

**HOLY TRINITY CHURCH ROEHAMPTON**

**PCC MEMBERS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

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HOLY TRINITY CHURCH ROEHAMPTON

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HOLY TRINITY CHURCH ROEHAMPTON

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2017

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**PCC members**

Rev. J McKinney, Vicar  
Mrs. M Woodroffe, Licensed reader  
Mrs. V Shelmerdine, Church warden  
Mrs. A O'Sullivan, Church warden  
Miss. E Horne, Secretary  
Mr. A Housden, Treasurer  
Dr. J Moxon, Deanery Synod  
Mrs. A Budhram  
Mrs. P Harris, Finance Committee Chair  
Mrs. J Vincett  
Rev. M Garner  
Prof. J Francis  
Mr. T Frank  
Mrs. S Melhuish, Electoral Roll officer  
Mr. T Kemoh  
Mrs. C Campbell, Co-opted  
Ms. Rosalie Ferguson  
Ms. Darlen Donaldson  
Mr. Michael Shute

**Charity registered number**

1176544

**Principal office**

7 Ponsonby Road  
London  
SW15 4LA

**Independent auditors**

Griffin Stone Moscrop & Co  
Chartered Accountants  
21-27 Lamb's Conduit Street  
London  
WC1N 3GS

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## HOLY TRINITY CHURCH ROEHAMPTON

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### PCC MEMBERS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2017

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The PCC members present their annual report together with the audited financial statements of Holy Trinity Roehampton (the church) for the year from 1 January 2017 to 31 December 2017. The PCC members confirm that the Annual report and financial statements of the church comply with the current statutory requirements, the Church Representation Rules and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **Objectives and Activities**

##### **a. Aims and purposes**

The PCC of Holy Trinity Roehampton has the responsibility of working with Reverend Jim McKinney (the incumbent) in promoting the ecclesiastical parish, the whole mission of the church, pastoral, evangelistic, social and ecumenical.

Working in partnership with Roehampton Methodist Church, the PCC take an active role in supporting the promotion of the Roehampton facilities.

##### **b. Objectives and Activities**

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

When planning our activities for the year, we have considered the 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 Holy Trinity Roehampton Church.

##### **c. Volunteers**

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. Additionally Mr. Richard Holman, our independent examiner for many years, and his gifting to the church has been hugely appreciated.

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## HOLY TRINITY CHURCH ROEHAMPTON

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### PCC MEMBERS' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2017

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#### Achievements and performance

##### a. Financial review

Holy Trinity has struggled during the year financially and we have ended the year with a deficit of £12,204.

Unrestricted Income for the year was £49,822 (2016 - £117,433)

Expenditure for the year was £62,026 (2016 - £83,014)

Cash flow problems within the year meant that we needed to reduce the amount of support that we could give to the Diocese towards our Common Fund obligations. The PCC would like to thank the diocese for their support and understanding of our situation.

The PCC received grants during the year of £12,443 from the Roehampton Parish Trust to support our repairs described and £1,700 from a family trust to support our ongoing worship.

##### b. Review of activities

###### Worship and Prayer

The PCC is keen to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our morning prayers and the noon Book of Common Prayer service on Sundays provides a quiet, intimate and reflective environment for worship while our regular Holy Communion Service offers opportunities for people to engage in more outgoing worship. Our ecumenical partnership provides an alternative form of worship, and the Methodist minister preaches monthly at Holy Trinity.

Our Sunday School is thriving and is enabling us to welcome more families to our services.

We print our service out so that it is easy for newcomers to follow and we hope this is appreciated.

All are welcome to attend our regular services. At present there are 64 parishioners on the Church Electoral Roll, 22 of whom are not resident within the parish. No new names were added during the year and one was removed through chronic infirmity. The average weekly attendance, counted during October, was 48, but this number increases at festivals.

As well as our regular services, we enable our community to celebrate and thank God at the milestones of the journey through life. Through baptism we thank God for the gift of life, in marriage public vows are exchanged with God's blessing and through funeral services friends and family express their grief and give thanks for the life which is now complete in this world and to commend the person into God's keeping. We have celebrated 4 baptisms and 3 weddings and held 4 funerals in our church this year.

###### Deanery Synod

Two members of the PCC sit on the deanery synod. This provides the PCC with an important link between the parish and the wider structures of the church.

###### The Church

We want our church to be open to our community for private prayer. Unfortunately, due to the area we are in, we have felt unable to leave the church open at all times for private worship. We are however pleased that a number of parishioners has enabled us to open the church for various local events during the year.

We had our quinquennial inspection during this year. Our financial situation means that our ability to meet ongoing repairs is limited. During the year with the help of the Roehampton Parish Trust we have been able to

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## HOLY TRINITY CHURCH ROEHAMPTON

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### PCC MEMBERS' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2017

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upgrade our sound system, put our heating system into full repair, and apply for a DAC faculty to upgrade our lighting. The faculty was granted early in 2018 and the project will be complete by the APCM.

During the week the church is used regularly by Holy Trinity School for services and festivals. We run Jacobs Well on Wednesday morning and we have been pleased with the outreach opportunities this has given for liaison with parents from the school who do not attend our church.

The Faith Temple also hold a regular service at Holy Trinity on Sunday afternoons.

We are exceptionally privileged to still have an organist and a robed choir at Holy Trinity and our organist M. Woodroffe is also our licensed reader.

#### Pastoral Care

Some members of our parish are unable to attend church due to sickness or age. Reverend Mckinney and Em Woodroffe have visited all church members who have requested it, to celebrate communion with them either at their homes or in hospital.

#### Mission and Evangelism

Our parish magazine is available quarterly to all parishioners on the Church Electoral Roll and available at the Church. The magazine keeps our parishioners informed of the important matters affecting our Church and articles that help develop our knowledge and trust in Jesus.

A new initiative this year has been No Filter which is a discussion group that takes place in a local public house and has attracted 15 participants on average.

Two volunteers have also completely rewritten the church website and it is now an excellent portal to guide people to our church, and a monthly newsletter and blog is keeping people informed and helping people to understand the Christian religion.

#### Ecumenical Relationships

The church is a member of Churches Together in Putney and of the Interfaith Forum. Alongside our relationship with the Methodist church we have regular opportunities to meet and worship with other church groups.

### **Financial review**

#### **a. Going concern**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### **b. Principal risks and uncertainties**

The core risks to the church are:

- falling congregation which leads to lower levels of voluntary income;
- essential building repairs that we may not be able to fund; and
- losing our essential volunteer expertise.

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## HOLY TRINITY CHURCH ROEHAMPTON

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### PCC MEMBERS' REPORT (continued) FOR THE YEAR ENDED 31 DECEMBER 2017

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#### **c. Reserves policy**

The PCC aim to have three months running costs in reserves at any given time. This has not proved possible, however we continue to work on our giving initiatives and fundraising to move towards this goal.

We have £16,000 in our reserve account to support any unexpected maintenance that arises during the year. We recognise that this is insufficient to support the essential repairs from the quinquennial report, and increasing available funds for this purpose is part of our church planning.

#### **Structure, governance and management**

##### **a. Constitution**

Holy Trinity Church is situated in Ponsonby Road, Roehampton. It is part of the Diocese of Southwark within the Church of England. The correspondence address is The Vicarage, 7 Ponsonby Road, Roehampton SW15 4LA. The PCC is a body corporate (PCC Powers Measure 1956, Church Representation Rules 2006) and a charity who registered with the Charity Commission in December 2017.

##### **b. Method of appointment or election of PCC members**

The method of appointment of PCC members is set out in the Church Representation Rules.

##### **c. Organisational structure and decision making**

At Holy Trinity the membership of the PCC consists of the incumbent (our vicar), churchwardens, the reader, deanery synod reps and members elected by those members of the congregation who are on the electoral roll of the church. All those who attend our services / members of the congregation are encouraged to register on the Electoral Roll and stand for election to the PCC.

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

The full PCC met six times during the year with an average level of attendance of 80%. Given its wide responsibilities the PCC has separate committees each dealing with a particular aspect of parish life. These committees, which include our ecumenical partnership, fabric and finance, management and social activities are all responsible to the PCC and report back to it regularly with minutes of their decisions being received by the full PCC and discussed as necessary.

##### **d. Risk management**

The PCC members have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

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HOLY TRINITY CHURCH ROEHAMPTON

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PCC MEMBERS' REPORT (continued)  
FOR THE YEAR ENDED 31 DECEMBER 2017

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**PCC members' responsibilities statement**

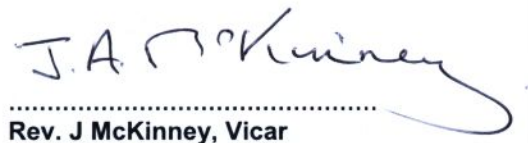
The PCC members are responsible for preparing the PCC members' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the PCC members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the PCC members are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

This report was approved by the PCC members, on 13/6/18 and signed on their behalf by:

  
.....  
**Rev. J McKinney, Vicar**



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## HOLY TRINITY CHURCH ROEHAMPTON

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### INDEPENDENT AUDITORS' REPORT TO THE PCC MEMBERS OF HOLY TRINITY CHURCH ROEHAMPTON

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#### Opinion

We have audited the financial statements of Holy Trinity Church Roehampton (the 'charity') for the year ended 31 December 2017 set out on pages 10 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

#### Basis for opinion

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

We have applied the FRC's Ethical Standard - Provisions Available for Audits of Small Entities.

#### Use of our report

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

#### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the PCC members' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the PCC members have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### Other information

The PCC members are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Auditors' report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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## HOLY TRINITY CHURCH ROEHAMPTON

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### INDEPENDENT AUDITORS' REPORT TO THE PCC MEMBERS OF HOLY TRINITY CHURCH ROEHAMPTON

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

We have nothing to report in this regard.

#### **Matters on which we are required to report by exception**

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

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

#### **Responsibilities of trustees**

As explained more fully in the PCC members' responsibilities statement, the PCC members are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the PCC members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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## HOLY TRINITY CHURCH ROEHAMPTON

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### INDEPENDENT AUDITORS' REPORT TO THE PCC MEMBERS OF HOLY TRINITY CHURCH ROEHAMPTON

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#### **Auditors' responsibilities for the audit of the financial statements**

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

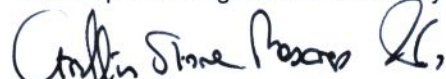
As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the church's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the PCC members.
- Conclude on the appropriateness of the PCC members' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the church's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the church to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Other matters**

The comparative figures for the charity were not audited.



**Griffin Stone Moscrop & Co**

Chartered Accountants  
Statutory Auditors  
21-27 Lamb's Conduit Street  
London  
WC1N 3GS

Date: 15 June 2018

Griffin Stone Moscrop & Co are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

HOLY TRINITY CHURCH ROEHAMPTON

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2017**

|  | Note        | Unrestricted<br>funds<br>2017<br>£ | Restricted<br>funds<br>2017<br>£ | Total<br>funds<br>2017<br>£ | Total<br>funds<br>2016<br>£ |
|--|-------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <b>Income from:</b>  |             |                                    |                                  |                             |                             |
| Donations and legacies   | 2           | 47,920                             | -                                | 47,920                      | 114,264                     |
| Charitable activities  | 3           | 1,900                              | -                                | 1,900                       | 2,298                       |
| Other trading activities   | 4           | -                                  | -                                | -                           | 285                         |
| Investments  | 5           | 2                                  | -                                | 2                           | 10                          |
| Other income   | 6           | -                                  | -                                | -                           | 576                         |
| <b>Total income</b>  |             | <b>49,822</b>                      | <b>-</b>                         | <b>49,822</b>               | <b>117,433</b>              |
| <b>Expenditure on:</b>   |             |                                    |                                  |                             |                             |
| Charitable activities  | 9,11,1<br>2 | 62,026                             | -                                | 62,026                      | 83,014                      |
| <b>Total expenditure</b>   | 7           | <b>62,026</b>                      | <b>-</b>                         | <b>62,026</b>               | <b>83,014</b>               |
| <b>Net income / (expenditure) before other<br/>recognised gains and losses</b> |             | <b>(12,204)</b>                    | <b>-</b>                         | <b>(12,204)</b>             | <b>34,419</b>               |
| <b>Net movement in funds</b>   |             | <b>(12,204)</b>                    | <b>-</b>                         | <b>(12,204)</b>             | <b>34,419</b>               |
| <b>Reconciliation of funds:</b>  |             |                                    |                                  |                             |                             |
| Total funds brought forward  |             | 39,208                             | 2,221                            | 41,429                      | 7,010                       |
| <b>Total funds carried forward</b>   |             | <b>27,004</b>                      | <b>2,221</b>                     | <b>29,225</b>               | <b>41,429</b>               |

The notes on pages 12 to 22 form part of these financial statements.

HOLY TRINITY CHURCH ROEHAMPTON

**BALANCE SHEET  
AS AT 31 DECEMBER 2017**

|   | Note | £             | 2017<br>£     | £             | 2016<br>£     |
|---|------|---------------|---------------|---------------|---------------|
| <b>Current assets</b>                                 |      |               |               |               |               |
| Debtors   | 14   | 13,325        |               | 11,061        |               |
| Cash at bank and in hand                              |      | 32,983        |               | 59,502        |               |
|   |      | <u>46,308</u> |               | <u>70,563</u> |               |
| <b>Creditors:</b> amounts falling due within one year | 15   | (17,083)      |               | (29,134)      |               |
| <b>Net current assets</b>                             |      |               | <u>29,225</u> |               | <u>41,429</u> |
| <b>Net assets</b>                                     |      |               | <u>29,225</u> |               | <u>41,429</u> |
| <b>Charity Funds</b>                                  |      |               |               |               |               |
| Restricted funds                                      | 16   |               | 2,221         |               | 2,221         |
| Unrestricted funds                                    | 16   |               | 27,004        |               | 39,208        |
| <b>Total funds</b>                                    |      |               | <u>29,225</u> |               | <u>41,429</u> |

The financial statements were approved by the PCC members on behalf, by: *J. A. McKinney* 13 June 2018 and signed on their

The notes on pages 12 to 22 form part of these financial statements.

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## HOLY TRINITY CHURCH ROEHAMPTON

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1. Accounting policies

##### 1.1 Basis of preparation of financial statements

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with 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) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Holy Trinity Church Roehampton constitutes a public benefit entity as defined by FRS 102.

##### **First time adoption of FRS 102**

These financial statements are the first financial statements of Holy Trinity Church Roehampton prepared in accordance with Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities SORP 2015 (SORP 2015).

##### 1.2 Going concern

The church has made a loss in the year of £12,204 resulting in a reduction of the net assets at the balance sheet date to £29,225. This balance should ensure that the Parish will be able to meet all foreseeable liabilities for the next twelve months. The PCC has reviewed the financial position of the Parish and is satisfied that these accounts should be prepared on a going concern basis.

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## HOLY TRINITY CHURCH ROEHAMPTON

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1. Accounting policies (continued)

##### 1.3 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Gifts in kind donated are included as income when the value to the charity can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

##### 1.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

All expenditure is inclusive of irrecoverable VAT.

##### 1.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.



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## HOLY TRINITY CHURCH ROEHAMPTON

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 1. Accounting policies (continued)

##### 1.6 Debtors

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

##### 1.7 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

##### 1.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

##### 1.9 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 1.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the PCC members in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the PCC members for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.



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**HOLY TRINITY CHURCH ROEHAMPTON**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**2. Income from donations and legacies**

|  | <b>Unrestricted<br/>funds<br/>2017<br/>£</b> | <b>Restricted<br/>funds<br/>2017<br/>£</b> | <b>Total<br/>funds<br/>2017<br/>£</b> | <i>Total<br/>funds<br/>2016<br/>£</i> |
|--|--|--|---------------------------------------|---------------------------------------|
| Donations, congregational giving & special collections | 33,777                                       | -  | 33,777                                | 33,509                                |
| Legacies   | -  | -  | -                                     | 10,000                                |
| Grants   | 14,143                                       | -  | 14,143                                | 70,755                                |
|  | <hr/>  | <hr/>                                      | <hr/>                                 | <hr/>                                 |
| Total donations and legacies                           | <b>47,920</b>                                | <b>-</b>                                   | <b>47,920</b>                         | 114,264                               |
|  | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           | <hr/> <hr/>                           |
| <i>Total 2016</i>                                      | <i>75,788</i>                                | <i>38,476</i>                              | <i>114,264</i>                        |                                       |
|  | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           |                                       |

The church has received a number of unquantifiable gifts in kind over the year that has enabled the church to function well and develop despite its financial difficulties. These are not reflected within income as no realistic valuation can be attributed to these gifts.

**3. Income from charitable activities**

|                          | <b>Unrestricted<br/>funds<br/>2017<br/>£</b> | <b>Restricted<br/>funds<br/>2017<br/>£</b> | <b>Total<br/>funds<br/>2017<br/>£</b> | <i>Total<br/>funds<br/>2016<br/>£</i> |
|--------------------------|--|--|---------------------------------------|---------------------------------------|
| Magazine income          | -  | -  | -                                     | 20                                    |
| Wedding and Funeral fees | 700  | -  | 700                                   | 500                                   |
| Letting income           | 1,200  | -  | 1,200                                 | 1,700                                 |
| Votive candles           | -  | -  | -                                     | 78                                    |
|                          | <hr/>  | <hr/>                                      | <hr/>                                 | <hr/>                                 |
|                          | <b>1,900</b>                                 | <b>-</b>                                   | <b>1,900</b>                          | 2,298                                 |
|                          | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           | <hr/> <hr/>                           |
| <i>Total 2016</i>        | <i>2,298</i>                                 | <i>-</i>                                   | <i>2,298</i>                          |                                       |
|                          | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           |                                       |

**4. Fundraising income**

|                   | <b>Unrestricted<br/>funds<br/>2017<br/>£</b> | <b>Restricted<br/>funds<br/>2017<br/>£</b> | <b>Total<br/>funds<br/>2017<br/>£</b> | <i>Total<br/>funds<br/>2016<br/>£</i> |
|-------------------|--|--|---------------------------------------|---------------------------------------|
| Fundraising       | -  | -  | -                                     | 285                                   |
|                   | <hr/>  | <hr/>                                      | <hr/>                                 | <hr/>                                 |
| <i>Total 2016</i> | <i>285</i>                                   | <i>-</i>                                   | <i>285</i>                            |                                       |
|                   | <hr/> <hr/>                                  | <hr/> <hr/>                                | <hr/> <hr/>                           |                                       |

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HOLY TRINITY CHURCH ROEHAMPTON

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017

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**5. Investment income**

|                     | Unrestricted<br>funds<br>2017<br>£ | Restricted<br>funds<br>2017<br>£ | Total<br>funds<br>2017<br>£ | Total<br>funds<br>2016<br>£ |
|---------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Interest receivable | 2                                  | -                                | 2                           | 10                          |
|                     | <u>2</u>                           | <u>-</u>                         | <u>2</u>                    | <u>10</u>                   |
| <i>Total 2016</i>   | <u>10</u>                          | <u>-</u>                         | <u>10</u>                   |                             |

**6. Other incoming resources**

|                           | Unrestricted<br>funds<br>2017<br>£ | Restricted<br>funds<br>2017<br>£ | Total<br>funds<br>2017<br>£ | Total<br>funds<br>2016<br>£ |
|---------------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Recovery of Hall expenses | -                                  | -                                | -                           | 576                         |
|                           | <u>-</u>                           | <u>-</u>                         | <u>-</u>                    | <u>576</u>                  |
| <i>Total 2016</i>         | <u>576</u>                         | <u>-</u>                         | <u>576</u>                  |                             |

**7. Analysis of Expenditure by expenditure type**

|                                  | Other costs<br>2017<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|----------------------------------|--------------------------|--------------------|--------------------|
| Diocesan parish share            | 20,030                   | 20,030             | 19,049             |
| Church running costs             | 29,586                   | 29,586             | 52,996             |
| Ministry costs                   | 9,110                    | 9,110              | 10,969             |
| <b>Charitable activities</b>     | <u>58,726</u>            | <u>58,726</u>      | <u>83,014</u>      |
| <b>Expenditure on governance</b> | <u>3,300</u>             | <u>3,300</u>       | <u>-</u>           |
|                                  | <u>62,026</u>            | <u>62,026</u>      | <u>83,014</u>      |
| <i>Total 2016</i>                | <u>83,014</u>            | <u>83,014</u>      |                    |

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**HOLY TRINITY CHURCH ROEHAMPTON**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**8. Analysis of expenditure by activities**

|                       | Activities<br>undertaken<br>directly<br>2017<br>£ | Grant<br>funding of<br>activities<br>2017<br>£ | Support<br>costs<br>2017<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|-----------------------|---|--|-------------------------------|--------------------|--------------------|
| Diocesan parish share | 20,030  | -  | -                             | 20,030             | 17,000             |
| Church running costs  | 26,859  | 316  | 2,411                         | 29,586             | 54,845             |
| Ministry costs        | 9,110   | -  | -                             | 9,110              | 11,169             |
|                       | <u>55,999</u>                                     | <u>316</u>                                     | <u>2,411</u>                  | <u>58,726</u>      | <u>83,014</u>      |
| Total 2017            | <u>55,999</u>                                     | <u>316</u>                                     | <u>2,411</u>                  | <u>58,726</u>      | <u>83,014</u>      |
| Total 2016            | <u>80,965</u>                                     | <u>200</u>                                     | <u>1,849</u>                  | <u>83,014</u>      |                    |

**9. Direct costs**

|                         | Parish<br>share<br>£ | Church<br>running<br>costs<br>£ | Ministry<br>costs<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|-------------------------|----------------------|---------------------------------|------------------------|--------------------|--------------------|
| Diocesan parish share   | 20,030               | -                               | -                      | 20,030             | 17,000             |
| Utilities               | -                    | 4,429                           | -                      | 4,429              | 4,971              |
| Premises insurance      | -                    | 7,802                           | -                      | 7,802              | 7,739              |
| Church licences         | -                    | 470                             | -                      | 470                | 403                |
| Repairs and maintenance | -                    | 3,373                           | -                      | 3,373              | 3,328              |
| Development costs       | -                    | 10,620                          | -                      | 10,620             | 36,555             |
| Cleaning                | -                    | 165                             | -                      | 165                | -                  |
| Equipment hire          | -                    | -                               | 2,361                  | 2,361              | 3,279              |
| Flowers                 | -                    | -                               | 92                     | 92                 | 118                |
| Sanctuary               | -                    | -                               | -                      | -                  | 469                |
| Parish conference       | -                    | -                               | -                      | -                  | 1,460              |
| Publicity for services  | -                    | -                               | 277                    | 277                | 735                |
| Organist, choir, music  | -                    | -                               | 4,745                  | 4,745              | 3,223              |
| Church supplies         | -                    | -                               | 1,558                  | 1,558              | -                  |
| Clergy expenses         | -                    | -                               | -                      | -                  | 1,685              |
| Congregational lunch    | -                    | -                               | 77                     | 77                 | -                  |
|                         | <u>20,030</u>        | <u>26,859</u>                   | <u>9,110</u>           | <u>55,999</u>      | <u>80,965</u>      |
| Total 2016              | <u>17,000</u>        | <u>52,996</u>                   | <u>10,969</u>          | <u>80,965</u>      |                    |

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**HOLY TRINITY CHURCH ROEHAMPTON**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**10. Analysis of grants**

|                                    | <b>Grants to<br/>Institutions<br/>2017<br/>£</b> | <b>Total<br/>2017<br/>£</b> | <i>Total<br/>2016<br/>£</i> |
|------------------------------------|--|-----------------------------|-----------------------------|
| Royal British Legion (poppy sales) | -  | -                           | 200                         |
| Water Aid                          | <b>316</b>                                       | <b>316</b>                  | -                           |
|                                    | <u><b>316</b></u>                                | <u><b>316</b></u>           | <u>200</u>                  |
| <i>Total 2016</i>                  | <u>200</u>                                       | <u>200</u>                  |                             |

**11. Support costs**

|                      | <b>Church<br/>running<br/>costs<br/>£</b> | <b>Total<br/>2017<br/>£</b> | <i>Total<br/>2016<br/>£</i> |
|----------------------|---|-----------------------------|-----------------------------|
| Hotels               | 40  | 40                          | -                           |
| Postage and carriage | 11  | 11                          | 397                         |
| Office stationery    | 175                                       | 175                         | 168                         |
| Sundry expenses      | 1,398                                     | 1,398                       | 528                         |
| Internet costs       | 758                                       | 758                         | 216                         |
| Bank interest        | 1   | 1                           | -                           |
| Bank charges         | 28  | 28                          | -                           |
| Courses              | -   | -                           | 540                         |
|                      | <u><b>2,411</b></u>                       | <u><b>2,411</b></u>         | <u>1,849</u>                |
| <i>Total 2016</i>    | <u>1,849</u>                              | <u>1,849</u>                |                             |

**12. Governance costs**

|                        | <b>Unrestricted<br/>funds<br/>2017<br/>£</b> | <b>Restricted<br/>funds<br/>2017<br/>£</b> | <b>Total<br/>funds<br/>2017<br/>£</b> | <i>Total<br/>funds<br/>2016<br/>£</i> |
|------------------------|--|--|---------------------------------------|---------------------------------------|
| Auditors' remuneration | <u><b>3,300</b></u>                          | <u>-</u>                                   | <u><b>3,300</b></u>                   | <u>-</u>                              |

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HOLY TRINITY CHURCH ROEHAMPTON

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017

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**13. Net income/(expenditure)**

This is stated after charging:

|                                | 2017<br>£    | 2016<br>£ |
|--------------------------------|--------------|-----------|
| Auditors' remuneration - audit | <u>3,300</u> | <u>-</u>  |

During the year, no PCC members received any remuneration (2016 - £NIL).

During the year, no PCC members received any benefits in kind (2016 - £NIL).

During the year, no PCC members received any reimbursement of expenses (2016 - £NIL).

**14. Debtors**

|                                | 2017<br>£     | 2016<br>£     |
|--------------------------------|---------------|---------------|
| Other debtors                  | -             | 1,424         |
| Prepayments and accrued income | 3,700         | 287           |
| Tax recoverable                | 9,625         | 9,350         |
|                                | <u>13,325</u> | <u>11,061</u> |

**15. Creditors: Amounts falling due within one year**

|                              | 2017<br>£     | 2016<br>£     |
|------------------------------|---------------|---------------|
| Other creditors              | 10,698        | 1,229         |
| Accruals and deferred income | 6,385         | 27,905        |
|                              | <u>17,083</u> | <u>29,134</u> |

HOLY TRINITY CHURCH ROEHAMPTON

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017

16. Statement of funds

Statement of funds - current year

|                              | Balance at<br>1 January<br>2017<br>£ | Income<br>£ | Expenditure<br>£ | Balance at<br>31<br>December<br>2017<br>£ |
|------------------------------|--------------------------------------|-------------|------------------|---|
| <b>Designated funds</b>      |                                      |             |                  |   |
| Repairs and maintenance fund | 5,000                                | -           | -                | 5,000                                     |
| <b>General funds</b>         |                                      |             |                  |   |
| General Fund                 | 34,208                               | 49,822      | (62,026)         | 22,004                                    |
| Total Unrestricted funds     | 39,208                               | 49,822      | (62,026)         | 27,004                                    |
| <b>Restricted funds</b>      |                                      |             |                  |   |
| Development fund             | 1,200                                | -           | -                | 1,200                                     |
| Repairs fund                 | 521                                  | -           | -                | 521                                       |
| Sunday School fund           | 500                                  | -           | -                | 500                                       |
|                              | 2,221                                | -           | -                | 2,221                                     |
| Total of funds               | 41,429                               | 49,822      | (62,026)         | 29,225                                    |

Statement of funds - prior year

|                              | Balance at 1<br>January<br>2016<br>£ | Income<br>£ | Expenditure<br>£ | Balance at<br>31<br>December<br>2016<br>£ |
|------------------------------|--------------------------------------|-------------|------------------|---|
| <b>Designated funds</b>      |                                      |             |                  |   |
| Repairs and maintenance fund | 5,000                                | -           | -                | 5,000                                     |
|                              | 5,000                                | -           | -                | 5,000                                     |
| <b>General funds</b>         |                                      |             |                  |   |
| General Fund                 | 1,511                                | 78,956      | (46,259)         | 34,208                                    |
|                              | 1,511                                | 78,956      | (46,259)         | 34,208                                    |
| Total Unrestricted funds     | 6,511                                | 78,956      | (46,259)         | 39,208                                    |

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**HOLY TRINITY CHURCH ROEHAMPTON**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

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**16. Statement of funds (continued)**

**Restricted funds**

|                     |              |                |                 |               |
|---------------------|--------------|----------------|-----------------|---------------|
| Development fund    | -            | 37,755         | (36,555)        | 1,200         |
| Repairs fund        | -            | 521            | -               | 521           |
| Sunday School fund  | 500          | -              | -               | 500           |
| Special collections | -            | 200            | (200)           | -             |
|                     | <u>500</u>   | <u>38,476</u>  | <u>(36,755)</u> | <u>2,221</u>  |
| Total of funds      | <u>7,011</u> | <u>117,432</u> | <u>(83,014)</u> | <u>41,429</u> |

Restricted funds:

Funds for development have been provided by the Roehampton Parish Trust. The balance carried forward relates to a facilitation fee for the Parish strategy seminar.

The repairs fund monies are restricted to improvements in the area of the high altar.

The Sunday School funds have not been used for several years.

Designated fund:

A legacy of £5,000 was received in 2014 and the Parochial Church Council designated these funds for repairs and maintenance of the church buildings.

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

|                               | <b>Unrestricted<br/>funds<br/>2017<br/>£</b> | <b>Restricted<br/>funds<br/>2017<br/>£</b> | <b>Total<br/>funds<br/>2017<br/>£</b> |
|-------------------------------|--|--|---------------------------------------|
| Current assets                | 44,087                                       | 2,221                                      | 46,308                                |
| Creditors due within one year | (17,083)                                     | -  | (17,083)                              |
|                               | <u>27,004</u>                                | <u>2,221</u>                               | <u>29,225</u>                         |

**Analysis of net assets between funds - prior year**

|                               | <i>Unrestricted<br/>funds<br/>2016<br/>£</i> | <i>Restricted<br/>funds<br/>2016<br/>£</i> | <i>Total<br/>funds<br/>2016<br/>£</i> |
|-------------------------------|--|--|---------------------------------------|
| Current assets                | 68,342                                       | 2,221                                      | 70,563                                |
| Creditors due within one year | (29,134)                                     | -  | (29,134)                              |
|                               | <u>39,208</u>                                | <u>2,221</u>                               | <u>41,429</u>                         |

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## HOLY TRINITY CHURCH ROEHAMPTON

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

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#### 18. Related party transactions

At 31 December 2016, Rev. Jim McKinney, one of the trustees, owed the church £1,200 of collected service fees. This has been offset against unclaimed expenses and shown as part of sundry expenses in the current year.

Individuals who were members of the PCC during the year and therefore trustees of the charity made donations without conditions to the church totalling £8,875 (2016 - £5,495).

Key management personnel, as defined by FRS 102, consist of the board of trustees. No consideration was paid to key management personnel in the year (2016 - the same).

Associated charities include:

The Roehampton Parish Church Restoration Fund (*now deregistered*) - its objective is to raise funds for repairs at Holy Trinity Church. The trustees are the Vicar and four members of the Parish.

Roehampton Parish Trust (charity no. 1165257). The Trust was originally formed on 25 July 1911 to own and manage the Parish Hall and, following the sale of the Hall in 2015, the trusts were amended by a Scheme of the Charity Commission dated 9 November 2015. It now has wide charitable objects for the benefit of the residents of the Ecclesiastical Parish of Roehampton and the neighbouring ecclesiastical parishes. The trustees are the Vicar and six members of the Parish. During the year, the church received £12,443 (2016 - £70,755) from this connected charity.