



Joyfully Serving Jesus

The Parochial Church Council
of the
Ecclesiastical Parish of Holy Trinity Cuckfield
UK Registered Charity No. 1131432

ANNUAL REPORT & FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31ST DECEMBER 2017

Holy Trinity Church
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Old School Board Bankers:	
	CCLA Senator House, 85 Queen Victoria Street London EC4V 4ET
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Annual Report

I. Status

The Parochial Church Council ('PCC') is a Registered Charity (No. 1131432) under the formal description of 'The Parochial Church Council of the Ecclesiastical Parish of Cuckfield'. Two alternative short-form names have been registered with the Charity Commission: 'Holy Trinity Church Cuckfield' and 'Holy Trinity Cuckfield PCC'.

The assets and statutory duties of The Old School property adjacent to the Church are the responsibilities of the PCC, and the divisional accounts for it are incorporated within this report. The PCC has appointed an Old School Board to assist it in the fulfilment of its obligations and effective management of the building.

The Friends of Holy Trinity is a PCC subsidiary organisation, conceived to assist in raising funds for the upkeep of the fabric of the Church, whose accounts are incorporated within those of the PCC. To maximize its effectiveness, the Friends have their own Board, but operate within terms of reference set by the PCC.

This Annual Report is prepared in accordance with the Church Representation Rules - Rule 9(1)(b)) that requires "an annual report on the proceedings of the Parochial Church Council and the activities of the parish generally"; and in accordance with the requirements of the relevant Charities Acts.

2. Purpose & Objectives

The primary objective of the PCC is the promotion of the Gospel of Christ according to the doctrines and practices of the Church of England.

In pursuit of this purpose, the PCC has the responsibility of co-operating with the parish priest – The Revd Michael Maine – in the promotion within the parish of the whole mission of the church, pastoral, social, evangelistic and, ecumenical.

The aim in so doing is to make Christ better known, and to make a difference to the lives of those with whom we come in touch – whether members or not of the Church of England – in the form of:

- i. practical and spiritual support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or ability to pay;
- ii. financial support for these objectives;
- iii. financial and practical support where possible for other charitable organisations with compatible objectives.

3. Supporting Strategies

The strategy by which the objectives are currently achieved is 'joyfully serving Jesus' in all we do, by which we mean:

- i. demonstrating an inclusive, welcoming and supportive approach to those, within and without the church, with whom we come in touch, or who come into touch with us;
- ii. respect for freedom of thought, conscience and the religion of others.

We do this by enabling as many people as possible to worship at our church; enabling as many people as possible to become part of our parish community; teaching, baptising and nurturing new and existing believers; considering how services can involve the many groups that live within the parish; putting faith into practice, through prayer and scripture, music and sacrament; provision of pastoral care for people living in the parish, etc.

These strategies are informed by and consistent with The Bishop's Charge to the clergy of the Diocese in respect of the requirements on parishes for the next few years, a strategy which is based on three broad strands: growing in depth, holiness and then numbers; re-imagining the forms of ministry we might need going forward; and engaging with local communities in pursuit of the Common Good.

4. Public Benefit

The PCC is required to be cognisant of the fact that, while English Law historically recognises the provision of religion as charitable work, the Charities Acts introduce a stiffer requirement: the provision of religion, education or relief of poverty are no longer in law presumed to provide public benefit without demonstration that such work is of 'public benefit' – and not just of 'private' benefit to its members or adherents;

In reviewing activities in the year, the incumbent and PCC are required to take account of the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion' (Reg. 40 2.c.iii):

- i. The Achievements & Performance Review (5) places particular emphasis on the activities which we believe are of public benefit;
- ii. and, conversely, the PCC is not aware of any activities that have caused detriment, harm or private benefit from their carrying out.

5. Achievements & Performance Review

A fuller Review of the Year is set out in Section 7. This section focuses on the achievements, performance and impact of the year that have made a tangible difference to our beneficiaries; and/or which, by their completion, impact our ability to deliver our public benefit objective going forward:

- 1) The statistics in the table below are extracted from the return to the Diocese of attendance at regular services, baptisms, confirmations, etc., and show:
 - a) Continued growth in the number of Christmas and Easter Communicants;
 - b) Average weekly attendance, up since 2014, held constant;
 - c) A healthy increase in the electoral roll number;

	2017	2016	2015	2014	2013	2012	2011	2010
Attendances:								
Christmas Communion Services	514	594	487	391	424	361	510	425
<i>of which Communicants</i>	379	348	339	259	245	254	420	268
Christmas Crib/Stable/Nativity	707	1012	1005	740	765	871	715	689
Easter Services	416	309	332	318	263	199	371	320
<i>of which Communicants</i>	268	198	236	225	182	163	282	218
Weekly Average Attendance	193	190	190	180	180	178	177	185
<i>of which Communicants</i>	150	158	160	135	133	130	125	129

Electoral Roll:	339	279	273	273	265	405	403	406
Weddings:	15	9	18	28	10	15	22	17
Baptisms:	35	43	40	33	28	32	42	34
Confirmation Candidates:	0	3	0	9	5	0	12	0
Funerals:	43	26	30	23	35	31	29	35

- 2) A major achievement in 2017 was the liquidation of the parish's final £25,000 re-ordering debt with the clearance of the Archdeacon's loan and the resulting ability to increase our charitable Outreach Budget to £6,000, shared between domestic and international charities; maintaining this level of donations has been built into our future financial plans;

- 3) Social care by the church has again had a public benefit impact:
 - a) in the monthly Solos Lunch (provision of two course Sunday lunch for the over 60's - whether from the church community or not and who would otherwise be on their own;
 - b) members of the parish have taken communion regularly to the local care homes; as well as acting as Chaplaincy Volunteers in the Kleinwort Centre, in the Special Baby Care Units at the Princess Royal Hospital (Haywards Heath), and in the Trevor Mann Unit (Brighton);
 - c) the annual marriage preparation course has again been run as a gift to marriage couples and received very positive feedback.
- 4) The parish and PCC again supported The Cuckfield Christmas Tree Festival: we provided use of the Church building, resourced the extensive team of volunteers needed over the long weekend in December, welcomed some 4,000 visitors to the Church, many from beyond the immediate community, and raised a further £13,300 in 2017, half of which was donated to the work of Chailey Heritage.
- 5) The donation to Chailey Heritage, the increase in the Outreach budget to £6,000 mentioned above, together with support for a wide range of other charitable giving over the year, whether by donations or gifts in kind (e.g., to Chichester Family Social Work, Crawley Open House, Refugees Welcome, Samara's Aid, and Christian Aid) meant our total giving to charitable causes has reached nearly £14,500 over 2017;
- 6) The Church has been made available for free monthly concerts as a contribution to the cultural amenities of the village; this is in addition to the extensive use made of The Old School facilities by the community for non-Church related activities and events;

6. Structure, Governance & Management

1) Membership of the PCC during the year 2016-17

The appointment of PCC members is governed by the Church Representation Rules. The Clergy, Churchwardens and Synod representatives are *ex-officio* members of the PCC; the Licensed Reader by decision of the APCM. Churchwardens are elected at the Annual Parish Meeting each April to serve for one year but may be re-elected to a maximum period of six years' service. Deanery Synod representatives serve for three years, but may be re-elected when their three-year term expires. New Lay PCC members are elected at the Annual Parochial Church Meeting, also held each April, and serve for three years. The full PCC from 1st January, 2017 to 31st December, 2017, was as follows:

Clergy:

Revd Michael Maine

Licensed Reader:

Clive Simmonds

Churchwardens:

Kate Berry

Brian Cutler (*Lay Vice Chairman of the PCC*)

Deanery Synod Representatives *:

Heather Hollis (2017)

Eileen Knight (2020)

Rod Montague (2020)

Valerie Poxon (2020)

Isobel Simmonds (2020)

Lay members of the PCC *:

Terry Bevan (2017)

Michele Branscombe (2017)

Ros Longfield (2017)

Orlando Milford (2017)

Paul Goldfinch (2018)

Sue Hibling (2018)

David Jamieson (2018)

Shirley Rawlins (2018)

Jill Brotherton (2019)

John Maher (2019)

Philip Richings (2019)

Alyona Smith (2019)

Jonathan Berry (2020)

David Thunder (2020)

Hilary Turner-King (2020)

Vacancy (2020)

Orlando Milford (co-opted from April, 2017)

David Thunder (co-opted until April, 2017)

* elected to April of the year in brackets

2) Officers of the PCC 2017

The following Officers were elected/re-elected either by the PCC meeting immediately following the 2017 Annual Parochial Church Meeting (the statutory officers), or at its first formal meeting in April, 2017:

Honorary Secretary	David Thunder
Honorary Treasurer	Orlando Milford (<i>co-opted</i>)
Electoral Roll Officer	Sam Lawrence (<i>not required to be a member of the PCC</i>)
Parish Safeguarding Officer	Rod Montague

The PCC met formally on eight occasions between APCMs 2017 and 2018 (one the very short meeting, provided for by the constitution, immediately following the APCM, solely to appoint the Officers and Standing Committee). The PCC is required by law to appoint a Standing Committee which has the power to transact business between PCC meetings, subject to any directions given to it by the PCC. The Standing Committee comprised the Incumbent, the Churchwardens, Honorary Secretary and Honorary Treasurer.

3) Committees of the PCC

In addition, the PCC is supported by and considers reports from committees whose roles are described below. The committees carry out much of the preparatory and implementation work of the PCC. However, each committee may only transact such business on behalf of the PCC as is set out in its individual terms of reference, contained in the PCC Handbook (and updated during the year). The committees meet as necessary. In 2017, and in addition to the Standing Committee, the following were the six committees of the PCC:

Pastoral Committee

The Pastoral Committee is responsible for focusing on the community of the Church and all who come into contact with it. It seeks to develop and maintain ways of welcoming, encouraging, nurturing and caring for people so that the whole Church can fulfil its pastoral mission.

Formation Committee

The Formation Committee is responsible for facilitating and promoting Holy Trinity's mission to young people and advising the PCC on the priorities and resources required to fulfil this mission.

Stewardship & Fundraising Committee

The Stewardship & Fundraising Committee seeks to engage the Church membership and wider parish community in both stewardship and other fundraising initiatives, all directed at reducing the Church's debts and generating sufficient surplus funds to sustain its support for others.

Outreach Committee

The Outreach Committee is responsible for preparing and submitting for approval by the PCC recommendations regarding the allocation of funds to missions and charities, for maintaining links with these recipients and for keeping the congregation informed of its activities.

The Old School Board

The Old School Board is responsible for the routine operation and management of The Old School, the property adjacent to the Church with facilities for its own and community use.

Finance Committee

The Finance Committee is responsible for advising the PCC on all matters relating to its financial responsibilities, for ensuring that proper financial procedures and controls exist and for maintaining and producing accounts in accordance with the prescribed regulations. The Committee is also responsible for the routine management of the financial affairs of the PCC.

4) Holy Trinity Church of England (Aided) Primary School

The PCC also has important governance responsibilities in connection with its Church School:

The governing body of Holy Trinity CE (Aided) Primary School has a majority of eight Foundation Governors, recommended to the Diocesan Board of Education by the PCC, and, if approved, appointed by the Diocesan Board of Education. All are appointed for four years (renewable at the discretion of the DBoE, dates of retirement in brackets below). At the end of 2017 the Foundation Governors were:

Revd Michael Maine	<i>Ex-Officio</i>
Janice Peek (2021)	<i>Chair</i>
Mark Andrews (2021)	
Ben Halsey (2020)	
Tracy Humphrey (2018)	
Simon Janvrin (2021)	
Sarah Ockenden (2019)	
<i>Vacancy</i>	
Philip Richings (2019)	<i>Associate Governor</i>

5) Governance Regulation

Under delegated powers from The Archbishops' Council and the Diocese, and by PCC decision lodged with the Diocesan Secretary, the PCC can pass decisions by e-mail in exceptional circumstances (subject to mandatory safeguards, e.g., using the power no more than ten times a year, and the power lapsing in 2019 unless renewed): this facility was used five times over the calendar year 2017.

6) Parish Personnel

Revd Michael Maine is the Vicar of Cuckfield, supported by a Licensed Reader, Clive Simmonds.

Gill Squires continued as Parish Secretary; Richard Jenkinson was appointed as Organist and Choir Master from January, 2017.

7) Safeguarding

The Council has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure (2016) to have regard to the House of Bishops' Guidance on safeguarding children and vulnerable adults. The Safeguarding Officer makes a full written report to the APCM, reports to every PCC meeting, the parish policy (reviewed and approved annually) is on view in the Church porch, and a copy is lodged with the Diocesan Safeguarding Officer.

Everyone working with children or Vulnerable Adults has a current DBS Certificate or (in one instance) an application in hand. There are in total 68 DBS Certificates in place (some of the individuals have moved on or are not otherwise active in Parish roles under the safeguarding regime; 4 others have been checked through the Update Service.

7. Report of the Year

2017 has been another year of growth at Holy Trinity in terms of outreach and seeking to draw others to know Jesus Christ. In doing this, we are very fortunate to have so many people within the church community who are committed to the mission of the church: each of them gives opportunities for us to engage positively with the wider community; and each brings their own considerable gifts. In a seemingly ever frantic world, the community at Holy Trinity exemplifies constancy and the knowledge of the presence of God in every situation. People will always find the church doors open, and this itself speaks of welcome and the interiority of the indwelling of God of which our church building stands as a sign of constancy.

Parish Life

We have continued to explore the way in which we engage with the whole age range of society, most particularly with young people and adults. This process is ongoing, and we hope to continue building on the good will which exists within the wider community in Cuckfield. In a very different social climate, Holy Trinity seeks to be a church who loves and accepts everyone whilst seeking to encourage all to journey in the continual transformation to which we are all called. In an increasingly fragile social climate, all aspects of church outreach seek to exemplify this transformation. within the stability of the Faith to which God calls us through his Son.

We continue to enjoy a close and important relationship with Holy Trinity School with the solid encouragement of Mrs Ann McGregor. During the year, new classrooms were officially opened by the Bishop of Horsham, enabling the school to become two-form entry. The new work was overseen by Foundation Governor, Philip Richings, and his contribution is much appreciated by both school and church, as is that of all of our Foundation Governors who continue to play an important part in the governance of the school. Sunday's Cool continues to thrive, and we are indebted to all those who help to run such a vibrant and valued part of our ministry. Because of the building work at the school, Messy Church has taken place at the church although it is hoped to return to the school premises soon.

Ministry

We are fortunate for the strong support of our Reader, Clive Simmonds, who continues to play an active role in many areas of parish life, not least in his preaching ministry. We have also occasionally welcomed the Rev. Stephen Terry, former Rector of Aldrington, who has retired to Keymer and has offered much appreciated and valuable support in taking services. We have regularly welcomed Kevin Carey, a Reader attached to Hurstpierpoint Parish Church, whose fine preaching often challenges those at Evensong at Holy Trinity. We thank all of them for the support they give the Vicar; and their contribution to the richness of our worship is much valued by everyone. The contribution of our two wardens, Kate Berry and Brian Cutler, our hard-working PCC, together with the other important committees attached to the church, all ensure the smooth running of a diverse and busy community.

Worship

We continue to provide many different opportunities for people to engage in worship, from the Liturgy of our Sunday Eucharists, to more informal services. Holy Trinity is unusual in providing three weekday Communion services – each using different liturgy, from BCP to a less formal Celtic inspired text, each appreciated by those who attend. We have continued to refresh different aspects of our worship whilst maintaining the sense of continuity. The Christmas period again proved busy, the Cuckfield Nativity and three crib services attracting very large numbers. At Candlemas a candle-stand was introduced, and it has been moving to see the large numbers of candles lit throughout the year – a way in which people feel able to express the presence of God within their lives.

Music

At the start of the year we welcomed Richard Jenkinson as our new Organist and Director of Music. His meticulous approach to music together with his outstanding skills as a choral conductor have led to growth both in the numbers of the choir, and in the regular enrichment of worship at our main services, together with the regular Choral Evensongs which have increased the number of worshippers on Sunday evenings. In addition, Richard also started a Junior Choir, and week by week this has attracted a very good number of young people, learning new skills and having a great time! We are grateful to those adults who give of their time and talents to help to supervise this important outreach. We are very fortunate to have so many who help to beautify our worship, including our choir, Family Band (most efficiently run by Michele Branscombe), bell ringers and servers.

The Church Community

As we continue to grow in the knowledge of God's love for us revealed through Jesus Christ, we give thanks for the increasing way in which we have been able to reinstate and gradually increase our outreach, including those different appeals we have supported, from Samara's Aid to Tariro. Although we know that there will eventually be the need for major work to the church roof (in respect of which a working group have given of their time and considerable talents exploring) we have sought to serve Jesus joyfully throughout 2017: we look forward faithfully and with confidence.

8. 2017 Financial Review

Introduction

The preparation of this year's accounts has been done with the guidance of our Independent Examiner. We have built on the changes introduced last year and continue to ensure that we are working to the latest advice on standards and good practice. We put on record our thanks to the Church Accountant, Zoe Richings, whose timely reporting has made a big difference to the guidance available to the PCC.

Incoming and outgoing resources

Total income for the year is £281,555, compared to £280,841 for 2016. This includes all the funds over which the PCC has control whether unrestricted, designated or restricted.

The main activity of the church is covered by the unrestricted fund, and the income for this fund was £215,458. This is approximately £26,000 ahead of budget, which as a headline figure looks very healthy. However, this figure is almost solely driven by the clearing of the Archdeacon's loan of £25,000.

Looking at regular giving, our main source of income, we continue to see a decline in this amount. It is difficult at this stage to see the full impact of the stewardship campaign at the end of 2017. We had a 'one-off' boost at the end of the year of around £7,000, which together with some excellent work to recover gift aid more effectively than before, has given us a useful injection. We are yet to fully understand the impact of the stewardship campaign on regular giving, as we are only starting to see that now. If we compare the distribution of last year's income to this, we see a much greater level of one-off donations, as well income from other activities, such as the Friday concert series. While this shift in distribution is undoubtedly genuine, it is difficult to ascertain the shift due to changes in the accounting treatments noted above. Further details are provided in the notes to the accounts.

Related Parties

No payments of expenses were paid to any PCC member, persons closely connected to them or related parties over 2017, except as follows: under the Charities Act 2011, charity trustees may, provided certain conditions are met, pay for the provision of services to the charity by a 'connected person' [falling within the definition contained in Section 118 of the 2011 Act]; at its March 2017 meeting, the PCC (satisfied the relevant conditions were met, process had been followed transparently, and safeguards were in place) appointed Zoe Richings, daughter of a PCC Member, to the salaried position of Church Accountant and made resulting payments to her by this resolution.

Sharing the ministry costs of the Diocese of Chichester

Overall operating costs are about £7,000 lower than last year, and we are in line with our budget forecast for the year. This has been achieved through careful management of expenses and we have been fortunate that our policy of on-going maintenance has kept such unexpected expenses to a minimum.

We are delighted that this year we could increase the mission giving of the church to £6,000, which, together with the Christmas Tree Festival donation to Chailey Heritage and other one-off donations, means we have given nearly £14,500 to other charities this year. Maintaining this level of donations has been built into our future financial plans. Currently, the church is meeting 100% of the costs allocated to the Parish. Further details are of all costs and variations are provided in the notes to the accounts, but highlights include:

Staff costs

The PCC pays for the Parish Administrator, the Church Youth Workers (their salaries until 31st December 2016, and their redundancy payments thereafter), and contributes to The Old School's staff costs through its overall contribution to the running of that building. Further details are provided in the notes to the accounts.

Reserves Policy

It is PCC policy to seek to maintain a balance on unrestricted funds of approximately three months' worth of unrestricted general fund payments as a contingency against unforeseen situations (£38,566 in 2017).

The PCC is also mindful of major upcoming expenditures in relation to lighting, stonework and the roof following next year's planned Church Architect's Quinquennial inspection of the building and has accordingly decided to hold an additional £20,000 in reserves.

The total of the unrestricted funds held at the year-end was £85,088 including an amount of £28,961 designated for use for the management and operation of the Old School Property. The remaining amount £56,127 (£85,088 less £28,961) meets the Reserves Policy.

It is PCC policy to invest funds balances with the CBF Church of England Investment Fund, the CBF Church of England Fixed Interest Securities Fund and the CBF Church of England Deposit Fund.

9. The Old School Board

The Old School achieved its most successful year ever, increasing bookings from hirers compared to 2016, with rental income increasing to £48,999 (£46,535).

The PCC's contributions to maintenance were increased in line with an agreed 3-year programme to £6,663 (£5,696). Operating costs were reduced at £39,975 (£46,334), helped mainly by reduced maintenance and utility expenditure.

Strategic refurbishment, including electrical work, improvement to both serveries and installation of the CCTV system, totalled £13,750, leaving a net surplus of £5,495 (£7,249) to be added to reserves. These stand at £28,961 (£23,466) and remain at a sustainable level of approximately 50% of annual operating expenses. These will be sufficient to cover anticipated significant costs of the lift replacement and decoration of all the public areas, planned for 2018.

The Old School continues to provide a high standard of community accommodation while meeting all necessary statutory obligations on behalf of the PCC. The success of the Old School continues to reflect the hard work and dedication of the staff.

10. The Friends of Holy Trinity Church Cuckfield

2017 was a year of regularisation and expansion for the Friends:

- i. Following the new Independent Examiner's 2016 recommendations, steps were taken at the Friends' AGM to align the constitution more closely with that of PCC. This has led to a better, more productive understanding of each other's position and needs;
- ii. Next, the Committee adopted an expansive view of fund raising activity, not least because of the general reliance on concert music. This will begin to evidence itself through 2018, given the Friends programme 12 months in advance.

Membership subscriptions benefitted from the previous year's recruitment campaign and, whilst inevitably impacted by the sad passing of several valued members, still managed to grow modestly. Coupled with proceeds from fund-raising events, the Friends added a pleasing £7,006 to their reserves (now £54,766).

Members responded with their usual generosity of spirit to fundraising events which comprised: a *Gloria* concert in March performed by *Coro Nuovo*; the *Summer Lunch*, courtesy of President, Bryan Mayou and his wife Susan; and *The Institute Jazz Band's* presentation of *The Sound of New Orleans* in October.

While the two concerts were open to the wider community to help revenue, members of the Friends continued to enjoy priority booking and a discounted ticket price as part of the public benefit of membership.

The Friends are grateful to *Pepperbox*, *Wealden Stores* (sadly now departed), and *Carousel Music* for selling tickets. The year concluded with the customary exclusive *Christmas Tree Festival* preview which was again attended by a large number of members.

One of the PCC's initiatives in 2017 was to encourage Cuckfield's community groups collectively to commemorate the 100th anniversary of the end of World War One and, amidst a great deal of progress on this subject, there emerged the desire to create a permanent memento of the occasion (11th November, 2018): on behalf of its members, the Friends offered to pay for the installation of two new glass doors to open up the South Porch of our Church, thereby creating a view to the War Memorial and South Downs. The offer was made in November and remains a contingent liability against Friends' reserves.

Aware of the survey of the stone work of the Church that the Friends funded in 2016, the Friends will anticipate additional and imminent calls for funds as that is their core purpose. The Friends remain committed to the long-term challenge of increasing and broadening their membership base - to whom we are as ever grateful for their endeavours in helping to secure the future of Holy Trinity Church's wonderful building.

11. Approval

The **Annual Report for the ended Year 31st December 2017** was approved by the PCC and signed on its behalf by The Revd Michael J Maine, Chair of the PCC:

Signed:

Date:

Statement of Financial Activities

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Income and endowments from:							
Donations and legacies	180,089	2,564	5,317	-	187,970	194,160	
Charitable activities	8,258	-	-	-	8,258	4,851	
Other trading activities	27,111	49,928	8,003	-	85,042	81,514	
Investments	-	65	220	-	285	316	
Other receipts	-	-	-	-	-	-	
Total income	215,458	52,557	13,540	-	281,555	280,841	2
Expenditure on:							
Raising funds	3,814	604	2,097	-	6,515	5,967	
Charitable activities	150,451	53,121	2,790	-	206,362	213,445	
Other trading activities	-	-	-	-	-	728	
Other expenditure	-	-	-	-	-	-	
Total expenditure	154,265	53,725	4,887	-	212,877	220,140	3
Net gains (or losses) on investments							
Net income or (net expenditure)	61,193	(1,168)	8,653	-	68,678	60,701	
Transfers between funds	(6,663)	6,663					13
	54,530	5,495	8,653	-	68,678	60,701	
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets	-	-	-	-	-	-	
Other gains/(losses)	-	-	-	-	-	-	
<i>Reconciliation of funds:</i>							
Net movement in funds	54,530	5,495	8,653	-	68,678	60,701	
Total funds brought forward	1,597	23,466	51,904	375,000	451,967	391,266	
Total funds carried forward	56,127	28,961	60,557	375,000	520,645	451,967	

Balance Sheet

	Total Funds <u>2017</u>	Total Funds <u>2016</u>	Notes
	£	£	
Intangible assets	-	-	
Tangible assets	375,000	375,000	
Heritage assets	-	-	
Endowed i	-	-	
Total fixed assets	375,000	375,000	9
Stocks	-	-	
Debtors	9,335	6,217	11
Investments	25,435	21,369	
Cash at bank and in hand	144,865	141,392	
Total current assets	179,635	168,978	
Creditors: Amounts falling due within one year	(33,990)	(67,011)	12
Net current assets or (liabilities)	145,645	101,967	
Total assets less current liabilities	520,645	476,967	
Creditors: Amounts falling due after more than one year	-	(25,000)	
Provisions for liabilities	-	-	
Total net assets or (liabilities)	520,645	451,967	10
The funds of the charity:			
Endowment funds	375,000	375,000	
Designated funds	28,961	23,466	
Restricted income funds	60,557	51,904	
Unrestricted funds	56,127	1,597	
Revaluation reserve	-	-	
Total unrestricted funds	56,127	1,597	
Total charity funds	520,645	451,967	

This Annual Financial Report, for the year ended 31st December 2017, including the notes following, was **Approved** by the PCC and signed on its behalf by
The Revd Michael J Maine

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Date

Notes to the financial report

1 Accounting policies

a Basis of Preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and the Church Accounting Regulations 2006, in accordance with applicable accounting standards and the current (2016) Statement Of Recommended Practice, Accounting and Reporting by Charities, (SORP (FRS 102)).

The financial statements have been prepared under the historical cost convention as modified by the inclusion of investments at market value and the revaluation of fixed assets. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their affiliation to another body, nor those which are informal gatherings of church members.

b Funds accounting

Funds held by the PCC are:

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

Designated funds - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects. This reflects the accounts for the Old School.

Restricted funds - a) income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest; b) donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of the year is carried forward as a balance on that fund.

Endowment funds - funds for which the capital must be maintained; only income arising from the investment of the endowment may be used, either as restricted or unrestricted funds, depending on the purpose set out in the terms of the original endowment.

c Income and endowments

All income and endowments, accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Donations and legacies

Collections are recognised when received.

Planned giving receivable is recognised when there is evidence of entitlement, receipt is probable, and the amount accords with the Gift Aid declaration or other record of intention to donate.

Gift aid recovered is recognised when the income to which it is attached is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding, is received by the PCC.

Charitable activities

Sales of magazines are recognised when received.

Rents from property are recognised in accordance with the rental agreements, when receipt is probable.

Fees for weddings and funerals are accounted for on an event basis.

Other trading activities

Trading activities are where income is receivable in return for selling goods or providing services. Income from trading is recognised either: a - when received, or b - in the case of concerts: for the year in question, irrespective of date of receipt. Advance bookings are included in creditors until the concert has taken place.

Investment income

Dividends are accounted for when due and payable. Interest entitlements are accounted for as they accrue.

Notes to the financial report (continued)

All other income

All other income is recognised in accordance with the above overall policy.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation at 31 December.

d Expenditure

Expenditure is recognised when there is evidence of entitlement, payment is probable and the amount can be measured reliably.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the PCC.

Church Activities

The diocesan parish contribution is accounted for on an annual basis, reflecting the allocation set by our Deanery. Any parish contribution unpaid at 31 December is provided for in these accounts as an operational (though not a legal) liability and is shown as a creditor in the balance sheet.

e Fixed Assets

Tangible fixed assets

Consecrated and beneficed property of any kind is excluded from the accounts by s.10(2) of the Charities Act 2011.

Other land and buildings held on behalf of the PCC for its own purpose is valued at market value. No depreciation is charged but any expenditure on maintenance or improvement is written-off as incurred.

The market value of The Old School was estimated in 1997 at £375,000 by Weber Brown Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Depreciation

From 2011, expenditure on equipment used within the church premises and The Old School will be written-off as incurred.

No depreciation is provided on freehold property as it is the PCC's policy to maintain these assets in a continual state of sound repair. The useful economic life of these assets is so long and residual values so high that any depreciation would not be material. These assets will be subject to annual impairment reviews. Provision will be made if there has been any permanent diminution in value.

Investments

Investments are stated at market value at the balance sheet date.

f Current Assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown a debtors less provision for amounts that may prove uncollectible.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds, or at the bank.

Notes to the financial report (continued)

2 Analysis of income and endowments

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Planned giving	101,700	-	-	-	101,700	136,269	
Planned giving (no tax refunds)	9,516	-	1,126	-	10,642	10,910	
Loose cash collections	11,062	-	-	-	11,062	9,235	
Gift Aid recovered	31,345	-	-	-	31,345	35,119	
Other donations	1,466	2,564	4,191	-	8,221	2,627	
Grants (see note below)	25,000	-	-	-	25,000	-	
Donations and legacies	£180,089	£2,564	£5,317	-	£187,970	<i>£194,160</i>	
Fees for weddings & funerals	8,258	-	-	-	8,258	4,851	
Charitable activities	£8,258	-	-	-	£8,258	<i>£4,851</i>	
Christmas tree festival	13,305	-	-	-	13,305	13,292	
Parish magazine advertising	3,404	-	-	-	3,404	3,261	
Parish magazine subscriptions	1,899	-	-	-	1,899	2,211	
Other subscriptions	-	-	3,535	-	3,535	4,905	
Coffee functions	469	-	-	-	469	538	
Concerts & events	6,721	929	4,468	-	12,118	9,678	
Venue hire	1,313	48,999	-	-	50,312	47,629	
Dividends	-	-	-	-	-	-	
Other trading activities	£27,111	£49,928	£8,003	-	£85,042	<i>£81,514</i>	
Interest on cash deposits	-	65	220	-	285	316	
Investments	-	£65	£220	-	£285	<i>£316</i>	
Total income and endowments on all funds	£215,458	£52,557	£13,540	-	£281,555	<i>£280,841</i>	13

	The parish received a discretionary grant of £25,000 from The Chichester Diocesan Fund and Board of Finance following the sale of the old vicarage at Broad Street, Cuckfield. It was agreed that the grant would be used to repay the outstanding balance of £25,000 of the loan that the parish had received from The Chichester Diocesan Fund and Board of Finance (see note 12).						

Notes to the financial report (continued)

3 Analysis of expenditure on:

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Christmas card and postcards	-	-	-	-	-	55	
Music costs and events	3,814	604	2,097	-	6,515	5,912	
Cost of raising funds	£3,814	£604	£2,097	-	£6,515	£5,967	
Missionary and charitable giving	14,537	-	-	-	14,537	13,615	4
Ministry:							
<i>diocesan parish share</i>	69,038	-	-	-	69,038	66,873	
<i>other clergy costs</i>	-	-	-	-	-	-	
Staff	17,726	16,703	-	-	34,429	42,592	5
Clergy and other people's expenses	4,177	-	-	-	4,177	3,923	
Upkeep of services	7,671	-	2,373	-	10,044	17,269	
Youth and children's work	698	-	-	-	698	511	
Honorariums	8,438	-	-	-	8,438	5,188	
Water, gas and electricity	7,192	9,121	-	-	16,313	19,885	
Church maintenance and repair	9,643	21,211	-	-	30,854	25,090	
Insurance	5,554	3,721	218	-	9,493	9,402	
Printing, photocopying and other office costs	3,441	1,732	199	-	5,372	5,139	
Rental of office space	-	-	-	-	-	-	
Magazine printing	-	-	-	-	-	1,941	
Accounting software and examiner fees	1,016	-	-	-	1,016	774	8
Advertising	1,320	633	-	-	1,953	1,055	
Other	-	-	-	-	-	188	
Cost of charitable activities	£150,451	£53,121	£2,790	-	£206,362	£213,445	
Loan interest	-	-	-	-	-	728	
Cost of other trading activities	-	-	-	-	-	£728	
Total expended on all funds	£154,265	£53,725	£4,887	-	£212,877	£220,140	13

Notes to the financial report (continued)

4 Missionary and charitable giving:

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Overseas:							
<i>Samara's Aid</i>	1,000	-	-	-	1,000	833	
<i>Vision Rescue</i>	1,000	-	-	-	1,000	833	
<i>School in Harare</i>	1,000	-	-	-	1,000	833	
Home							
<i>Crawley Open House</i>	1,000				1,000		
<i>Refugees Welcome</i>	1,000				1,000		
<i>Stone Pillow</i>	-	-	-	-	-	833	
<i>Voices in Exile</i>	-	-	-	-	-	833	
<i>FSW</i>	1,000	-	-	-	1,000	833	
<i>Parkinsons</i>	-	-	-	-	-	7,115	
<i>ChaileyHeritage</i>	7,037	-	-	-	7,037	-	
<i>Holy Trinity CofE School, Cuckfield</i>	1,500	-	-	-	1,500	£1,500	
	£14,537	-	-	-	£14,537	£13,615	

5 Staff costs

	Unrestricted Fund	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
a Remuneration							
<i>Wages and salaries</i>	18,286	16,703	-	-	34,989	£38,067	
<i>Social Security costs (NIC)</i>	- 560	-	-	-	560	4,525	
	£17,726	£16,703	-	-	£34,429	£42,592	

Included in the General Fund are the salaries of 3 members of staff and included in the Designated Fund are 2 members of staff for both 2016 and 2017.

6 Payments to PCC members and transactions with related charities

No payments or expenses were paid to any PCC member and there were no transactions with related charities.

7 Transactions with persons related to PCC members

A family member of a PCC member was employed on a part time basis during the year. Their salary did not exceed £3,000.

8 Governance

	Unrestricted Funds	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
<i>Independent examination</i>	630	-	-	-	630	500	
<i>Accounts production</i>	100	-	-	-	100	100	
<i>Software fees</i>	286	-	-	-	286	174	
	£1,016	-	-	-	£1,016	£774	

Notes to the financial report (continued)

9 Fixed Assets

Tangible fixed assets						
	Freehold land and buildings	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total fixed assets	Notes
	£		£	£	£	
Cost or valuation						
At 1 January 2017	375,000	-	-	-	375,000	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2017	375,000	-	-	-	375,000	
Charge for impairment						
At 1 January 2017	-	-	-	-	-	
Additions	-	-	-	-	-	
Disposals	-	-	-	-	-	
Revaluation	-	-	-	-	-	
At 31 December 2017	-	-	-	-	-	
Net book amounts						
At 31 December 2017	£375,000	-	-	-	£375,000	
<i>At 31 December 2016</i>	<i>£375,000</i>	-	-	-	<i>£375,000</i>	

The Freehold Land and Building comprises the Old School building. The market value was estimated in 1997 at £375,000 by Weber Brown, Estate Agents. It is not considered to be economic to revalue the building, since the PCC has no plans for its disposal.

Notes to the financial report (continued)

10 Analysis of net assets by fund

	Unrestricted Funds	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Fixed assets for church use	-	-	-	375,000	375,000	375,000	
Investment fixed assets	-	-	-	-	-	-	
Current assets (except cash)	8,387	456	492	-	9,335	6,217	
Cash at bank and on deposit	81,730	28,505	60,065	-	170,300	162,761	
Current liabilities	(33,990)	-	-	-	(33,990)	(67,011)	
Long term liabilities	-	-	-	-	-	(25,000)	
	£56,127	£28,961	£60,557	£375,000	£520,645	£451,967	

11 Debtors

	Unrestricted Funds	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Gift Aid	4,527	-	392	-	4,919	4,957	
Weekly Sheet Donation	254	-	-	-	254	500	
Fees for Weddings and Funerals	538	-	-	-	538	419	
Prepayments	1,551	-	-	-	1,551	-	
Other Donations	1,063	-	-	-	1,063	100	
Venue Hire Fee	300	-	-	-	300	45	
Other Debtors	154	456	100	-	710	196	
	8,387	456	492	-	9,335	£6,217	

12 Creditors: amounts falling due within one year

	Unrestricted Funds	Designated Fund	Restricted Fund/s	Endowed Fund/s	Total Funds 2017	Total Funds 2016	Notes
	£		£	£	£	£	
Diocesan Loan due	-	-	-	-	-	25,000	
Archdeacon Loan due	-	-	-	-	-	10,000	
Personal Loan due	10,000	-	-	-	10,000	10,000	
Giving to Charities	15,018	-	-	-	15,018	12,265	
Gift Aid	-	-	-	-	-	2,902	
Utility Bills and Inspections	2,560	-	-	-	2,560	1,476	
Church Maintenance	913	-	-	-	913	1,199	
Interest on Diocese Loan	-	-	-	-	-	728	
Governance Costs	730	-	-	-	730	600	
Rental	260	-	-	-	260	487	
Other	4,509	-	-	-	4,509	2,354	
	£33,990	-	-	-	£33,990	£67,011	

Notes to the financial report (continued)

13 Statement of funds

Explanation of funds

Endowed funds are required by the donors to be invested and the income spent on specific objectives

The endowed fund comprises the land and buildings.

Restricted funds are not invested permanently but are to be spent within reasonable timescales

The Friends of Holy Trinity Fund holds funds raised by members of the Friends of Holy Trinity who hold fundraising events during the year.

The Music Fund holds funds donated to further the music ministry of the Church.

The Aumbry Fund holds funds donated to purchase an Aumbry.

The Roof Fund holds funds donated to repair and restore the Church roof.

Unrestricted funds are not subject to any donor restrictions and can be spent as the PCC decides

The unrestricted fund includes the Old School Designated Fund which manages and operates the Old School property.

Summary of all funds

Fund income and expenditure and final balances are as follows:

	Balances b/fwd 1 Jan 2017	Income	Expenditure	Transfers, other gains and losses	Balances c/fwd 31 Dec 2017
	£	£	£	£	£
Land & Buildings	375,000	-	-	-	375,000
Total of all endowed funds	375,000	-	-	-	375,000
Friends of Holy Trinity Fund	47,760	9,520	(2,514)	-	54,766
Music Fund	4,144	-	(2,373)	-	1,771
Aumbry Fund	-	3,020	-	-	3,020
Roof Fund	-	1,000	-	-	1,000
Total of all restricted funds	51,904	13,540	(4,887)	-	60,557
Old School Operating Fund	23,466	52,557	(53,725)	6,663	28,961
Total of all designated funds	23,466	52,557	(53,725)	6,663	28,961
General fund	1,597	215,458	(154,265)	(6,663)	56,127
Total of all unrestricted funds	1,597	215,458	(154,265)	(6,663)	56,127
Total funds	£451,967	£281,555	£(212,877)	-	£520,645

14 Transfers between funds

A transfer of £6,663 was made during the year from the General Fund to the Old School Designated Fund as a contribution towards the running costs of The Old School.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ECCLESIASTICAL PARISH OF HOLY TRINITY CUCKFIELD [Registered Charity No.1131432]

I report on the accounts of Holy Trinity Church Cuckfield for the year ended 31st December 2017 which are set out on pages 11-20.

Respective responsibilities of trustees and examiner

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

Having satisfied myself that the church is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

Since the gross income for the year exceeds the amount provided in section 145(3) of the Act, I confirm that I am qualified to act as Independent Examiner under the provisions of that section of the Act and that my qualification is as shown below.

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

- accounting records were not kept in accordance with section 130 of the 2011 Act, *or*
- the accounts do 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 come across no other 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.

Signed by:

Steve Brentnall FCIE (*Fellow of the Association of Charity Independent Examiners*)

1 Meadow View Cottages
Town Littleworth
LEWES BN8 4TH

Date: