

Charity Registration Number: 1135072

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL
PARISH OF HOLY TRINITY, SPRINGFIELD, DIOCESE OF
CHELMSFORD**

**ANNUAL ACCOUNTS AND TRUSTEES REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

**THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, SPRINGFIELD,
DIOCESE OF CHELMSFORD**

TRUSTEES REPORT

Year ended 31 December 2020

The trustees present their report and accounts for the year ended 31 December 2020. For the rest of the report and accounts the name of the charity has been shortened to Holy Trinity, Springfield.

Administrative information

Holy Trinity, Springfield is situated on Trinity Road, Chelmsford, Essex, CM2 6HS. It is part of the Diocese of Chelmsford within the Church of England.

Structure, governance and management

The charity is subject to the following governing documents: Parochial Church Council Powers Measure (1956) as amended and Church Representation Rules. Holy Trinity, Springfield was obliged to register as a charity in its own right as its income is over £100,000 per annum.

The trustees are the members of the Parochial Church Council (PCC), who are elected from members of the electoral role of the church at the annual parochial church meeting (APCM). They are elected for a term of three years, so there is a rolling number of around four-five trustee vacancies that need filling each year.

Trustees can leave the PCC at any point during their term, usually due to moving away from Chelmsford. These temporary vacancies are not usually filled until the next APCM as there are sufficient trustees to continue with the business of the charity.

The Trustees who served during the year were:

Ex-Officio members:

Keith Roddy (Incumbent)
Ian Fuller (Non-Stipendiary Minister)
Martin Charlesworth (Churchwarden)
David Suttling (Churchwarden)

Elected members:

Pauline Baker (to October 2020)
Pam Buckingham
John Dawson (Deputy Churchwarden)
Alex Evans (Deputy Churchwarden)
Eleanor Evans (Treasurer)
Jo Haynes (from October 2020)
Sam Houghton (to October 2020)
Simon Leach (Deputy Churchwarden) (to July 2020)
Fran Pattie
Richard Scott
Claire Suttling (PCC secretary)
Helen Turner
James Turner
Helen Vass (to October 2020)

Mary Want (from October 2020)
Chris Whiddon

The trustees are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the charity are to be spent. The full PCC met six times during the year. All members of the church family are welcome to attend PCC meetings.

A standing committee made up of the Vicar, Churchwardens, Deputy Churchwardens and any additional co-opted members meets once a month. The standing committee can transact PCC business but may not make decisions which require the approval of the full PCC.

In addition, the PCC has appointed various officers to assist in specific functions as follows:

Stewardship and Gift Aid Officer: Jo Roddy

Safeguarding Officer: Helen Vass

Objectives and activities

The object of the charity is promoting in the ecclesiastical parish the whole mission of the church. As a parish church, we are committed to developing effective and appropriate ways of communicating the gospel of Jesus to those in our community. We seek to see God's kingdom grow in our parish, and to live as witnesses to Jesus in all we do.

The mission statement of the charity is as follows:

Holy Trinity, Springfield, is the Anglican Parish Church serving the Springfield Park and Parklands Drive communities in Chelmsford.

We aim to be:-

A biblically based church with a faithful witness to Jesus Christ in the 21st Century.

and

Active in our partnership with the world Church

We endeavour to make:-

Our welcome warm,

Our worship meaningful,

and

Our fellowship a beacon of hope in the community.

In making decisions about how to meet our objectives and live up to our mission statement, the trustees have had due regard to the public benefit guidance published by the Charities Commission when exercising any powers or duties to which the guidance is relevant.

Achievements and performance

Worship and prayer

All are welcome to attend our regular services. In ordinary times, our 10.30am service runs every Sunday (with an average attendance of 60 adults and 16 children, January to March 2020), complemented by 8am and 6.00pm services at least twice a month. Again in ordinary times, our Messy Church services on the second Sunday of each month continue to be very well attended and in February half term we ran a Messy Church Monday.

2020 was dominated by the Covid-19 pandemic. Church was closed to all activities from 23 March to 26 July, from 8 – 29 November and again from 20 December except Christmas Day. When open in

that period, we held one service every Sunday at 10.30am with social distancing measures in place and limited numbers in attendance. Although legally able to remain open for services, following advice from the Diocese and Public Health England, the Standing Committee took the decision in December to close again in light of the high number of Covid-19 cases in the Chelmsford area and out of a desire to protect our congregation and community.

Our Messy Church team have been very active in maintaining links with the families in our church and our community through regular Messy Church online activities and Messy Church Outdoors on the usual second Sunday of the month between July and October.

We have six active fellowship groups which usually meet in homes or the church centre across the week, allowing members of our congregation to spend time studying and discussing God's word. A number of these groups have successfully transitioned to meeting online via Zoom. Others felt that style of meeting would not work for their group members. As restrictions ease, it is hoped that groups will return to meeting face-to-face at some point in 2021.

We meet once a month as a church to pray for the church and our community: at the beginning of 2020, we trialled meeting on a mid-week evening one month and on a Saturday morning the next month. The introduction of the Saturday morning prayer meetings was very successful, with prayer breakfasts held in January and March. Formal prayer meetings were suspended for the remainder of 2020 but the congregation was encouraged to pray in their own homes each night at 8pm for the nation, our community and our church. Monthly zoom prayer meetings have started in 2021 but we hope to return to face-to-face meetings as soon as possible.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Unfortunately, this year, we did not celebrate any baptisms or weddings. We held no funerals in our church but our ministers presided over fourteen funerals, in each case following the relevant government guidance applicable at the time.

Pastoral care

Ian Fuller heads up our pastoral team, caring for our community in whatever way we can. This includes visiting the sick, elderly and bereaved. Both Keith Roddy and Ian Fuller will celebrate the Lord's Supper in homes or hospital with those who request it.

Physical pastoral care has been limited during the pandemic due to government restrictions and Church of England guidelines. However, whilst all services have been streamed online, they've also been recorded, burnt onto disc and posted to all those either unable to access it through other means. Most of the contact has been via telephone, with main responsibility for various groups being undertaken by their respective leaders, including Green Pastures, Messy Church families and Fellowship Groups. Independently the clergy have sought to keep in touch with members of the congregation by telephone.

Activities of the church

We seek to promote the whole mission of the Church and use our facilities for the public benefit through the provision of activities in the church hall for various groups. This includes:

- Green Pastures which meets once a week providing activities and fellowship for elders in our community;
- Little Rockets which meets once a week during term time, providing a space to play as well as craft activities, a snack and a bible story for pre-school children and their carers.

- Who Let The Dads Out? which meets once a month, providing a space to play for children aged 0-8 and a place to chat for their dads and grandads.

Our children's groups were suspended from the beginning of the first national lockdown in March and have not yet reopened. During the summer months, Green Pastures was able to physically meet outdoors in a socially distanced manner, but has otherwise been closed.

We continue to have a good relationship with Trinity Road School, although assemblies are suspended at the moment.

Mission and evangelism

As with everything else, our mission and evangelism in person was limited due to the pandemic. Our website and Facebook consequently became crucial and our services and other activities have been extensively publicised in that way. The Messy Church at Home activities are a key example of how we have sought to engage our local community using online resources. This developed into Messy Church Outdoors, which met on the usual second Sunday of the month when restrictions permitted, making use of our large church yard to provide activities and engage all ages with the gospel story.

A small band of musicians played carols around the parish in December and delivered Christmas cards to those houses on their route.

Mission and Ministry Units

As part of the Diocese's "Transforming Presence" initiative, Holy Trinity Church continues in prayerful discussion with other local churches to form a Mission and Ministry Unit. This seeks to use Stipendiary Clergy more effectively whilst encouraging a more collaborative approach to Mission.

Financial review

The primary source of funds is the giving of the church members which, together with tax recovered through the Gift Aid and GASD schemes, accounts for the majority of income. This is received either through planned giving, collections in church or other donations. Additional regular sources of income are fees for weddings and funerals, hall rentals and interest on monies held. Our income held up well during 2020 with many people increasing their giving following the financial update to the congregation at the beginning of the year. Inevitably, our loose plate collections were non-existent while we were closed but several church members who would usually give in cash on a Sunday moved to giving by bank transfer. We have two new groups regularly hiring the hall, when restrictions allow.

Total receipts for 2020 across unrestricted funds were £90,650.02.

As part of our stated aim to be active in our partnership with the world church, the voluntary giving to our mission partners was £6,550. We also held regular "Mission Sundays" where the congregation could give specifically to one of our mission partners – these continued during our online services but giving was significantly reduced by comparison to our usual in person 'wave offerings'. Overall giving to our mission partners was £8,522.27.

In 2020, the general fund had a surplus of £2,071.61 (2019: deficit of £2,720.51) and the hall fund had a deficit of £4,619.55 (2019: deficit of £6,856.69). As with previous years, the charity did not meet its required parish share in full (we paid £60,000 of a required £70,051, compared to £50,000 in 2019). The trustees continue to focus on how to ensure the charity reaches and maintains a stable financial footing. It is hoped that following the extensive refurbishment of the church hall (see below) and once restrictions ease, the hall income will increase, with a goal of making the hall self-sustaining.

Church hall and grounds improvement fund (formerly the extension fund)

Following prayerful consideration, the trustees approved a major refurbishment of the church storage facilities, halls and kitchen using the funds in the Church Hall and Grounds Improvement Fund. It was considered that this was the most prudent use of the funds which had been so generously given for the purpose of updating the church hall. The work took nine months and has given us the following:

- a new, safe, dry storage facility to house all the equipment we currently need;
- a large, asbestos free hall with a new thermal insulation, new ceiling, new lighting, new floor and new storage cupboards to safely accommodate the chairs and tables;
- a revised link room that now allows wheel chair access to the small hall;
- a new kitchen that now has extraction, a large oven, a dishwasher and two fridges thereby enabling safe food preparation of meals for the community and groups; and
- a re-decorated toilet block.

The trustees would like to note their grateful thanks to the small team of very dedicated volunteers who completed this extensive project: Martin Charlesworth, Chris Whiddon, David Suttling, Fran Pattie & Nick Pattie.

Some significant donations were received towards the hall refurbishment work, totalling nearly £16,000 which was a great encouragement to the team. There was £10,446.49 remaining in the fund as at 31 December 2020 and the trustees have approved the building of a small block paved area at the back of the church hall and a further consolidation of the car park surface.

Reserves policy

The church's reserves policy was formulated during the year and approved formally by the trustees at their meeting in May 2021. To provide for any big expenditure required as a result of the statutory quinquennial survey of the church buildings and property, the trustees seek to put aside up to £2,000 at the end of each financial year (giving £10,000 over each five year 'quinquennial' period). More generally, the trustees are working towards having three months' expenditure available in our current account to deal with any unexpected drop in income.

The unrestricted reserves of the charity (not including the value of the church hall which is accounted for at its 2013 insurance valuation of £560,000) decreased in 2020 from £20,550.47 to £12,657.66.

Format of the accounts

Previous years' accounts have been prepared on an accrual basis but the charity is not legally required to do this since its income is less than £250,000. The 2020 accounts have therefore been prepared on a receipts and payments basis, reflecting monies paid in and out within the financial year itself. The attached accounts for financial year 2020 therefore show the accruals which were made at the end of the 2019 financial year but no equivalent accruals have been made at the end of the 2020 financial year, causing some apparent inconsistency in certain figures (e.g. hall insurance expenditure and tax recovered income). This will even out in the 2021 financial year.

Volunteers

Finally, we would like to thank all the volunteers who work so hard to make our church the friendly, caring and vibrant community it is.

The trustees declare that they have approved the Trustees' Report above.

A handwritten signature in dark ink, appearing to read 'Martin Charlesworth', written over a dotted line.

Martin Charlesworth

Church Warden

Date: 11/05/2021

Independent examiner's report to the Trustees of THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY, SPRINGFIELD, DIOCESE OF CHELMSFORD

I report on the accounts of the PCC for the year ended 31 December 2020, which are set out on the following sheets: Receipts and Payments Account, Fund movement by type, Analysis of receipts and payments, Balance Sheet and Notes to the Accounts.

Respective responsibilities of the PCC and the examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (the "Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility:

- to examine the accounts under section 145 of the Act;
- to follow the applicable directions given by the Charity Commission (under section 145(5)(b) of the 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 Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from 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 these accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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Date: 9 May 2021
Name: Keith Jones, FCA
Address: 4 Lister Tye, Chelmsford, Essex, CM2 9LS

Holy Trinity Springfield

Receipts and Payments Account

For the period from 01 January 2020 to 31 December 2020

	Unrestricted funds	Designated funds	Restricted funds	Endowment funds	Total funds	Prior year total funds
<i>Receipts</i>						
Donations and legacies	90,007.82	1,775.00	24,238.05	—	116,020.87	100,491.34
Income from charitable activities	642.20	237.56	—	—	879.76	2,321.34
Other trading activities	—	1,672.50	250.00	—	1,922.50	2,771.15
Investments	—	—	127.10	—	127.10	470.72
Other income	—	562.58	750.00	—	1,312.58	—
Total receipts	90,650.02	4,247.64	25,365.15	—	120,262.81	106,054.55
<i>Payments</i>						
Expenditure on charitable activities	88,578.41	14,211.49	49,838.81	—	152,628.71	106,273.70
Total payments	88,578.41	14,211.49	49,838.81	—	152,628.71	106,273.70
Excess of receipts over payments before transfer	2,071.61	(9,963.85)	(24,473.66)	—	(32,365.90)	(219.15)
<i>Transfers</i>						
Gross transfers between funds - in	—	562,988.34	0.57	—	562,988.91	1,500.50
Gross transfers between funds - out	(2,988.91)	(560,000.00)	—	—	(562,988.91)	(1,500.50)
Excess of receipts over payments before transfer	(917.30)	(6,975.51)	(24,473.09)	—	(32,365.90)	(219.15)
Net movement in funds	(917.30)	(6,975.51)	(24,473.09)	—	(32,365.90)	(219.15)
<i>Reconciliation of funds</i>						
All assets at 01 January 2020	4,422.33	576,128.14	35,834.48	—	616,384.95	616,604.10
All assets at 31 December 2020	3,505.03	569,152.63	11,361.39	—	584,019.05	616,384.95

Holy Trinity Springfield
Fund movement by type
Selected period: 01 January 2020 to 31 December 2020

Fund and type	Fund balances brought forward	Incoming Resources	Outgoing Resources	Transfers	Gains and Losses	Journal Entries	Fund balances carried forward
Unrestricted							
General fund	4,422.33	90,650.02	88,578.41	(2,988.91)	—	—	3,505.03
Sub-totals	4,422.33	90,650.02	88,578.41	(2,988.91)	—	—	3,505.03
Designated							
Care fund	—	1,535.00	—	—	—	—	1,535.00
Hall capital value fund	—	—	—	560,000.00	—	—	560,000.00
Sandra O'Sullivan bequest	7,912.24	240.00	7,102.64	—	—	—	1,049.60
Hall cash fund	563,131.21	2,235.08	6,854.63	(558,511.66)	—	—	—
Bookshop fund	340.26	237.56	254.22	—	—	—	323.60
Quinquennial fund	4,744.43	—	—	1,500.00	—	—	6,244.43
Sub-totals	576,128.14	4,247.64	14,211.49	2,988.34	—	—	569,152.63
Restricted							
Fuller birthday gift	—	227.00	227.57	0.57	—	—	—
Messy Church	—	187.50	187.50	—	—	—	—
Stained glass window	—	750.00	—	—	—	—	750.00
Mission/charities	(576.90)	2,549.17	1,972.27	—	—	—	—
Youth fund	51.41	—	51.41	—	—	—	—
Church hall and grounds improvement fund	36,109.14	21,651.48	47,314.13	—	—	—	10,446.49
NISA fund	250.83	—	85.93	—	—	—	164.90
Sub-totals	35,834.48	25,365.15	49,838.81	0.57	—	—	11,361.39
Totals	616,384.95	120,262.81	152,628.71	—	—	—	584,019.05

Holy Trinity Springfield

Analysis of receipts and payments Selected period: 01 January 2020 to 31 December 2020

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Receipts						
<i>Donations and legacies</i>						
Gift Aid eligible planned giving - bank	62,636.00	—	1,200.00	—	63,836.00	52,946.90
Gift Aid eligible planned giving - envelopes	2,585.00	—	—	—	2,585.00	3,317.00
Other planned giving - bank	7,100.00	—	120.00	—	7,220.00	4,865.00
Other planned giving - envelopes	1,922.00	—	—	—	1,922.00	4,872.50
Loose plate collections	596.19	—	—	—	596.19	2,431.02
Loose plate collection - Messy Church	30.38	—	—	—	30.38	—
Mission/charities appeals	—	—	1,754.34	—	1,754.34	3,706.72
One-off Gift Aid eligible donations	985.00	1,420.00	15,958.00	—	18,363.00	1,717.88
Other one-off donations	51.02	—	467.50	—	518.52	3,877.00
Tax recovered (Gift Aid and GASDS)	14,065.31	355.00	4,738.21	—	19,158.52	14,599.90
Legacies	—	—	—	—	—	7,912.24
General fundraising	36.92	—	—	—	36.92	245.18
<i>Donations and legacies Totals</i>	90,007.82	1,775.00	24,238.05	—	116,020.87	100,491.34
<i>Income from charitable activities</i>						
Fees for weddings and funerals	528.00	—	—	—	528.00	894.00
Who Let The Dads Out fees	114.20	—	—	—	114.20	390.50
Bookstall sales to promote objectives	—	—	—	—	—	795.47
Bookstall sales (bible notes)	—	237.56	—	—	237.56	241.37
<i>Income from charitable activities Totals</i>	642.20	237.56	—	—	879.76	2,321.34
<i>Other trading activities</i>						
Mission/charity specific fundraising	—	—	250.00	—	250.00	501.15
Church hall lettings (regular)	—	1,055.00	—	—	1,055.00	2,270.00
Church hall lettings(one-off)	—	617.50	—	—	617.50	—
<i>Other trading activities Totals</i>	—	1,672.50	250.00	—	1,922.50	2,771.15
<i>Investments</i>						
Bank and building society interest	—	—	127.10	—	127.10	470.72
<i>Investments Totals</i>	—	—	127.10	—	127.10	470.72
<i>Other income</i>						
Insurance claims	—	562.58	750.00	—	1,312.58	—
<i>Other income Totals</i>	—	562.58	750.00	—	1,312.58	—
Receipts Grand Totals	90,650.02	4,247.64	25,365.15	—	120,262.81	106,054.55

Payments

Expenditure on charitable activities

Mission giving from general income	6,550.00	—	—	—	6,550.00	5,330.50
Mission giving (specific appeals)	—	—	1,972.27	—	1,972.27	7,158.61
Parish share	60,000.00	—	—	—	60,000.00	50,000.00
Salary of parish administrator	7,230.60	—	—	—	7,230.60	7,020.00
Clergy expenses	903.06	—	—	—	903.06	866.74

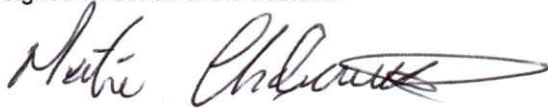
Vicar's telephone	259.97	—	—	—	259.97	309.60
Clergy books and training	356.52	—	—	—	356.52	990.70
General parish mission and evangelism	272.19	—	227.57	—	499.76	1,007.84
Who Let The Dads Out	45.62	—	—	—	45.62	238.82
Little Rockets	—	—	—	—	—	214.37
Messy Church	9.40	—	273.43	—	282.83	517.33
Holiday Club	—	—	—	—	—	486.79
Church insurance	2,031.31	—	—	—	2,031.31	2,086.01
Church office - phone/internet	546.55	—	—	—	546.55	632.93
Organ tuning	1,069.37	—	—	—	1,069.37	—
Church maintenance	828.08	—	—	—	828.08	1,280.43
Cleaning	3,363.42	—	—	—	3,363.42	5,223.01
Upkeep of services	1,651.35	7,102.64	—	—	8,753.99	1,646.03
Ignite	80.06	—	51.41	—	131.47	355.91
Upkeep of churchyard	382.98	—	3,393.98	—	3,776.96	4,707.61
Church office/admin expenses	1,969.07	—	—	—	1,969.07	2,246.88
Church running - equipment/sundries	500.77	—	—	—	500.77	162.39
Church running - electricity	520.59	—	—	—	520.59	1,118.00
Church running - gas	7.50	—	—	—	7.50	1,722.00
Bookstall costs	—	—	—	—	—	877.89
Bookstall costs (bible notes)	—	254.22	—	—	254.22	248.75
Hall running - electricity	—	1,486.42	—	—	1,486.42	1,617.27
Hall running - insurance	—	2,889.22	—	—	2,889.22	1,621.70
Hall running - maintenance	—	1,394.17	8.40	—	1,402.57	5,451.96
Hall running - water and sewage	—	422.24	—	—	422.24	435.76
Church major repairs - structure	—	—	356.96	—	356.96	—
Hall renovation expenditure	—	662.58	43,554.79	—	43,554.79	—
Hall interior and exterior decorating	—	—	—	—	—	697.87
Expenditure on charitable activities Totals	88,578.41	14,211.49	49,838.81	—	152,628.71	106,273.70
Payments Grand Totals	88,578.41	14,211.49	49,838.81	—	152,628.71	106,273.70

Holy Trinity Springfield

Balance sheet As at: 31 December 2020

	Notes	As at 31/12/2020 £	As at 31/12/2019 £
Cash at bank and in hand	2		
CBF Deposit Account		13,130.10	33,003.00
Co-operative Bank Current Account		11,039.45	20,842.20
Cash in hand (Ignite)		-	30.56
Cash in hand (Bookstall - Bible Notes)		40.62	67.49
Cash in hand (WLTDO)		50.20	75.50
		<u>24,260.37</u>	<u>54,018.75</u>
Other assets			
Church hall building	4	560,000.00	560,000.00
Good Book Company credit note		82.62	-
Debtors (2019 only)		-	2,991.24
Total assets		<u>584,342.99</u>	<u>617,009.99</u>
less creditors (2019 only)			625.04
2019 total			<u>616,384.95</u>
Represented by			
Unrestricted			
General fund		3,505.03	4,422.33
Designated			
Care fund		1,535.00	—
Hall capital value fund	4	560,000.00	—
Sandra O'Sullivan bequest		1,049.60	7,912.24
Hall cash fund		—	563,131.21
Bookshop fund		323.60	340.26
Quinquennial fund	5	6,244.43	4,744.43
Restricted			
Fuller birthday gift		—	—
Messy Church		—	—
Stained glass window		750.00	—
Mission/charities		—	(576.90)
Youth fund		—	51.41
Church hall and grounds improvement fund		10,446.49	36,109.14
NISA fund		164.90	250.83
Funds of the church		<u>584,019.05</u>	<u>616,384.95</u>
Funds held on behalf of others	3	323.94	
TOTAL FUNDS		<u>584,342.99</u>	

Signed on behalf of the trustees:



11/05/2021

NOTES TO THE ACCOUNTS

1. These accounts have been prepared on a receipts and payments basis. Prior accounts were prepared on an accrual basis. The accounts for financial year 2020 therefore show the accruals which were made at the end of the 2019 financial year but no equivalent accruals have been made at the end of the 2020 financial year, causing some apparent inconsistency in certain figures (e.g. hall insurance expenditure and tax recovered income). This will even out in the 2021 financial year.

BALANCE SHEET NOTES

2. PCC policy is to minimise the use of petty cash, while recognising that it is important to the running of certain church activities. Ignite petty cash was assessed as no longer needed and was wound down during 2020. There are plans to reduce the use of cash for the bookstall (bible notes) petty cash. Who Let The Dads Out continues to require a cash pool: as a general rule the amount held in any cash account at any time is no greater than £50.

3. Funds held on behalf of others

Hall deposits	£100.00
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Funeral fees paid to Holy Trinity by Cooperative Funerals in error, held as pre-payment of Diocese fees for the next funeral.	£210.00
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Children's Society (money raised in 2019 and inadvertently not paid out)	£13.94
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	£323.94
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4. For ease of reference, the capital value of the church hall which had been reflected in the hall fund has been transferred to a standalone fund (Hall Capital Value Fund) and the previous hall fund renamed as the Hall Cash Fund. The value of the church hall freehold is held in the accounts at the insurance valuation of 4 December 2013 (£560,000).
5. The PCC reserves policy is for an amount up to £2,000 to be transferred to the Quinquennial Fund each year to cover any required expenditure arising from the quinquennial report. The PCC will review this policy at the time of the next quinquennial report.