



**HOLY
TRINITY
CHURCH**

PCC OF HOLY TRINITY, COOKHAM

**ANNUAL REPORT &
END OF YEAR FINANCIAL STATEMENTS**

YEAR ENDING 31 DECEMBER 2022



BACKGROUND

The parishes of Holy Trinity Cookham and St. John the Baptist Cookham Dean form The Benefice of the Cookhams. The Parochial Church Council (PCC) of Holy Trinity has the responsibility of cooperating with the incumbent in promoting within the ecclesiastical parish the whole mission of the Church – pastoral, evangelistic, ecumenical and social. It also has responsibilities for the maintenance of the church and churchyard of Holy Trinity, Churchgate, Cookham. The PCC is additionally responsible for the management and maintenance of the Parish Centre, including three leased flats, the Paddock, adjacent to the churchyard, and a residential property at 53 Broomhill, Cookham, which are held in trust for the PCC by the Diocesan Trustees (Oxford) Ltd.

The PCC is a Registered Charity, No. 1129876.

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules.

During the year the following persons served as members of the PCC.

Incumbent:	The Revd Nick Plant	(Chairman)
Associate Priest:	The Revd Helen Chamberlain	
Associate Priest:	The Revd David Joynes	
Licensed Lay Minister	Richard Simmonds	
Church Wardens:	Bernadette Clark	
	Mark Stockdale (Vice chair of PCC)	
Deanery Synod representatives:	Bernadette Clark	
	David Harrold	
Elected Members:	Mike Clark	
	David Gaselee	
	Anne McNeil (Secretary)	
	Deborah Richards	
	Tim Sharples (Treasurer)	

The following committees were elected at the first meeting of the PCC after the APCM in April 2022: Standing Committee and the Stewardship and Fundraising Committee.

CHURCH ATTENDANCE

There were 220 names on the Church Electoral Roll as presented at the 2022 APCM.

2022 was the first full year of the “new normal” post-COVID world. The year has seen a gradual return of people to church services, although some older members of our congregation have continued to stay away, or only attend church sporadically, largely because the church only has minimal heating. It is therefore difficult to make exact comparisons with 2019, the last full year before the pandemic hit. Average attendance at normal Sunday Services was 69 adults and 6 under 16s. There were 95 communicants on Easter Day and 96 on Christmas Day, including the Vigil service. There were 15 baptisms during the year; 8 weddings; and 30 burials, memorials and interment of ashes.

We are in discussion with the Diocesan Advisory Committee about fitting an accessible toilet in the tower and installing underfloor heating in the nave and south aisle, and supplementary heating there and in the east end and hope to be in a position to undertake this work in winter 2023/24.

REVIEW OF THE YEAR

- The PCC met on 6 occasions in 2022 (mostly over Zoom by preference) and throughout the year each sub-committee, the Treasurer, the Deanery Synod and Ministry Team have reported to the PCC by means of written reports circulated prior to each meeting. This process allows the PCC to exercise proper scrutiny of the work of the committees and the PCC's finances.
- Holy Trinity, St John the Baptist Church and the Methodist Church continued to alternate in running a monthly Fellowship Lunch for older people, which has been very much welcomed and appreciated. Every lunch is fully booked.
- Since the start of the invasion of Ukraine in February 2022, we have held a short service each Monday evening to pray for Ukraine, and with Ukrainian music, alternating between the two churches. Attendance has averaged about 10-12 and these have been increasingly lay-led.
- We held a special "Jubilate" service during the Jubilee weekend 2-5 June which was attended by about 50 people. Later in the year, sadly a book of condolence was open to the public following the death of HM Queen Elizabeth II, and short prayers were offered every hour. A special service with hymns and readings was held to commemorate her life.
- There was a successful Parish Pilgrimage to Oberammergau which marked a return to normality, a very thought provoking and meaningful experience for all.
- The annual Remembrance Sunday Service around Cookham War Memorial, complete with bugler to play The Last Post, was as well-supported as ever, and a substantial number of people joined the service in church that followed.
- We were pleased to welcome Holy Trinity school back into church for their end of term Christmas service.
- Christmas services were well attended with 250 at our traditional candlelit Christmas Day Evening Carol Service. Like last year, we continued to offer a Crib "walk pasts" in view of high COVID infection rates, but there seems to be a desire to return to a crib service in 2023. Christmas online offerings were popular – e.g. 583 views for "It's Christmas", 570 for "Murmurs of Advent", 237 for "Maybe..."

This PCC Report, for the year ending 31 December 2022, was approved by the PCC at its meeting on 21 March 2023.

Mak Sodale 26 March 2023

Signed
Chair of PCC

FINANCIAL STATEMENTS – PCC STATEMENT

The attached financial statements have been prepared by the Parish Church Council (PCC) of Holy Trinity, Cookham to show the financial position at 31 December 2022.

The PCC is responsible for preparing an annual report and financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Principles).

The law applicable to PCCs in England and Wales requires the PCC to prepare financial statement for each 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 period. In preparing the financial statements, the PCC is required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the applicable 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the PCC will continue in business.

The PCC is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 (Accounts and Reports) Regulations and the provisions of the PCC Powers Measure 1956, Church Representation Rules 2006). They are also responsible for safeguarding the assets of the PCC and those under their care and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The PCC is responsible for the maintenance and integrity of the church and financial information included on the Charity Commission's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the PCC on 21 March 2023 and signed on their behalf by



Mark Stockdale, Chair of PCC

REPORT OF INDEPENDENT EXAMINER

I report on the accounts for the PCC for the year ended 31 December 2022, which are set out on pages 7 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

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

It is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matter set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention

1. Which gives me reasonable cause to believe that in, any material respect, the requirements:
 - To keep accounting records in accordance with section 130 of the Charities Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  _____

Date 26/03/2023

Name Roger Groeneweg

Qualifications ACMA

Address 6, Wakelins End, Cookham, Berkshire SL6 9TQ

STATEMENT OF FINANCIAL ACTIVITIES - 2022

	note	Unrestricted funds	Restricted Funds	Endowment funds	Total	Total Last Year
Income and endowments from		£	£	£	£	£
Donations and legacies	3(a)	159,062	8,343	—	167,405	165,217
Income from charitable activities	3(b)	9,511	13,556	—	23,067	21,286
Other trading activities	3(c)	40,978	—	—	40,978	19,437
Investment income	3(d)	57,148	10	—	57,158	54,371
Total income		266,699	21,909	—	288,608	260,311
Expenditure on:						
Raising funds	4	34,385	—	—	34,385	27,471
Charitable activities	5	219,782	28,572	—	248,354	215,970
Total expenditure		254,167	28,572	—	282,739	243,441
Net income of resources before transfer		12,532	(6,663)	—	5,869	16,870
Transfers						
Gross transfers between funds – in		—	—	—	—	—
Gross transfers between funds – out		—	—	—	—	—
Other recognised gains / losses						
Gains / losses on investment assets		—	—	—	—	—
Gains on revaluation, fixed assets, charity's own use		—	—	—	—	—
Net movement in funds		12,532	(6,663)	—	5,869	16,870
Total funds brought forward		1,513,340	156,659	—	1,669,999	1,653,129
Total funds carried forward		1,525,872	149,996	—	1,675,868	1,669,999

The income and expenditure by fund is detailed in Note 6

BALANCE SHEET AS AT 31 DECEMBER 2022

		Total funds	Prior year funds
	Note	£	£
Fixed assets			
Tangible assets	7	—	—
Investments		1,410,000	1,410,000
		1,410,000	1,410,000
Current assets			
Debtors	8	6,004	1,089
Fixed term deposits		204,112	201,525
Cash at bank and in hand		64,224	63,612
		274,340	266,226
Liabilities			
Creditors: Amounts falling due in one year	9	8,472	6,227
		8,472	6,227
Net current assets less current liabilities		265,868	259,999
Total assets less current liabilities		1,675,868	1,669,999
Total net assets less liabilities		1,675,868	1,669,999
Represented by			
Unrestricted			
General fund		114,805	102,339
Designated funds			
Fixed Assets		1,410,000	1,410,000
Children's Holiday Camp		1,011	1,011
St John the Baptist		(15)	(55)
Vicarage credit account		70	44
Restricted			
Bells & Bell Tower Appeal		1,594	1,424
Collections for other charities		—	—
Friends of Holy Trinity Church		1,240	940
Restoration fund		146,750	153,883
Fees collected in connection with weddings and funerals		—	—
Churchyard (Yew Tree) fund		413	413
Funds of the church		1,675,868	1,669,999

The notes at pages 9 to 15 form part of these accounts.

Approved by the PCC on 21 March 2023

and signed on its behalf by



NOTES TO THE FINANCIAL STATEMENT – YEAR ENDING 31 DECEMBER 2022

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with together with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities, published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Church Accounting Regulations 2006.

The financial statements have been prepared under the historical cost convention except for the valuation of investment assets, which are shown at market value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those that are informal gatherings of church members.

FUNDS

Restricted funds represent donations and grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must then be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund. Where there is no separate investment, interest is apportioned to the general fund.

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

Unrestricted funds are general funds which can be used for PCC ordinary purposes.

INCOMING RESOURCES

Planned giving, collections and donations are recognised when received. Tax refunds are recognised when the incoming resource to which they relate is received. Grants and legacies are accounted for when the PCC is legally entitled to the amounts due. Interest is accrued. All other income is recognised when it is receivable. All incoming resources are accounted for gross.

RESOURCES EXPENDED

Grants and donations are accounted for when paid over, or when awarded, if that award created a binding or constructive obligation on the PCC. The diocesan parish share is accounted for when due. Amounts received specifically for mission are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and is accounted for gross.

FIXED ASSETS

Consecrated and benefice property is not included in the accounts in accordance with s96(2)(a) of the Charities Act 1993.

Movable church furnishings held by the vicar and the churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory, which can be inspected (at any reasonable time). For anything acquired prior to 2000 there is insufficient cost information available and therefore such assets are not valued in the financial statements. Subsequently, no individual item has cost more than £1,000 so all such expenditure has been written off when incurred.

Freehold land and buildings are written off over their estimated useful lives. Plant and machinery are written off over their estimated useful life. Investment assets are valued at market value

2 STAFF COSTS

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Wages and Salaries (gross)	£23,858	£20,848	£21,907	£20,809	£20,754
Social security costs		-	-	-	-
Total	£23,858	£20,848	£21,907	£20,809	£20,754

During the year, the PCC employed a Director of Music a part-time Parish Administrator and book-keeper and hired a caretaker for the Parish Centre. No employee earned more than £40,000 pa.

During the year, no PCC member received any compensation for work for the PCC.

3 NOTES ON INCOME

3(A) INCOMING RESOURCES FROM GENERATED FUNDS - VOLUNTARY INCOME

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Gift Aided donations – Bank	74,234	-	860		75,094	72,306
Gift Aided donations - Envelopes	13,764	-	180		13,944	12,597
Other planned giving	4,689	-	-		4,689	4,314
Loose plate collections	7,818	-	1,429		9,247	5,943
Giving through church boxes	1,316	-	466		1,782	507
One-off Gift Aid gifts	430	-	500		930	1,605
Donations appeals etc	3,085	-	1,453		4,538	3,370
Tax recoverable on Gift Aid	22,194	-	340		22,534	22,933
Legacies	14,000	-	-		14,000	25,500
Recurring grants	3,500	-	-		3,500	3,500
Benefice costs recharged to						6,248
St John the Baptist	5,597	1,256	-		6,853	
Non-recurring one-off grants	2,609	-	-		2,609	—
Other funds generated	4,239	331	3,115	-	7,685	6,394
Total	£157,475	£1,587	£8,343		£167,405	£165,217

3(B) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Fees for weddings and funerals	9,511	—	13,556	—	23,067	21,286
Total	£9,511	—	£13,556	—	£23,067	£21,286

3(C) INCOMING RESOURCES FROM GENERATED FUNDS – OTHER TRADING ACTIVITY

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Paddock Income	3,646	—	—	—	3,646	1,953
Bookstall sales - fund raising	3,985	—	—	—	3,985	—
Church hall lettings - fund raising	24,206	—	—	—	24,206	7,916
Magazine income - advertising	9,141	—	—	—	9,141	9,543
Parish magazine sales	—	—	—	—	—	25
Total	£40,978	—	—	—	£40,978	£19,437

3(D) INCOMING RESOURCES FROM GENERATED FUNDS - INVESTMENT INCOME

					Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year
Bank and building society interest	2,752	—	10	—	2,762	984
Rent from lands or buildings	54,396	—	—	—	54,396	54,387
Total	£57,148	—	£10	—	£57,158	£54,371

4 COSTS OF RAISING FUNDS

						Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year	
Fees paid for fund-raising	36	—	—	—	36	91	
Costs of fetes & other events	448	8	—	—	456	1,439	
Letting Agents fees etc	7,805	—	—	—	7,805	5,717	
Rental properties - maintenance	8,938	—	—	—	8,938	6,541	
Printing costs	17,150	—	—	—	17,150	13,683	
Total	£34,377	8	—	—	£34,385	£27,471	

5 EXPENDITURE DIRECTLY RELATED TO THE WORK OF THE CHURCH

						Total	
	Unrestricted	Designated	Restricted	Endowment	This year	Last year	
Giving to church agencies	50	—	173		223	-	
Giving to secular charities	50	—	2,104		2,154	388	
Stipends quota	115,830	—	—		115,830	113,499	
Organist and choir	10,371	—	4,100		14,471	11,934	
Working expenses, ministry team	783	713	220		1,716	2,014	
Youth Club costs	—	—	—		—	136	
Organ / piano maintenance	1,556	—	0		1,556	1,162	
Church maintenance	23,226	—	11,724		34,950	6,540	
Upkeep of services	5,409	27	8,846		14,282	10,468	
Upkeep of churchyard	9,601	—	285		9,886	11,025	
Administration	28,217	773	1,120		30,110	22,165	
Running the church	3,050	—	—		3,050	4,188	
Parish Centre maintenance	11,583	—	—		11,583	9,710	
Running the parish centre	8,543	—	—		8,543	5,487	
Church major repairs - structure						17,254	
Total	£218,269	£1,513	£28,572	-	£248,354	£215,970	

6 MOVEMENT OF FUNDS OVER YEAR

	Opening	Incoming	Outgoing	Transfers	Gains/losses	Closing
Restricted Funds	£	£	£	£	£	£
Bells & Bell Tower Fund	1,424	170	—	—	—	1,594
Collections for other charities	—	2,277	2,277	—	—	—
Friends of Holy Trinity	940	300	—	—	—	1,240
Restoration Fund	153,883	5,496	12,629	—	—	146,750
Fees collected – weddings and funerals		13,666	13,666	—	—	—
Churchyard (Yew Trees) fund	413	—	—	—	—	413
Designated Funds						
Fixed Assets	1,410,000	—	—	—	—	1,410,000
Cookham Kids Holiday Club	1,011	—	—	—	—	1,011
St John the Baptist	(55)	1,256	1,216	—	—	(15)
Vicarage credit account	44	331	305	—	—	70
Unrestricted Funds						
General fund	102,339	265,112	252,646	—	—	114,805
Grand total	1,669,999	288,608	282,739	—	—	1,675,868

	Freehold Land & Buildings	Plant & Machinery	Investments	Total
	£	£	£	£
Gross Book Value at beginning of year	200,496	5,422	1,410,000	1,615,918
Revaluation	-	-	-	-
Additions	-	-	-	-
Gross Book Value (inc. revaluations) at 31 December 2022	200,496	5,422	1,410,000	1,615,918
Accumulated Depreciation at 1 January 2022	200,496	5,422	-	205,918
Charge For The Year	-	-	-	-
Accumulated Depreciation at 31 December 2022	200,496	5,422	-	205,918
Net book value at 31 December 2022	-	-	1,410,000	1,410,000
Net book value at 31 December 2021	-	-	1,410,000	1,410,000

NOTES:

- 1) The freehold land and buildings is the Parish Centre which is held at the value estimated by the PCC.
- 2) The Plant & Machinery is the temporary oil heater and related equipment, which the PCC has been advised will have a resale value when it is no longer required. We are writing off the value at 50% of net value per annum.
- 3) The investment assets are the flats above the Parish Centre (valued at £1,110,000) and a maisonette (valued at £300,000), all are commercially let.
- 4) The Revaluation Account now stands at a total of £1,035,000 representing the accumulation of revaluations since 2006.
- 5) Freehold land and buildings (see Note 1 to the Accounts) are written off over their estimated useful lives, which for the Parish Centre is 20 years.

8 DEBTORS

	<u>This year</u>	<u>Last Year</u>
Gift-aid recoverable from HMRC	3,059	-
Trade debtors	2,945	1,089
	<hr/> 6,004	<hr/> 1,089

9 CREDITORS

	<u>This year</u>	<u>Last Year</u>
Amounts collected on behalf of other charities	-	
Other creditors	8,472	6.227
	<hr/> 8,472	<hr/> 6.227

