THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY ST THOMAS AND ST EDMUND REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY
ST THOMAS AND ST EDMUND
ANNUAL REPORT
FOR THE YEAR ENDED 31st DECEMBER 2020

Administrative Information

St Thomas's Church is situated in St Thomas's Square, Salisbury and the parish is part of the Salisbury Deanery in the Diocese of Salisbury. The address for correspondence is The Parish Office, St Thomas's House, St Thomas's Square, Salisbury SP1 1BA.

PCC members who have served from 1 January 2020 until the date this report was approved are:

Rector: Chairman	The Rev'd Kelvin Inglis	Chairman Appointed 17.7.17
Associate Priests	The Rev'd Selina Deacon	
	The Rev'd Wendy Cooper	
Curate	The Rev'd Ali Alexander	
Church Wardens:	Fiona Green	From 29.4.18- at APCM 2020
	Michael Humphreys	From 29.4.18- Elected member from April 2015
	Berenice Elliott	From APCM 2020
Deanery Synod	Bobbie Chettleburgh	Appointed 7.5.17
	Bertie Ledingham	Appointed July 2019
	Peter Heier	From April 2016 retired at APCM 2020 but elected to Deanery Synod at APCM 2020
Elected Members:	Jill Britton	Deputy PCC Chairman elected April 2019 retired at APCM 2020
	Ken Edwards	From April 2018
	Berenice Elliott	Appointed July 2019-became Churchwarden APCM 2020
	Fiona Green	From APCM 2020
	Helen Humphreys	From April 2018
	Robert Lewis	ex-officio from 1.7.17
	Rosie Norman	From 29.4.18
	Wendy Oliver	Treasurer From APCM 2020 – co-opted previous year
	Susanne Prance	From April 2019
	Ute Schwarting	From April 2016 –retired at APCM 2020
	Alexander Tetley	From April 2019
PCC Secretary	Shirley Ledingham	Co-opted as secretary from November 2019 – elected PCC Member at APCM 2020

The Salisbury Diocesan Board of Finance is custodian trustee of the PCC.

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The bankers are: The Royal Bank of Scotland, Salisbury and the Central Board of Finance of the Church of England, London. The independent examiner is Mrs N A Halls of Fletcher & Partners, Chartered Accountants, Salisbury.

Day-to-day management of PCC business is the responsibility of the Rector (The Reverend Kelvin Inglis), Churchwardens (Mrs Fi Green until 4th October 2020 then Mrs Berenice Elliott from that date with Mr Michael Humphreys throughout) as members of the PCC and the Parish Manager Mrs M Browning.

Structure, Governance and Management
The PCC is a body corporate established by the Church of England and operates under the Parochial Church Council (Powers) Measure 1956. The PCC is a registered charity number 1133882.

The Salisbury St Thomas and St Edmund Charities, which distribute the donations from The John Fricker Charity and administer the Richard Earlsman charities, are treated as being independent and not part of the PCC accounts.

The method of appointment of PCC members is governed by and set out in the Church Representation Rules 2006. All eligible members of the congregation are encouraged to register on the Church Electoral Roll and stand for election to the PCC. Training is provided from diocesan resources for new office holders.

The work of the PCC is supported by ten sub-committees that report to the PCC and make recommendations as appropriate. The Rector is an ex-officio member of all committees. Membership of sub-committees, other than the Standing Committee (the only sub-committee required by Church Representation Rules) may be drawn from the PCC and others on the Church Electoral Roll.

- **Standing Committee** provides oversight and transacts the day-to-day business of the PCC between its meetings, subject to any directions given by the PCC. Its membership consists of the Rector, Vice-Chairman, Churchwardens, Deputy Churchwardens, Parish Manager, PCC Secretary, licensed clergy and Treasurer. Standing Committee meets fortnightly.
- **Adult Christian Education Team** - promotes life-long Christian learning amongst adults.
- **Children and Young People Team** –coordinate worship for children and young people
- **Churchwarden Team** – assists and supports the Church wardens
- **Community Engagement Team** - promotes social responsibility locally, nationally and internationally
- **Fabric Team** - responsible for the internal and external fabric and fittings of the church and churchyard and of St Thomas's House.
- **Finance Team** - monitors budgeting, cash flow and stewardship and prepares the Annual Report & Accounts
- **Pastoral Team** - facilitates the pastoral work of the parish
- **Staffing Team** has been established to manage the HR requirements of the Parish and includes the Safeguarding Officer in accordance with Diocesan guidelines.
- **Worship Team** - provides a forum for consultation and feedback on matters of liturgy, worship and music.

The potential major risks to which the PCC is exposed include financial, security of assets and failure to meet statutory and legal requirements.

Aim and Purpose
The primary object of the PCC is to co-operate with the Rector in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical.

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Objectives and Activities for the public benefit
The PCC is committed to enabling as many people as possible to worship at our church and to become part of our parish community at St. Thomas & St Edmund. The PCC maintains an overview of worship throughout the parish. Our services and worship put faith into practice through prayer and scripture, music and sacrament.

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

- Worship and prayer; learning about the Gospel; and developing their knowledge and trust in Jesus.
- Provision of pastoral care for people living in the parish.
- Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church of St. Thomas and St Thomas's House.

The trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Review of Achievements and Performance in the year
There are 235 (229 in 2019) names on the Church Electoral Roll, of whom 177 (170 in 2019) live outside the parish.

Looking back on 2020, three features of a 'unique' year stand out: Completion of the major refurbishment works, Reopening of the Church, and the effect of the pandemic (for more information see Note 26 on page 18).

St. Thomas's is committed to a journey of lifelong discipleship and our adult education team works hard to provide a varied programme of opportunities to learn and grow in faith and confidence. Our new Curate has led an Alpha Course, Advent Course and Lent Study group whilst in the first year of her appointment. These evolved out of the established Bible Study groups, Contemplative Community group, Faith group, and Prayer groups which were already in place. Although not able to meet up face to face the various groups found different ways of making sure everyone was able to maintain contact with the Church and feel supported. This was difficult to achieve and did not happen overnight. Telephone calls, electronic communications, notices displayed outside and of course Online Services were the main avenues. Young people became involved in preparing elements of the services whilst remaining in their 'bubbles'. WhatsApp groups were created for Compline. Zoom Coffee Mornings were created. The PCC and all the associated sub-groups continued their meetings via Zoom.

The Church shut after Christmas 2019 for the major reordering work to be carried out. The Friends paid for the work to be recorded using a Time Lapse camera. The fundraising carried out by the Guild on behalf of the Quest 2020 project paid for the major element of the work.

The Church reopened on 9th February to wide acclaim for the works achieved. The possibilities for the future were highlighted by the February 29th Concert featuring a large number of musicians performing 'A night of music' in aid of Quest and 'Orchestra for All'. A full programme of events was planned for the rest of the year.

Much work has taken place to renovate the organ but owing to a further tragedy work had to be rescheduled. Nearly all the work had been carried out by the end of the year. The organ is now being 'played in' by our organist – Ute Schwarting.

Throughout the pandemic music was an integral part of the Church's outreach. The choir worked out a method of recording their individual contributions and Ute consolidated this using music editing software to enable the Online services to reach hundreds of the congregation who were confined to their homes. Seeing familiar faces on the screen, being able to follow the service using subtitles and sing along with the hymns was a very important and significant achievement throughout Lockdown. Steve Hoffman, Richard Laughton and John Coupe worked alongside the clergy and musicians in order to bring everyone together.

Our life at St Thomas's is considerably enhanced by the contribution of a team of clergy who, it should be remembered, serve as volunteers. We are grateful for all they do to Wendy Cooper and Selina Deacon as associate priests, and assistants priests Tom Clammer, Joanna Percival and Robert Prance. Curate Ali Alexander served as a licensed lay minister from July and her (delayed) ordination as deacon took place in September.

The Christmas Tree Festival was very different this year. It was a 'virtual' event online. It included music and of course was highly visual showing the creative designs of the trees. The committee was able to send £836 each to the Jo Benson Day Centre and Salisbury Child Contact Centre.

It was decided to hold a series of small, short Carol Services in the body of the Church and invite people to come. The focal point of this was the Crib. This was the brainchild of our Verger – Robert Lewis. He had fundraised for most of the cost of this by selling flour during Lockdown. In addition, the Friends contributed to the cost of building the Crib.

Instead of making a collection for the Children's Society at the Christingle Service 50% of the collections during Advent up to Christmas Eve were given to the Society.

Your parochial church council has continued to serve with great commitment in complex times. Recently it has conducted an experiment in dividing into working groups to undertake areas of its work in more detail. The first group to meet was the Charities Group. The other two groups are Communication and Community.

Meanwhile our prayer always is that, in all that we do, may God's purposes be served and may God's glory be known.

St Thomas's seeks to nurture a strong sense of belonging and the many groups and activities contribute to this.

Financial Review - 2020

The PCC's total income was £325,162 compared with £456,736 in 2019. Total expenditure amounted to £462,097 (2019: £465,125). There was therefore a net overall deficit of £136,935, before changes in the value of investments, which can be analysed as a deficit of £75,268 in the Restricted Funds and a deficit of £61,667 in Unrestricted Funds. The value of unrestricted fund investments increased by £1,313 during the year. Over the year, therefore, the PCC's resources decreased by a total of £135,622.

The total funds at the year-end amounted to £783,832. £14,839 of assets were held for restricted purposes, leaving £768,993 for general purposes, of which £261,263 is represented by St Thomas's House and £214,261 by other fixed assets, and therefore the free reserves of the PCC are £293,469 (2019: £491,346).

The total income of the Guild of St Thomas and St Edmund, a subsidiary of the PCC, for the year to 31 December 2020 was £102,245. The expenditure, including £60,302 grants made to the PCC, amounted to £71,220. The surplus for the year was therefore £31,025. The total net assets of the subsidiary at 31 December 2020 were £43,538. The total gross income of the charity and its subsidiary was below the statutory threshold for preparing consolidated accounts, no consolidated accounts were therefore prepared. The £60,302 grants received from the subsidiary were included in PCC's income for the year.

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Reserves Policy
It is the PCC policy to maintain a balance of funds sufficient to ensure its ability to maintain expenditure at the current levels for a minimum of six months and use the balance of any funds held to finance repairs and improvements to the church, its properties and other assets in a way that will enhance the work of the church.

Volunteers
We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is.

Statement of PCC responsibilities

Charity law requires the members of the PCC (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 surplus or deficit of the PCC for that period.

In preparing these accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the PCC will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the PCC and enable them to ensure that the accounts comply with the provisions of the Charities Act 2011 and the Church Accounting Regulations 2006. 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.

Signed on behalf of the PCC: .....
Kelvin Inglis
Rector and Chairman of the PCC

Signed on behalf of the PCC: .....
Wendy Oliver
Treasurer

Approved by the PCC on .....6/5/21.....

INDEPENDENT EXAMINER'S REPORT TO THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY ST THOMAS AND ST EDMUND

I report to the trustees on my examination of the financial statements of the Salisbury St Thomas and St Edmund PCC (the charity) for the year ended 31 December 2020, which are set out on pages 7 to 19.

Responsibilities and basis of report
As trustees of the charity, and members of the PCC, you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act.

Independent examiner's statement
The PCC's gross income exceeded £250,000 and I confirm that I am qualified to undertake the examination by being a member of the Institute of Chartered Accountants in England and Wales.
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

(1) accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
(2) the financial statements do not accord with those records; or
(3) the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed: Nicola A Halls

Name: Nicola A Halls FCA
Fletcher & Partners
Crown Chambers
Bridge Street
Salisbury
SP1 2LZ

Date: 14th May 2021

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY ST THOMAS AND ST EDMUND
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

		Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£
INCOME					
Voluntary income	*Note 3*	172,257	141,469	313,726	412,678
Church activities	*Note 4*	1,528	-	1,528	3,906
Activities for generating funds	*Note 5*	6,907	492	7,399	35,886
Income from investments	*Note 6*	1,686	23	1,709	3,466
Other income	*Note 7*	800	-	800	800
Total income		183,178	141,984	325,162	456,736
EXPENDITURE					
Church activities	*Note 8*	234,813	217,197	452,010	450,810
Raising funds	*Note 8*	10,032	55	10,087	14,315
Total expenditure		244,845	217,252	462,097	465,125
Net gains/(losses) on investments	*Note 17*	1,313	-	1,313	2,998
NET INCOME/(EXPENDITURE)		(60,354)	(75,268)	(135,622)	(5,391)
Transfers between funds	*Note 20,21*	50,748	(50,748)	-	-
NET MOVEMENT IN FUNDS		(9,606)	(126,016)	(135,622)	(5,391)
RECONCILIATION IN FUNDS:					
Total funds brought forward	*Note 20,21*	778,599	140,855	919,454	924,845
Total funds carried forward	*Note 20,21*	768,993	14,839	783,832	919,454

The notes on pages 9 to 19 form part of these accounts

THE PAROCHIAL CHURCH COUNCIL OF THE PARISH OF SALISBURY ST THOMAS AND ST EDMUND

BALANCE SHEET

AS AT 31 DECEMBER 2020

		2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible assets	*Note 16*		475,524		287,253
Investments	*Note 17*		20,324		19,011
			495,848		306,264
CURRENT ASSETS					
Debtors	*Note 18*	17,251		135,083	
Short term deposits		211,633		310,774	
Cash at bank and in hand		101,344		181,210	
		330,228		627,067	
LIABILITIES					
Creditors: Amounts falling due within one year	*Note 19*	42,244		13,877	
NET CURRENT ASSETS			287,984		613,190
TOTAL NET ASSETS			783,832		919,454
THE FUNDS OF THE PARISH:					
Restricted funds	*Note 20*		14,839		140,855
Unrestricted funds					
Designated funds	*Note 21*	50,000		130,669	
General fund	*Note 21*	718,993		647,930	
			768,993		778,599
			783,832		919,454

Signed on behalf of the PCC: .....

Rev Kelvin Inglis

Rector and Chairman of the PCC

Signed on behalf of the PCC: .....

Wendy Oliver

Treasurer

Approved by the PCC on .....6/5/21.....

The notes on pages 9 to 19 form part of these accounts

1. ACCOUNTING POLICIES

a. Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts include all the funds for which the PCC is legally responsible; moneys whose use is subject to specific trusts are shown as restricted funds.

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The PCC constitutes a public benefit entity as defined by FRS 102. Its governing documents are the Church of England's "Parochial Church Councils (Powers) Measure 1956" and the "Church Representation Rules". The registered office is St Thomas's House, St Thomas's Square, Salisbury SP1 1BA.

The trustees consider that there are no material uncertainties about the PCC's ability to continue as a going concern. In this assessment the trustees have considered the impact of COVID-19. The most significant area of judgement that affects items in the accounts is to do with estimating the residual value of St Thomas's House (see note 1f).

b. Fund accounting

Unrestricted funds are general funds that are available for use at the PCC's discretion in furtherance of the objectives of the charity. Designated funds are generally unrestricted funds set aside at the discretion of the PCC for specific purposes. Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

c. Income

Income is recognised once the PCC has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably. Planned giving, collections and similar donations are recognised when received. Income tax recoverable on Gift Aid donations is recognised when the donation is recognised. Grants are accounted for when the PCC is entitled to the use of the resources, their ultimate receipt is considered probable and the amounts due are reliably quantifiable. Legacies are included when the PCC is advised by the personal representative of an estate, that payment will be made and the amount involved can be quantified. Dividends are accounted for when declared receivable, interest as receivable. Rental income is recognised when earned. The value of any voluntary help is not included in the accounts but is described in the annual report. Donated goods are recognised as income when the charity has entitlement to the items, economic benefits will flow to the charity from them and their fair value can be measured reliably.

d. Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Missionary and charitable giving is accounted for when paid over, or when awarded, if that award creates a binding or constructive obligation on the PCC. The diocesan parish share expected to be paid over is accounted for when due.

e. Support costs and their allocation

Support costs are those central functions that assist the work of the PCC but do not directly relate to charitable activities. Support costs include office staff and other costs, and governance costs. Governance costs comprise all costs involving the public accountability of the PCC and its compliance with regulation and good practice. Total support costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 12.

f. Tangible fixed assets

Consecrated and benefice property is not included in the accounts in accordance with section 10 (2)(a) and (c) of the Charities Act 2011. Moveable church furnishings held by the rector and churchwardens on special trust for the PCC and which require a faculty for disposal are inalienable property, listed in the church's inventory.

Freehold Properties

No depreciation is provided on St Thomas's House as the estimated residual value of the property is not less than its carrying value and the remaining useful life of the asset currently exceeds 50 years.

Other fixtures, fittings, equipment and musical instruments

Equipment used within the church premises is capitalised at cost and depreciated on a straight line basis over between 10 and 30 years. Individual items of equipment with a purchase price of £2,000 or less are written off when the asset is acquired.

g. Fixed asset investments

Investments are stated at market value at 31 December and the gains or losses arising in the year are credited or debited to the funds in which the investments are held. Any gain or loss on revaluation or sale is taken to the Statement of Financial Activities.

1. ACCOUNTING POLICIES (continued)

h. Debtors

Debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

i. Creditors

Creditors are recognised where the PCC has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

j. Short term deposits

Include cash held on deposit with the CBF Church of England Funds.

k. Non consolidation of subsidiary

The total gross income of the charity and its subsidiary, The Guild of St Thomas and St Edmund, is below the statutory threshold for preparing consolidated accounts. The PCC has therefore not prepared consolidated accounts. The results and reserves of the subsidiary are disclosed in Note 28.

2. RELATED PARTY TRANSACTIONS AND KEY MANAGEMENT PERSONNEL

In 2020 no trustee was paid any remuneration or received any other benefits from an employment as a trustee (2019 £0). In 2020 two trustees, U Schwarting (retired as trustee in Oct 2020) and R Lewis, were paid a total of £7,928 (2019 - £3,712) as organist and verger. In 2020 no trustee claimed any trustees' expenses (2019 - £nil). In 2020 the PCC met expenses of two clergy who were also trustees K Inglis and A Alexander (2019 three clergy - K Inglis, W Cooper and J Plows). These are included under the heading Clergy Expenses on page 12.

In 2020 The Guild of St Thomas and St Edmund (a subsidiary of the PCC) made grants of £60,302 (2019 - £186,372) to the PCC. At 31 December 2020 the subsidiary owed the PCC £nil. (At 31 December 2019 the subsidiary owed £34 to the PCC).

The charity considers its key management personnel comprise the Trustees.

3. VOLUNTARY INCOME

	2020	2019
	£	£
Planned giving		
Gift Aided donations	112,223	114,420
Income Tax recoverable	28,091	28,629
Non Gift Aid donations	9,026	8,567
General Collections at services	4,354	9,636
Specific Collections		
Christmas Tree festival donations	2,584	19,589
Other specific collections	895	848
General Donations	2,128	679
Donations through church safes	7,378	26,897
	166,679	209,265
Other income		
Restricted donations	21,432	1,804
Government grants		
Listed Places of Worship Grant Scheme *	41,190	6,670
Coronavirus Job Retention Scheme	8,591	-
Other grants received	67,868	186,372
	139,081	194,846
Legacies	7,966	8,567
TOTAL OF VOLUNTARY INCOME	**313,726**	**412,678**

Of the £313,726 received in 2020 (2019: £412,676) £141,469 was restricted funds (2019: £221,162) and £172,257 (2019: £191,514) unrestricted funds.

* The Listed Places of Worship Grant Scheme gives grants that cover the VAT incurred in making repairs to listed buildings in use as places of worship

4. INCOME FROM CHURCH ACTIVITIES

	2020	2019
	£	£
Parochial Fees for baptisms, weddings and funerals	1,383	2,006
St Thomas's House - charity lettings	145	1,900
TOTAL OF INCOME FROM CHURCH ACTIVITIES	**1,528**	**3,906**

All £1,528 received in 2020 (2019: £3,906) was for unrestricted funds.

5. INCOME FROM ACTIVITIES FOR GENERATING FUNDS

	2020	2019
	£	£
Fundraising activities		
Sale of coffee - Tuesday	1,428	8,930
Sale of coffee - Saturday and Sunday	160	1,991
Church Hiring	1,893	7,030
Book Sales	-	3,135
Community engagement fundraising income	-	581
Other fundraising events	1,559	4,607
	5,040	26,274
St Thomas's House - commercial lettings	2,359	9,612
TOTAL OF INCOME FROM ACTIVITIES FOR GENERATING FUNDS	**7,399**	**35,886**

Of the £7,399 received in 2020 (2019: £35,886) £492 was for restricted funds (2019: £2,570) and £6,907 (2019: £33,316) unrestricted funds.

6. INCOME FROM INVESTMENTS

	2020	2019
	£	£
Dividend income	570	666
Bank and Deposit Interest	1,139	2,800
TOTAL OF INCOME FROM INVESTMENTS	**1,709**	**3,466**

Of the £1,709 received in 2020 (2019: £3,466) £23 was restricted funds (2019: £13) and £1,686 (2019: £3,453) unrestricted funds.

7. OTHER INCOME

	2020	2019
	£	£
Wayleaves	800	800
TOTAL OF OTHER INCOME	**800**	**800**

All £800 received in 2020 (2019: £800) was unrestricted funds.

8. SUMMARY ANALYSIS OF TOTAL EXPENDITURE

	2020				2019
	Missionary and charitable giving (Note 9)	Ministry Direct costs (Note 10,11)	Support costs (Note 12)	Total costs	Total costs
	£	£	£	£	£
Cost of Church activities	17,422	398,859	35,729	**452,010**	**450,810**
Cost of Raising funds	-	2,970	7,117	**10,087**	**14,315**
	17,422	401,829	42,846	462,097	465,125

Of the £452,010 expenditure on Church activities in 2020 (2019: £450,810) £217,197 was charged to restricted funds (2019: £226,198) and £234,813 (2019: £224,612) to unrestricted funds.
Of the £10,087 expenditure on Raising funds in 2020 (2019: £14,315) £55 was charged to restricted funds (2019: £2,630) and £10,032 (2019: £11,685) to unrestricted funds.

9. ANALYSIS OF MISSIONARY AND CHARITABLE GIVING

Missionary and charitable giving to Institutions	2020	2019
	£	£
Overseas aid		
Diocese of Salisbury South Sudan Link (Episcopal University)	5,000	10,000
Other donations (each less than £200)	-	53
	5,000	10,053
National charities and Community initiatives		
Alabare	5,000	10,000
The Trussell Trust	2,000	1,000
Plantlife	652	-
Other donations (each less than £200)	48	252
	7,700	11,252
Local charities and Community initiatives		
Guild of St Thomas and St Edmund	1,000	1,078
Salisbury Women's Refuge	2,000	1,000
Jo Benson Day Care Centre	836	-
Salisbury Child Contact Centre	836	-
Care Home Volunteers	-	5,750
Family Counselling Trust	-	5,750
Able Hands Together	-	310
Other donations (each less than £200)	50	333
	4,722	14,221
TOTAL OF MISSIONARY AND CHARITABLE GIVING	17,422	35,526

During 2020 £2,000 payment was made to The Trussell Trust in respect of 2019 annual giving for which a designated fund was created in 2019 (see note 21).

No support costs were allocated to Missionary and Charitable giving.

10. ANALYSIS OF MINISTRY - DIRECT COSTS OF CHURCH ACTIVITIES

		2020	2019
		£	£
Diocesan Share		113,713	105,104
Other costs of Church activities			
Clergy Expenses		1,019	1,603
Upkeep of Church			
Insurance		9,528	8,903
Heat, Light and Water		9,782	10,306
Routine Repairs and Maintenance		6,040	12,283
Architects' Fees		2,938	518
Re-ordering		107,490	35,750
Garden and churchyard maintenance		184	628
		135,962	68,388
Major repairs to Church (including architects' fees)			
Organ repairs		77,636	18,154
Doom plus project		3,678	97,791
Heating		-	2,427
Eyre Memorials & Lady Chapel		15,780	10,140
South Nave Clerestory		-	27,847
West Entrance		63	252
Pod extension		1,544	-
Lighting		-	2,660
Electrics		-	14,669
Other		72	-
		98,773	173,940
Cost of Services and Music			
Piano maintenance and refurbishment		-	75
Upkeep of services		671	2,401
Bell ringers' general expenses		911	469
Flowers		431	1,879
Music and choir		106	4,781
Director of Music		3,205	3,186
Organist		3,450	3,651
Choristers		592	1,128
Vergers		11,678	8,608
		21,044	26,178
Other costs			
Study and training		-	25
Community engagement expenditure		350	25
Care and Connect expenditure		56	621
Social activities cost		154	141
Depreciation/Profit(loss) on disposal of fixed assets		22,407	1,371
Sundry expenses		5,221	530
		28,188	2,713
Property costs re St Thomas's House - charity letting	*(Note 15)*	160	841
		398,859	378,767

11. ANALYSIS OF DIRECT COSTS OF RAISING FUNDS

		2020	2019
		£	£
Cost of fundraising activities			
General fundraising costs		698	1,562
Christmas tree festival expenses		55	2,150
Cost of cards for resale		-	115
Education costs including retreat		50	-
		803	3,827
Property costs re St Thomas's House - commercial letting	*(Note 15)*	2,167	3,548
		2,970	7,375

12. ALLOCATION OF SUPPORT COSTS

The breakdown of support costs and how these were allocated across activities being supported is shown in the table below.

		Activities		2020	2019
		Church activities	Activities for Raising funds	Total	Total
		£	£	£	£
Support costs:					
Office staff costs		24,004	2,761	26,765	24,867
Other office costs		8,074	1,503	9,577	11,212
Properties costs re. general office	*(Note 15)*	981	183	1,164	2,194
Governance costs		2,670	2,670	5,340	5,184
		35,729	7,117	42,846	43,457

Office salaries, Other costs and Properties costs were allocated across activities they support based on staff time. No support costs were allocated to Missionary and Charitable giving. Governance costs were split equally across the activities.

Governance costs breakdown:	2020	2019
	£	£
Independent examiner's fee	1,200	1,165
Other accounting services	4,140	4,019
	5,340	5,184

13. ANALYSIS OF STAFF COSTS

	2020	2019
	£	£
Gross wages and salaries	37,867	35,251
Employer's contribution to defined contribution pension schemes	576	542
	38,443	35,793
Average number of employees	5	6

No employees received employee benefits of more than £60,000 in either 2020 or 2019.

14. INDEPENDENT EXAMINER'S REMUNERATION

Net income/(expenditure)for the year is stated after charging:		2020	2019
		£	£
Independent examiner's remuneration:			
for independent examination		1,200	1,165
for other services:	Accounts preparation	1,668	1,619
	Bookkeeping and payroll services	2,472	2,400
		5,340	5,184

15. ANALYSIS OF PROPERTY COSTS OF ST THOMAS'S HOUSE

	2020	2019
	£	£
Property costs of St Thomas's House		
Light, heat and water	1,329	2,042
Insurance	946	1,032
Repairs and maintenance	613	1,712
Cleaning	602	1,798
	3,490	6,584

St Thomas's House has three main functions. One part of the house is used as a general office, with the remaining part being used for both commercial letting and discounted letting to church groups and other charities. Property costs are split between these functions based on a combination of floor space occupied and income generated adjusted for charity discounts. This breakdown is shown in the table below.

	St Thomas's House - charity letting	St Thomas's House - commercial letting	General office	2020 Total	2019 Total
	£	£	£	£	£
Total of Property costs of St Thomas's House	160	2,167	1,163	3,490	6,584

16. TANGIBLE FIXED ASSETS

	St Thomas's House	Fixtures, Fittings and Equipment	Musical Instruments	Total
	£	£	£	£
COST OR VALUATION				
At 1 January 2020	261,263	85,882	22,489	369,634
Additions	-	210,711	-	210,711
At 31 December 2020	261,263	296,593	22,489	580,345
DEPRECIATION				
At 1 January 2020	-	80,551	1,830	82,381
Charge for the Year	-	21,830	610	22,440
At 31 December 2020	-	102,381	2,440	104,821
NET BOOK VALUE				
At 31 December 2020	261,263	194,212	20,049	475,524
At 31 December 2019	261,263	5,331	20,659	287,253

17. INVESTMENTS

The parish held the following investments :-

	2020	2019
	£	£
Central Board of Finance - 994 Investment fund income shares		
Market value as at 1st January 2020	19,011	16,013
Unrealised gain/(loss) on revaluation	1,313	2,998
Market value as at 31st December 2020	20,324	19,011

The original cost of the investments is not currently known.

18. DEBTORS

	2020	2019
	£	£
Trade debtors	2,326	5,713
Income Tax refunds due	8,869	9,677
Amounts owed by group and associated undertakings	-	34
Other debtors	2,057	1,036
Prepayments and accrued income	3,999	118,623
	17,251	135,083

19. CREDITORS

	2020	2019
	£	£
Trade creditors	4,781	902
Accruals and deferred income	35,497	12,330
Other creditors	1,966	645
	42,244	13,877

20. MOVEMENTS ON RESTRICTED FUNDS

Restricted funds are sums that can only be expended for the specific purposes for which they were received.

THIS YEAR

	Balance at 1 January 2020	Income	Expenditure	Transfers between funds	Balance at 31 December 2020
	£	£	£	£	£
Organ fund	12,345	770	(77,636)	54,387	(10,134)
Bell Ringers' fund	5,949	231	(938)	-	5,242
Property fund	-	22,341	(15,780)	6,067	12,628
Quest 2020	111,378	100,968	(112,428)	(99,918)	-
Other funds	11,183	17,674	(10,470)	(11,284)	7,103
	£ 140,855	£ 141,984	£ (217,252)	£ (50,748)	£ 14,839

PREVIOUS YEAR

	Balance at 1 January 2019	Income	Expenditure	Transfers between funds	Balance at 31 December 2019
	£	£	£	£	£
Organ fund	26,719	3,780	(18,154)	-	12,345
Bell Ringers' fund	5,899	1,597	(1,547)	-	5,949
Property fund	25,884	485	(27,847)	1,478	-
Quest 2020	-	187,850	(163,689)	87,217	111,378
Other funds	4,681	30,033	(17,591)	(5,940)	11,183
	£ 63,183	£ 223,745	£ (228,828)	£ 82,755	£ 140,855

Property fund -funds received for repairs and improvements to the church and other properties.
Organ fund - funds received towards repairs, improvements and maintenance of the organ.
Quest 2020 fund - funds received towards church repairs and improvements for specific schedule of works.
Other funds - other donations and collections for specified purposes, plus funds held by various organisations linked to St Thomas's including Olive Branch, Flower fund etc.

21. MOVEMENTS ON UNRESTRICTED FUNDS

Designated funds are sums allocated by the PCC to provide for expected future expenses.

THIS YEAR	Balance at 1 January 2020	Income	Gains/(losses) on investment assets	Expenditure	Transfers between funds	Balance at 31 December 2020
	£	£	£	£	£	£
General fund	647,930	183,178	1,313	(242,845)	129,417	718,993
Designated funds						
Quest 2020 fund	12,783	-	-	-	(12,783)	-
Organ fund	75,886	-	-	-	(75,886)	-
Roof fund	40,000	-	-	-	10,000	50,000
Annual giving	2,000	-	-	(2,000)	-	-
	778,599	183,178	1,313	(244,845)	50,748	768,993

PREVIOUS YEAR	Balance at 1 January 2019	Income	Gains/(losses) on investment assets	Expenditure	Transfers between funds	Balance at 31 December 2019
	£	£	£	£	£	£
General fund	643,776	232,991	2,998	(224,297)	(7,538)	647,930
Designated funds						
Quest 2020 fund	100,000	-	-	-	(87,217)	12,783
Organ fund	75,886	-	-	-	-	75,886
Roof fund	30,000	-	-	-	10,000	40,000
Annual giving	12,000	-	-	(12,000)	2,000	2,000
	861,662	232,991	2,998	(236,297)	(82,755)	778,599

Designated Quest 2020 fund - designated to pay for church repairs and improvements for specific schedule of works.

Designated organ fund - designated for the repair and maintenance of the organ.

Designated roof fund - designated to pay for future roof repairs.

Designated annual giving fund - designated to pay 2019 annual giving.

22 DETAILS OF TRANSFERS BETWEEN FUNDS

The organ repair project of the last three years was almost completed by 31 December 2020. A transfer of £54,387 was made from the Organ designated fund to the Organ restricted fund to pay for a major part of 2020 organ repair expenditure. At the year end the unused balance of £21,499 on the Organ designated fund was transferred back to the General fund. The year end balance on the Organ restricted fund shows a shortfall of £10,134. The charity expects in 2021 to receive income from the Listed Places of Worship Grant Scheme to cover it.

A transfer of £12,783 was made from the Quest 2020 designated fund and £93,550 from the General fund to the Quest 2020 restricted fund to pay for some of the Quest 2020 works. A transfer of £206,251 was made back to the General fund on delivery of capital assets now forming a part of General fund.

Collections from the Christmas Tree festival (included in Other funds, above) were restricted, two thirds to be donated to two different charities and one third to be retained by the PCC in the General fund. A transfer of £857 was therefore made from the Christmas tree festival fund to the General fund.

A transfer of £6,067 was made from Other funds to the Property fund to consolidate two funds with similar restrictions.

A transfer of £4,360 was made from Other funds to the General fund on the purchase of the Nativity Crib.

An annual transfer of £10,000 was made from the General fund to the Roof designated fund.

23. ANALYSIS OF NET ASSETS BETWEEN FUNDS

THIS YEAR

	General Fund	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	475,524	-	475,524
Investments	20,324	-	20,324
Net current assets/(liabilities)	273,145	14,839	287,984
	768,993	14,839	783,832

PREVIOUS YEAR

	General Fund	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	287,253	-	287,253
Investments	19,011	-	19,011
Net current assets/(liabilities)	472,335	140,855	613,190
	778,599	140,855	919,454

24. FINANCIAL INSTRUMENTS

	Note	2020	2019
		£	£
Financial assets measured at fair value through profit and loss:			
Investments held at fair value	17	20,324	19,011
Income, expenses, gains or losses, including changes in fair value, recognised on:			
Net Gains/(Losses) on Fixed assets measured at fair value	17	1,313	2,998
Interest on cash deposits	6	1,139	2,800
Income from listed investments	6	570	666

25. POST BALANCE SHEET EVENTS

After the year end the PCC submitted an application for a grant to Listed Places of Worship and was awarded £16,831, the Guild of St Thomas and St Edmund awarded the PCC a grant of £10,000 and the PCC was notified of legacies totalling £25,000.

26 COVID-19

In 2020 the income of the PCC was negatively affected by COVID 19 lockdown restrictions resulting in temporary closure of the church and the St Thomas's house. The regular income from general collections, specific collections and donations through church safes was down by £42,000 (in comparison to previous year). The income from St Thomas's house hire was down by £9,000, Church hire by £5,000 and Other regular fundraising by £16,000. The overall adverse effect of the Covid 19 restrictions on regular income of the PCC was therefore £72,000.

As a consequence of closure of the church and the St Thomas's house the PCC was able to save approximately £6,000 on utilities, cleaning and cost of services and music.

In 2020 The PCC has received an assistance from the Government via Coronavirus Job Retention Scheme grant totalling £8,591.

The trustees have considered the financial risks associated with COVID-19. The trustees are satisfied that the PCC will be able to continue its activities for the foreseeable future and that no material uncertainty exists over the entity's ability to continue as a going concern.

27. VOLUNTEERS

The PCC relies on the help of general volunteers who give their time to St Thomas's in numerous ways - including cleaning, bellringing, helping in various ways during services, helping with children's groups and groups for the elderly, singing in the choir, serving coffee, as PCC members and as Lay Pastoral Assistants. The value of general volunteers' time is not recognised in the accounts.

28. SUBSIDIARY UNDERTAKING

The Guild of St Thomas and St Edmund is a charitable company limited by guarantee. (The liability of its members is limited to a sum not exceeding £10, being the amount that each member undertakes to contribute to the assets of The Guild of St Thomas and St Edmund in the event of its being wound up while he, she or it is a member or within one year after he, she or it ceases to be a member.) The Guild of St Thomas and St Edmund is controlled under an agreement by The Parochial Church Council of the Parish of Salisbury St Thomas and St Edmund. The Parochial Church Council of the Parish of Salisbury St Thomas and St Edmund ("parent") is the sole beneficiary of The Guild of St Thomas and St Edmund ("subsidiary"), whose charitable objectives are to preserve and protect for the public benefit the Parish Church of St Thomas, Salisbury and the monuments, fittings, fixture, organ, stained glass, furniture, ornaments and chattels of such church and its churchyard and burial ground. The subsidiary was incorporated on 27 February 2018 (Company number 11227325) and registered with Charity Commission on 8 November 2018 (Charity number 1180618). The total income of the subsidiary for the year to 31 December 2020 was £102,245 (2019: £158,551). The surplus for the year was £31,025 (2019: deficit of £39,106). The net assets at 31 December 2020 were £43,538 (31 December 2019: £12,513).

29. FUNDS RECEIVED AS AGENT

DONATIONS AND DISTRIBUTIONS - FROM SPECIAL COLLECTIONS

	Amount received		Amount paid		Balance held at 31 December	
	2020	2019	2020	2019	2020	2019
	£	£	£	£	£	£
Diocese of Salisbury South Sudan Appeal	-	-	-	(144)	-	-
Disaster and Emergency Committee	-	10	-	-	10	10
Goodwill Children's Homes	-	-	-	(27)	-	-
The Trussell Trust	-	50	-	(50)	-	-
The Children's Society	1,436	288	-	(288)	1,456	20
Friends of St Thomas's	-	-	-	-	176	176
Salisbury Women's Refuge	-	-	-	-	221	221
Send A Cow	-	-	-	-	1	1
Children's Chance	-	102	-	(102)	-	-
Holocaust Memorial Day Trust	-	100	(100)	-	-	100
St Luke's Healthcare for the Clergy	-	46	-	(46)	46	46
God Unlimited Outdoor Therapy	-	(4)	-	-	-	-
Rose Gale Trust	-	102	-	(102)	-	-
Mencap	142	170	-	(170)	142	-
Red Cross	-	126	-	(126)	-	-
Freedom from torture	-	806	-	(806)	-	-
Christian Aid	233	-	(233)	-	-	-
	1,811	1,796	(333)	(1,861)	2,052	574

These monies have been collected as part of the PCC's activities on behalf of the above charities but form no part of the accounts.