (GMC), regarding the fabric and use of St Mary's. For this agreement to be effective, there is a Joint Council comprising 7 members from GMC and 7 from the Parish. The role of the Joint Council is to maintain and develop the fabric and use of St Mary's building. There is also a meeting of 'St Mary's leaders' which offers oversight of activities, worship and pastoral care at St Mary's.

Children and Young People Committee (Chair: Phil Hancock): Supports the youth leaders in their work with the children and young people of the parish, aided by the Family and Children's Coordinator and the Safeguarding Officer.

Buildings Committee (Chair: vacant): Attends to matters relating to the improvement and maintenance of Holy Trinity and St. Mary's churches, the Trinity Centre, Parish Office and clergy housing.

Premises Planning Committee (Chair: Corinne Jones): Supports the Office Managers in their task of managing the use of all of our buildings, balancing the needs of parish users with furthering outreach and mission, and generating income to support the work of the parish.

A number of other groups meet, including those focusing on Outward Giving, Inclusion, Eco Church, and Kwasa.

The Trustees' report was approved by the Board of Trustees.



.....
The Rev'd Canon Robert Cotton (Chair & Incumbent and General Synod Representative)

Dated: ..9 March 2021.....

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the PCC and of the incoming resources and application of resources of the PCC for that year.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

Opinion

We have audited the financial statements of The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with Saint Mary (the 'PCC') for the year ended 31 December 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the PCC in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the PCC's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the accounts and our auditor's report thereon. The Trustees are responsible for the other information. Our opinion on the accounts does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the accounts, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the accounts or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the accounts or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustees

As explained more fully in the Statement of Trustees' Responsibilities, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

In preparing the accounts, the Trustees are responsible for assessing the PCC's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

Extent to which the audit was considered capable of detecting irregularities, including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the Charities Act 2011, taxation legislation, data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of the trustees as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations, and
- understanding the design of the charity's remuneration policies.

Audit response to risks identified

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of the board of trustees; and
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

Other matters which we are required to address

Your attention is drawn to the fact that the charity has prepared financial statements 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)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Alliotts LLP

23/03/2021
.....

**Chartered Accountants
Statutory Auditor**

Friary Court
13-21 High Street
Guildford
Surrey
GU1 3DL

Alliotts LLP is eligible for appointment as auditor of the PCC by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year

		Unrestricted funds general	Unrestricted funds designated	Restricted funds	Total 2020	Total 2019
	Notes	£	£	£	£	£
<u>Income from:</u>						
Donations and legacies	3	253,894	552	119,808	374,254	827,846
Charitable activities	4	20,919	-	56	20,975	75,824
Parish events	5	3,224	-	-	3,224	28,276
Investments	6	662	262	4,317	5,241	9,505
Total income		278,699	814	124,181	403,694	941,451
<u>Expenditure on:</u>						
Charitable activities	7	276,630	14,660	494,320	785,610	1,405,546
Other	12	257	-	20	277	315
Total resources expended		276,887	14,660	494,340	785,887	1,405,861
Net gains/(losses) on investments	13	1,340	465	6,710	8,515	19,196
Net movement in funds		3,152	(13,381)	(363,449)	(373,678)	(445,214)
Fund balances at 1 January 2020		60,176	51,411	1,023,194	1,134,781	1,579,995
Fund balances at 31 December 2020		63,328	38,030	659,745	761,103	1,134,781

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes				
Income from:					
Donations and legacies	3	231,483	4,329	592,034	827,846
Charitable activities	4	74,959	-	865	75,824
Parish events	5	4,935	-	23,341	28,276
Investments	6	862	467	8,176	9,505
Total income		312,239	4,796	624,416	941,451
Expenditure on:					
Charitable activities	7	306,877	25,416	1,073,253	1,405,546
Other	12	295	-	20	315
Total resources expended		307,172	25,416	1,073,273	1,405,861
Net gains/(losses) on investments	13	2,286	1,235	15,675	19,196
Gross transfers between funds		(7,353)	7,353	-	-
Net movement in funds		-	(12,032)	(433,182)	(445,214)
Fund balances at 1 January 2020		60,176	63,443	1,456,376	1,579,995
Fund balances at 31 December 2020		60,176	51,411	1,023,194	1,134,781

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	14	335,866		287,826	
Investments	15	131,821		123,306	
		<u>467,687</u>		<u>411,132</u>	
Current assets					
Debtors	17	15,304		315,286	
Investments	18	199,134		393,896	
Cash at bank and in hand		126,192		84,113	
		<u>340,630</u>		<u>793,295</u>	
Creditors: amounts falling due within one year	19	(47,214)		(69,646)	
Net current assets			293,416		723,649
Total assets less current liabilities			<u>761,103</u>		<u>1,134,781</u>
Income funds					
Restricted funds	21	659,745		1,023,194	
Unrestricted funds	22	101,358		111,587	
			<u>761,103</u>		<u>1,134,781</u>

The accounts were approved by the Trustees on ..9.March.2021.



.....
The Rev'd Canon Robert Cotton (Chair & Incumbent and General Synod Representative)
Trustee

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash absorbed by operations	26		(56,522)		(662,396)
Investing activities					
Purchase of tangible fixed assets		(101,402)		-	
Proceeds on disposal of investments		194,762		640,497	
Investment income received		5,241		9,505	
Net cash generated from investing activities			98,601		650,002
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			42,079		(12,394)
Cash and cash equivalents at beginning of year			84,113		96,507
Cash and cash equivalents at end of year			126,192		84,113

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS *FOR THE YEAR ENDED 31 DECEMBER 2020*

1 Accounting policies

Charity information

The Parochial Church Council of the Ecclesiastical Parish of Holy Trinity with Saint Mary is a Trust located in Guildford and controlled by the Members listed.

1.1 Accounting convention

The accounts have been prepared in accordance with the Church Accounting Regulations 2006, the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2019). The PCC is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the PCC. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the PCC has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts. The PCC does not usually invest separately for each fund. When there is no separate investment, interest and other investment income is apportioned to individual funds on an average balance basis.

1.4 Incoming resources

Income is recognised when the PCC is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations received are recognised as income in the year in which they are received and are accounted for through Funds, as set out in the Funds note, in accordance with the terms under which the donation is given. Collections are recognised when received by or on behalf of the PCC. Planned giving under Gift Aid is recognised when received. Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement, the amount due is quantifiable and its ultimate receipt by the PCC is reasonably certain.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Rental income from the letting of church premises is recognised at the date the rental occurs. Income raised through parish activities and similar events is accounted for gross.

The recovery of VAT under the Listed Places of Worship Grant Scheme is recognised as the qualifying expenditure for the scheme is invoiced.

Dividends are accounted for when received. Interest, which is received gross, is accounted for when it is received.

Realised gains or losses on disposed investments are accounted for at the date of disposal. Unrealised gains or losses are accounted for on the revaluation of investments at 31 December. Gains and losses arising from disposal or revaluation are apportioned across the long term unrestricted and restricted funds.

1.5 Resources expended

General expenditure is recognised gross over the period in which the relating supply of goods or service occurs.

Missionary and charitable giving

Grants are made under outward giving each year equivalent to 10% of unrestricted planned giving income received, including attributable income tax recovery. For administrative reasons the basis of the distribution is the reported planned giving total from the previous year. Other grants and donations are made from money raised through fundraising or special collections and are accounted for when paid.

Grants and donations awarded are reported in note 8. Individual payments of £1,000 or more were made to the following in 2020: Guildford Action (£1,000), Guildford Oakleaf Enterprise (£1,000), Guildford No. 5 Project (£1,000), Christian Aid (£1,500), The Kwasa Centre - South Africa (£3,500), Shooting Stars Chase (£1,300), Guildford Town Centre Chaplaincy (£1,000) and Holy Trinity and Pewley Down School (£2,000).

Support costs

Support costs are costs that are necessary to deliver an activity but do not themselves produce or constitute the output of the activity. Support costs have been wholly included in the cost of church activities and have not been allocated across other cost classifications because any such allocation would not materially affect those costs.

All other expenditure is generally recognised when it is incurred and is accounted for gross.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Consecrated property and movable church furnishings

Consecrated and beneficed property of any kind is excluded from the accounts by s.10 of the Charities Act 2011. However, the PCC is responsible for the insurance and maintenance of its consecrated and beneficed property; the respective insurance values of Holy Trinity church and St Mary's church are £16.81m and £11.59m.

All expenditure incurred in the year on consecrated or beneficed buildings, on individual items under £10,000, or on the repair of movable church furnishings is written off.

Movable church furnishings held by the Rector and Churchwardens on special trust for the PCC, and which require a faculty for disposal, are accounted as inalienable property unless consecrated. They are listed in the church's inventory, which can be inspected at any reasonable time.

Freehold land and building

Freehold Land and Buildings are included in the accounts at their deemed acquisition cost. No depreciation is applied to the land but building valuations are depreciated on a straight-line basis over 50 years from the date brought into the accounts.

Expenditure on improvements to buildings is capitalised when incurred. Building improvements are depreciated on a straight-line basis over 20 years commencing from the year in which the improvements are completed.

Other fixtures, fittings and office equipment

Individual items with a cost of less than £5,000 are written off on acquisition. Items which are capitalised are depreciated on a straight-line basis over 4-6 years.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% on cost of buildings
Leasehold improvements	5% on cost
Fixtures and fittings	17%-25% on cost

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

A full year of depreciation is charged in the year of acquisition and none in the year of disposal.

1.7 Impairment of fixed assets

At each reporting end date, the PCC reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ expenditure for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The PCC has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments (see note 16).

Financial instruments are recognised in the PCC's balance sheet when the PCC becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Derecognition of financial liabilities

Financial liabilities are derecognised when the PCC's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the PCC is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the PCC's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Key sources of estimation uncertainty

Building depreciation

The only estimate which has a significant risk of causing a material adjustment to the carrying amount of assets and liabilities is the depreciation rate which is applied to the buildings. The depreciation is calculated using the assumption that at the end of the items' useful lives, there will be nil residual value, the assets are depreciated over the determined useful life to this residual value. The useful life and the residual valuation are decided upon through reference to similar items held in the past and items held by similarly placed entities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

3 Donations and legacies

	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2020 £	Total 2019 £
Donations and gifts	244,440	-	37,064	281,504	648,381
Legacies receivable	-	-	1,116	1,116	3,500
Grants receivable	9,454	552	81,628	91,634	175,965
	<u>253,894</u>	<u>552</u>	<u>119,808</u>	<u>374,254</u>	
For the year ended 31 December 2019	<u>231,483</u>	<u>4,329</u>	<u>592,034</u>		<u>827,846</u>

Unrestricted donations and gifts comprise regular planned giving including income tax recovery on gift aided donations of £193,678 (2019: £194,890) and other donations, including gift aid, of £50,762 (2019: £36,132). The increase in other donations in 2020 came from a very generous response to requests to parishioners, and those from outside the Parish, to consider how they might help financially to offset income lost in the year following COVID-19 restrictions on the opening of churches and church buildings. Having received by the end of 2019 the majority of donations in respect of the major re-ordering work at St Mary's, total donations reduced significantly in 2020 as anticipated.

Grants receivable in 2020 include £9,454 (2019: nil) from the Government Job Retention Scheme for furloughed employees (as a result of COVID-19), £71,178 (2019: £153,117) of VAT recoveries from the Listed Places of Worship Grant Scheme, on eligible expenditure mainly in respect of the re-ordering work at St Mary's and £10,450 from the All Churches Trust towards the cost of the new Holy Trinity Sound System.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

4 Charitable activities

	Trinity Centre lettings £	Church Lettings £	Pewley Way lettings £	Miscellaneous sales £	Total 2020 £	Total 2019 £
Sales within charitable activities	11,054	9,300	-	621	20,975	75,824
Analysis by fund						
Unrestricted funds - general	11,054	9,300	-	565	20,919	
Restricted funds	-	-	-	56	56	
	11,054	9,300	-	621	20,975	
For the year ended 31 December 2019						
Unrestricted funds - general	35,878	29,967	6,574	2,540		74,959
Restricted funds	-	-	-	865		865
	35,878	29,967	6,574	3,405		75,824

The reduction in lettings of the churches and the Trinity Centre is a direct result of the buildings being closed to regular hirers for a large part of the year due to COVID-19 restrictions. There was no income in the year from Pewley Way which is currently occupied by the curate.

5 Parish events

	Unrestricted funds general £	Restricted funds £	Total 2020 £	Total 2019 £
Fees paid to the PCC	2,487	-	2,487	3,013
Trading activity income: other	737	-	737	25,263
Parish events	3,224	-	3,224	
For the year ended 31 December 2019	4,935	23,341		28,276

In 2019 trading activity income mainly related to income in respect of a choir tour to Bury St Edmunds in that year. There was no equivalent event or activity in 2020.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

6 Investments

	Unrestricted funds general £	Unrestricted funds designated £	Restricted funds £	Total 2020 £	Total 2019 £
Income from unlisted investments	511	202	2,987	3,700	4,235
Interest receivable	151	60	1,330	1,541	5,270
	662	262	4,317	5,241	
For the year ended 31 December 2019	862	467	8,176		9,505

Income from interest on cash balances reduced significantly in 2020 as Restricted Fund expenditure was incurred and the result of lower interest rates throughout the year. Unlisted investments were unchanged in the year but dividend receipts fell slightly.

7 Charitable activities

	2020 £	2019 £
Staff costs	72,848	68,287
Depreciation and impairment	53,362	36,461
Ministry expenses: Diocesan parish share	109,957	109,749
Ministry expenses: Rector's housing/expenses	3,067	7,115
Ministry expenses: Curate's housing/expenses	3,343	13,641
Ministry expenses: Other	4,505	6,055
Building running expenses	53,524	62,208
Church maintenance	17,840	181,298
Upkeep of services	9,468	21,106
Parish development and special projects	427,696	839,458
	755,610	1,345,378
Grant funding of activities (see note 8)	24,700	55,008
Share of governance costs (see note 9)	5,300	5,160
	785,610	1,405,546
Analysis by fund		
Unrestricted funds - general	276,630	
Unrestricted funds - designated	14,660	
Restricted funds	494,320	
	785,610	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

8 Grants payable

	2020 £	2019 £
Grants to institutions:		
Missionary Societies	5,750	5,500
Relief and Development Agencies	-	1,500
Home Missions and other Church Societies	5,700	4,751
Secular Charities	5,300	6,750
Other donations and grants	7,950	35,807
	<u>24,700</u>	<u>54,308</u>
Grants to individuals	-	700
	<u>24,700</u>	<u>55,008</u>

Included in other donations and grants was a donation to Kwasa Springs, South Africa of £5,000 (2019: £30,207).

9 Support costs

	Support costs £	Governance costs £	2020 £	2019 £	Basis of allocation
Audit fees	-	3,900	3,900	3,810	Governance
Accountancy	-	1,400	1,400	1,350	Governance
	<u>-</u>	<u>5,300</u>	<u>5,300</u>	<u>5,160</u>	
Analysed between					
Charitable activities	-	5,300	5,300	5,160	
	<u>-</u>	<u>5,300</u>	<u>5,300</u>	<u>5,160</u>	

Governance costs includes payments to the auditors of £3,900 (2019: £3,810) for audit fees.

10 Trustees

One of the Trustees received remuneration during the year. This was in the ordinary course of employment and not a payment for being a Trustee.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

11 Employees

Number of employees

The average monthly number of employees (all part time) during the year was:

	2020 Number	2019 Number
Support staff	9	6

Employment costs

	2020 £	2019 £
Wages and salaries	70,560	66,531
Social security costs	282	402
Other pension costs	2,006	1,354
	72,848	68,287

The increase in employees in the year were 2 part time cleaners and a Director of Girl Choristers.

There were no employees whose annual remuneration was £60,000 or more.

12 Other

	Unrestricted funds general	Restricted funds	Total 2020 £	Total 2019 £
Bank charges	257	20	277	315
For the year ended 31 December 2019	295	20		315

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

13	Net gains/(losses) on investments	Unrestricted funds general		Unrestricted funds designated	Restricted funds	Total 2020	Unrestricted funds general 2019	Unrestricted funds designated 2019	Restricted funds 2019	Total 2019
		£	£	£	£	£	£	£	£	£
	Revaluation of investments	1,340	465	6,710	8,515	2,286	1,235	15,675	19,196	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

14 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Total £
Cost				
At 1 January 2020	24,100	628,477	44,016	696,593
Additions	-	-	101,402	101,402
At 31 December 2020	24,100	628,477	145,418	797,995
Depreciation and impairment				
At 1 January 2020	6,750	376,349	25,668	408,767
Depreciation charged in the year	450	31,424	21,488	53,362
At 31 December 2020	7,200	407,773	47,156	462,129
Carrying amount				
At 31 December 2020	16,900	220,704	98,262	335,866
At 31 December 2019	17,350	252,128	18,348	287,826

Freehold land and buildings in use by the PCC comprise the curate's house, the freehold land at Addison Court and the Trinity Centre. For accounting purposes, the above properties have been valued at their deemed historical cost at the time of acquisition and, in respect of 27 Pewley Way, the deemed cost of additions to the property since its original acquisition. Historical costs have not been updated and the buildings are being depreciated on a straight-line basis over 50 years.

In recent years the Trinity Centre has been refurbished, and the cost of the refurbishment is being depreciated on a straight-line basis over 20 years.

In 2018 new chairs were purchased for Holy Trinity church and are being depreciated over 6 years on a straight-line basis. In 2020 a new Sound System and organ camera system were installed in Holy Trinity Church and are also being depreciated over 6 years.

It is the policy of the PCC to capitalise equipment and fittings where their cost is greater than £5,000.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

15 Fixed asset investments

	Unlisted investments £
Cost or valuation	
At 1 January 2020	123,306
Valuation changes	8,515
At 31 December 2020	131,821
Carrying amount	
At 31 December 2020	131,821
At 31 December 2019	123,306

16 Financial instruments	2020 £	2019 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	11,057	286,251
Equity instruments measured at cost less impairment	131,821	123,306
Instruments measured at fair value through profit or loss	199,134	393,896
Carrying amount of financial liabilities		
Measured at amortised cost	-	1,800

17 Debtors	2020 £	2019 £
Amounts falling due within one year:		
Other debtors	11,057	286,251
Prepayments and accrued income	4,247	29,035
	15,304	315,286

Other debtors include income tax recoverable due from HMRC in respect of gift aid donations (2020: £11,057, 2019: £17,169). In 2019 other debtors also included £258,058 of grants receivable for building works at St Mary's church (2020: nil).

Prepayments and accrued income include claims made to the Listed Places of Worship for recovery of VAT on eligible repairs and maintenance at Holy Trinity and St Mary's churches (2020: £735, 2019: £16,024).

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

18 Current asset investments

	2020 £	2019 £
Short term cash deposits	199,134	393,896

The reduction in short term cash deposits is due to the expenditure incurred in 2020 in completing the major re-ordering project at St Mary's.

19 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors	-	1,800
Accruals and deferred income	47,214	67,846
	47,214	69,646

Accruals and deferred income mainly relate to payments made after the year end for goods and services provided in 2020 and include deposits received for 2021 lettings. They also include retention payments of £27,335 (2019: £3,621) payable in 2021 on completed building works at St Mary's and a new Sound System in Holy Trinity.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

20 Retirement benefit schemes

Defined contribution schemes

Holy Trinity with St Mary's Guildford participates in the Pension Builder Scheme section of Church Workers Pension Fund for lay staff. The Scheme is administered by the Church of England Pensions Board, which holds the assets of the schemes separately from those of the Employer and the other participating employers.

The Church Workers Pension Fund has a section known as the Defined Benefits Scheme, a deferred annuity section known as Pension Builder Classic and a cash balance section known as Pension Builder 2014.

Pension Builder Scheme

The Pension Builder Scheme of the Church Workers Pension Fund is made up of two sections, Pension Builder Classic and Pension Builder 2014, both of which are classed as defined benefit schemes.

Pension Builder Classic provides a pension for members for payment from retirement, accumulated from contributions paid and converted into a deferred annuity during employment based on terms set and reviewed by the Church of England Pensions Board from time to time. Bonuses may also be declared, depending upon the investment returns and other factors.

Pension Builder 2014 is a cash balance scheme that provides a lump sum that members use to provide benefits at retirement. Pension contributions are recorded in an account for each member. This account may have bonuses added by the Board before retirement. The bonuses depend on investment experience and other factors. There is no requirement for the Board to grant any bonuses. The account, plus any bonuses declared, is payable from members' Normal Pension Age.

There is no sub-division of assets between employers in each section of the Pension Builder Scheme.

The scheme is a multi-employer scheme as described in Section 28 of FRS 102. This is because it is not possible to attribute the Pension Builder Scheme's assets and liabilities to specific employers and that contributions are accounted for as if the Scheme were a defined contribution scheme. The pensions costs charged to the SoFA in the year are contributions payable (2020: £2,006, 2019: £1,354).

A valuation of the Pension Builder Scheme is carried out once every three years. The most recent was carried out as at 31 December 2016. A valuation as at 31 December 2019 was under way as at 31 December 2020.

For the Pension Builder Classic section, the valuation revealed a deficit of £14.2m on the ongoing assumptions used. At the most recent annual review, the Board chose not to grant a discretionary bonus, which will have acted to improve the funding position. There is no requirement for deficit payments at the current time.

For the Pension Builder 2014 section, the valuation revealed a surplus of £1.8m on the ongoing assumptions used. There is no requirement for deficit payments at the current time.

The legal structure of the scheme is such that if another employer fails, Holy Trinity with St Mary's Guildford could become responsible for paying a share of that employer's pension liabilities.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

21 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2019 £	Movement in funds				Balance at 1 January 2020 £	Movement in funds				Revaluations, gains and losses £	Balance at 31 December 2020 £
		Incoming resources £	Resources expended £	Transfers £	Incoming resources £		Resources expended £	Transfers £				
Common Ground	11,926	12,478	(6,438)	-	17,966	2,238	(3,952)	-	-	-	16,252	
Holy Trinity Bells	-	514	-	-	514	1,121	(1,076)	-	-	-	559	
St Mary's Bells	14,926	20,397	(35,323)	-	-	-	-	-	-	-	-	
Cadenza Choir	745	4	-	-	749	-	-	-	-	-	749	
Choir Tour	3,534	23,450	(22,906)	-	4,078	-	-	-	-	-	4,078	
Holy Trinity Fabric	113,379	14,858	(12,645)	4,172	119,764	12,780	(6,864)	(94,732)	1,454	-	32,402	
Holy Trinity Music	11,779	71	-	-	11,850	93	-	(6,669)	-	-	5,274	
Holy Trinity Organ	2,189	13	-	-	2,202	-	-	-	-	-	2,202	
St Mary's Fabric	343,514	29,399	(135,480)	10,584	248,017	6,999	(11,014)	-	4,746	-	248,748	
St Mary's Music	678	4	-	-	682	-	-	-	-	-	682	
South Africa Fund	7,640	25,122	(31,225)	-	1,537	5,346	(5,020)	-	-	-	1,863	
Trinity Centre	283,552	-	(31,425)	-	252,127	-	(31,424)	-	-	-	220,703	
Olave Duncomb Trust	114	-	(114)	-	-	-	-	-	-	-	-	
Environmental Fund	25,045	347	-	919	26,311	288	-	-	510	-	27,109	
St Mary's Methodist Fund	614,420	497,759	(793,130)	-	319,049	95,316	(413,503)	-	-	-	862	
Fixed Assets Furniture	22,935	-	(4,587)	-	18,348	-	(21,487)	101,401	-	-	98,262	
	1,456,376	624,416	(1,073,273)	15,675	1,023,194	124,181	(494,340)	-	6,710	-	659,745	

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

21 Restricted funds

(Continued)

The Common Ground Fund was created to record income and expenditure associated with support of Common Ground Guildford, a mission community of Christians from Guildford Town Centre churches and those who live elsewhere. Income in 2020 relates to donations received to fund expenditure.

The Choir Tour Fund is maintained to provide support to the Holy Trinity biennial choir tour for adults and boys. In 2020 there were no activities associated with the Fund. The balance in the Fund represents a surplus from fundraising activities over past years which will be used to offset the cost of future tours.

The Holy Trinity Fabric Fund is used to record funds that are donated for, and ultimately used for, repairs and other expenditure at Holy Trinity church. During 2020 a new Sound System was installed in the church the expenditure for which was covered by donations given in previous years and also a grant for £10,450 received from the All Churches Trust.

The Holy Trinity Music Fund is used to record funds that are donated to Holy Trinity for its music, including the choir. In 2020 a new camera system was installed in the organ loft paid for out of a donation received in 2018.

The St Mary's Fabric Fund is used to record funds that are donated for, and ultimately used for, repairs to St Mary's church. A legacy was received in 2017 from the late Eileen Black, a parishioner of St Mary's. In total £394,000 has been received with the final distribution received in 2020. Of the balance of the Fund at the end of 2020 £30,000 has been committed to various fitting out and finishing activities at St Mary's associated with the major re-ordering work completed in 2020.

The South Africa Fund is used to record parish activities associated with links to the Diocese of the Highveldt, South Africa in particular with St Peter & St Paul, Springs and the Kwasa Centre. In 2020 a £5,000 donation was received for, and sent to, the Kwasa Centre.

The Environmental Fund was set up in 2018 after the receipt of a donation of £25,000 to be used to support the Parish commitment to sustainability and renewability. No expenditure has yet been incurred.

The Trinity Centre Fund was established to hold the capitalised cost of the refurbishment of the Trinity Centre and its subsequent depreciation. Depreciation commenced in 2008 based on writing down the asset over 20 years. In 2009, the cost of creating a new room on the 1st floor was capitalised and is also being depreciated over 20 years, commencing in 2009. The movement in the fund during the year represents the total depreciation charge for the year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

21 Restricted funds

(Continued)

The St Mary's Methodist Fund was set up in 2018 to receive donations to cover the costs of a major reordering project at St Mary's including a new porch, kitchen, toilets and underfloor heating. Income in the year included donations, including gift aid, of £26,512, and £68,402 of VAT refunds from the Listed Places of Worship grant scheme on expenditure incurred on the project. The project has been completed with expenditure in 2020 of £413,503. A fitting out programme of work called 'Phase 5' has been agreed which will utilise the remaining balance of the Fund and £30,000 from the St Mary's Fabric Fund during 2021.

The Fixed Asset Furniture Fund was established in 2018 to hold the cost of new chairs for Holy Trinity church and their subsequent depreciation. The chairs are being amortised over 6 years at a charge of £4,587 per year. In 2020 a new Sound System and organ camera system was installed in Holy Trinity church and the expenditure capitalised. As with the chairs the cost is being amortised over 6 years. There are a number of other small funds which are retained for the purpose for which they were created. Other than in the **HT Bells Fund** there was no activity in these funds in the year.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

22 Unrestricted funds

These are unrestricted funds which are material to the PCC's activities made up as follows:

	Balance at 1 January 2020	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 31 December 2020
	£	£	£	£	£
Extraordinary Repair	30,798	814	(14,210)	465	17,867
Youth and Children	3,263	-	-	-	3,263
Fixed Assets	17,350	-	(450)	-	16,900
Total Designated Funds	51,411	814	(14,660)	465	38,030
General Funds	60,176	278,699	(276,887)	1,340	63,328
Total Unrestricted Funds	111,587	279,513	(291,547)	1,805	101,358

The **General Fund** represents the accumulated surplus that has not been designated by the PCC for a specific purpose. Net incoming resources in 2020 were £3,152 (2019: £7,353).

The **Extraordinary Repair Fund** recognises the requirement for the PCC to maintain funds for current and future repairs to parish buildings. At the end of 2020 the balance of the Fund had reduced to £17,867 following expenditure in the year on the Trinity Centre and at Holy Trinity Church.

A **Youth and Children Fund** was established in 2019 following the receipt of a donation. The Fund is available to support young people, by way of a grant, to participate in parish activities and to provide grants to young people as they leave school and move into further education or careers. With activities curtailed in 2020 due to COVID-19 there was no expenditure in the year (2019: £487).

Fixed Assets represent the deemed historical cost of Freehold Land and Buildings in use by the PCC excluding both churches (see note 1) and the refurbishment cost of the Trinity Centre (see Trinity Centre Fund), and the depreciation of those buildings.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

23 Analysis of net assets between funds

Fund balances at 31 December 2020 are

represented by:

Tangible assets

Investments

Current assets/(liabilities)

	Unrestricted funds		Unrestricted designated funds		Restricted funds	Total	Unrestricted funds		Unrestricted designated funds	Restricted funds	Total
	2020	2020	2020	2020	2020	2020	2019	2019	2019	2019	2019
	£	£	£	£	£	£	£	£	£	£	£
	-	16,900	318,966	-	335,866	335,866	-	17,350	270,476	287,826	287,826
	16,633	8,297	106,891	15,293	131,821	131,821	15,293	7,832	100,181	123,306	123,306
	46,695	12,833	233,888	44,883	293,416	293,416	44,883	26,229	652,537	723,649	723,649
	63,328	38,030	659,745	60,176	761,103	761,103	60,176	51,411	1,023,194	1,134,781	1,134,781

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

24 Capital commitments	2020	2019
	£	£
At 31 December 2020 the PCC had capital commitments as follows:		
Contracted for but not provided in the financial statements:		
Acquisition of property, plant and equipment	-	314,793
	<u> </u>	<u> </u>
25 Related party transactions		
Remuneration of key management personnel		
The remuneration of key management personnel is as follows.		
	2020	2019
	£	£
Aggregate compensation	4,742	4,596
	<u> </u>	<u> </u>

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

25 Related party transactions

(Continued)

Transactions with related parties

During the year the PCC entered into the following transactions with related parties:

A grant (disclosed in note 8) of £2,000 was made to Holy Trinity and Pewley Down School where the Rector is Chair of Governors. This donation was approved by the PCC.

During the year a related party transaction of £16,615 (2019: £18,013) was identified relating to remuneration of Mrs Corinne Jones, the wife of a trustee Mr Grayson Jones, for administrative services provided to the charity. Remuneration of £4,320 (2019: £nil) was also paid to Mr Nick Graham, the son of trustees Mr Paul Graham and Mrs Carolyn Graham, in his role as Director of Girl Choristers. These transactions were at arms length and in the normal course of business.

Mrs Jones is training as a Licensed Lay Minister with the Guildford Diocese and her expenses are paid for by the charity. Total expenses in 2020 were £1,165 (2019: £426). Payments totaling £2,792 (2019: £nil) were paid to Mr James Hedgecock, the son of Trustees, Rev'd Jonathan Hedgecock and Mrs Jane Hedgecock, for the provision of technical support for Zoom services and web site output.

The following payments were made during the year to PCC Members or Related Parties, as defined by the Charities Act 2011. All these payments are part of the routine expenditure of the PCC for travel, subsistence and emergency works and have been approved in accordance with PCC procedures.

THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY WITH SAINT MARY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

25 Related party transactions

(Continued)

	Expenses £	Fees £
Rev'd Canon Robert Cotton	2,798	-
Mrs Corinne Jones	1,165	-
Rev'd Jonathan Hedgecock	300	-
Mr James Hedgecock	2,792	-
Rev'd Roderick Pierce	125	-
Rev'd Tom Pote	<u>1,745</u>	-
	<u>8,925</u>	-

No guarantees have been given or received.

26 Cash generated from operations

2020
£

2019
£

Deficit for the year	(373,678)	(445,214)
Adjustments for:		
Investment income recognised in statement of financial activities	(5,241)	(9,505)
Fair value gains and losses on investments	(8,515)	(19,196)
Depreciation and impairment of tangible fixed assets	53,362	36,461
Movements in working capital:		
Decrease/(increase) in debtors	299,982	(237,564)
(Decrease)/increase in creditors	(22,432)	12,622
Cash absorbed by operations	<u>(56,522)</u>	<u>(662,396)</u>