

Charity Number:
1132916

St Thomas' Church Trowbridge

Report and Accounts

For the Year ended

31 December 2012

Munro Audit Limited
Chartered Accountants
and Registered Auditors
31 Stallard Street
Trowbridge
Wiltshire
BA14 9AA

St Thomas' Church Trowbridge
Legal and Administrative Information

Charity Number	1132916
Address	St Thomas Church York Buildings Trowbridge Wiltshire BA14 8PT
Chair	Rev. Allan Coutts
Ex-Offio Clergy	Rev. Francis Atkins (resigned August 2012)
Trustees Management Committee	Angela Grist Graham Leeder Michael McHugh (resigned March 2012) Martyn Whittock Majory Wade (resigned March 2012) Roy Brown Esther Brown (appointed May 2012) Caroline Fone (appointed May 2012) Brian Wade Jayne Gibbons Martin Wakelin Stuart Brown Barbara Hakes Mark Bennett Madeleine Archer Ian Pearson Nigel Simpson (resigned October 2012) Clive Bates (resigned October 2012)
Accountants	Munro Audit Limited Chartered Accountants 31 Stallard Street Trowbridge Wiltshire BA14 9AA

St Thomas' Church Trowbridge

Trustees' Report

The Trustees, submit their annual report and the unaudited financial statements for the year ended 31 December 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity

St Thomas' is an Anglican church situated on the north-east side of Trowbridge. The parish consists of the area around the church, Paxcroft Mead which was added to the parish in 2000 and since December 2010, part of the old Holy Trinity parish including the Broadmead estate situated on the west side of the town. At Easter 2009 St Thomas' planted Kingfisher Church on Paxcroft Mead, meeting at the Mead School, and since 2010 has also been responsible for the care and maintenance of Holy Trinity Church, Stallard Street (as a Chapel of Ease).

Besides the above, the Parochial Church Council (PCC), together with the incumbent Rev. Allan Coutts, are also responsible for the church hall, church rooms and cottage (currently let to tenants) situated on the St Thomas' site and for the care of the grounds.

Aims and purposes

By preaching the word of God, openness to the Holy spirit, and heartfelt worship, we encourage people to have a personal relationship with the Lord Jesus Christ and seek to be a Catalyst for God's blessing to those in our congregation, the parish and to the people of Trowbridge. Our mission is to 'prepare the hearts of the people and the structures of the church for the next great move of God in England'.

We aim to reach out to the local community by:

- Running parent, toddler and Messy Church groups
- Encourage the use of our premises by both the Guiding and Scouting organisations
- Renting our facilities to other groups covering a range of interests and ages from the Pre-School group to the University of the Third Age.
- Making Holy Trinity available for a wide range of church and community events
- Being involved with local schools. Bellefield, The Mead and, Walwayne Court, are all schools within St Thomas' Parish. Bellefield is a Church of England controlled school and members of the church are on the governors. The Ladies' group Beracah take assemblies at Bellefield and the Mead each term.

We aim to reach out to Trowbridge by being actively involved in:

- CATA (Christian Action in the Trowbridge Area) an organisation of Christian churches who keep each other informed of their activities and work together on town-wide events.
- Running alpha, marriage and parenting courses regularly
- Running 'The Pulse' a monthly youth worship and ministry event
- Frequent rise up church, rise up women and menunited events.
- Frequent 'Street Pastors' in the town centre on Saturday evenings
- Prophetic arts workshops and exhibitions
- Soup run, Breakthrough, Storehouse and debt counselling - adressing the issue of poverty, homelessness and alcohol abuse in Trowbridge.
- Impax, a youth group that meets on Paxcroft Mead
- The Vicar is also part of the recently established County Council Chaplaincy team.

For our worshipping congregations we provide:

- Sunday morning worship each week consisting of Holy communion, morning service and family service on a rotation. There is also an informal evening service each week.
- Early morning Holy Communion services twice a month and a monthly afternoon BCP followed by fellowship
- Junior church groups for all ages (0-18) meeting on Sunday mornings, Youth cell and Mind the gap (for young adults)meeting at other times

St Thomas' Church Trowbridge

Trustees' Report

- Weekly midweek cells, housegroups and prayer groups
- Offering prayer ministry after morning and evening service every Sunday
- Beracah, a ladies group which meets weekly and also provides a link with the toddler and Messy Church groups by inviting them to termly socials
- Mens' sport which meets on a Saturday morning
- STAG (St Thomas' Action Group) doing practical jobs for people in need

Wider Church family

The church is also concerned with the wider church, with 3 members of the PCC being on the Deanery Synod with another as lay chairman. Two members are also on the Diocesan Synod. As mentioned, we play a full part in CATA (Christian Action in the Trowbridge Area). The church supports charities and missions both national and overseas, giving at least 10% of our income annually. We have a mission awareness programme and speakers from various missions come and speak at our morning services throughout the year.

Structure of the Church

St Thomas' is a vibrant, outward looking and growing church with many demands on its time and money and seeks, under the guidance of the Vicar, to grow and develop in a way that is pleasing to God. Towards this end the Vicar has regular meetings with the staff team, consisting of the Churchwardens and other church leaders, to seek and listen to the Lord and find ways this can be translated into the life of the church. These ideas are then brought to the PCC (Parochial Church Council). The PCC is a part elected, part ex-officio, body which is responsible for the finance and fabric of the church and meets bi-monthly to discuss and vote on any issues brought to it. Any urgent business which occurs between PCC meetings is dealt with by the standing committee consisting of the Vicar, Churchwardens, PCC Secretary and Treasurer. There is also a weekly Church management team meeting chaired by the Church Manager dealing with day-to-day operational matters.

In close co-operation with the Vicar, the church employs a full-time Church manager with responsibility for day-to-day operations, administration, event and project management within the church, and a part-time office manager, who carries out the administrative tasks of the Church office and is the front line contact for those phoning or calling to see the Vicar. We also employ a part-time Church plant leader for Kingfisher Church, previously funded by a grant from the Aldhelm Fund, and a part-time youth co-ordinator (vacant at present). There are also two part-time cleaners and during the past year two part-time gardeners. We give a small honorarium to the Verger.

We are extremely grateful to those members of the congregation who give their time and energy so willingly to cover the numerous other roles that are needed to ensure the smooth running of a church of this size. These include all those involved in finance, maintenance of the buildings, junior Church work including the creche, the worship group including those on the sound and AV desks, toddlers and Messy Church, Alpha and Parenting terms, prayer ministry, readers, sidespeople and hospitality team, who welcome people on Sunday and make coffee, plus those who give lifts and undertake countless other jobs which enable us to function. Among the more time consuming unpaid posts within the church are the Churchwardens, PCC secretary and treasurer, Holy Trinity co-ordinator and finance team.

Future challenges

If the scope and numbers involved in our activities continue to increase, we recognise that additional salaried staff may become necessary. We also hope to carry out significant capital improvements to Holy Trinity Church and the St Thomas' Church site in the near future. We will continue to support the mission of Kingfisher Church to the Paxcroft Mead area as major new housing development gets underway and seek ways to reach out to the Broadmead end of the parish. We are also in the process of developing a

St Thomas' Church Trowbridge
Trustees' Report

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees are responsible for the preparation of financial statements that give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make sound judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on a going-concern basis, unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. The Trustees 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.

Independent Examiners

The Trustees have taken all appropriate steps to establish that the examiners are aware of any relevant financial information.

A resolution will be proposed at the Annual General Meeting that Munro Audit Limited be appointed as independent examiners to the charity for the coming year.

This report was approved by the Board on

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Trustee

Date

**St Thomas' Church Trowbridge
Independent Accountants' Report**

**Report of the Independent Accountants to the members of St Thomas Church Trowbridge
For the year ended 31 December 2012**

We report on the accounts for the Charity for the year ended 31st December 2012, in respect of an independent examination carried out under the Charities Act 2011.

Respective responsibilities of trustees and examiner

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

It is our responsibility to:

- examine the accounts (under section 145 of the 2011 Act)
- follow the procedures laid down in the General Directions given by the Charity Commissioners; and
- state whether particular matters have come to our attention

Basis of independent examiners opinion

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 131 of the 2011 Act, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Munro Audit Limited
31 Stallard Street
Trowbridge
Wiltshire
BA14 9AA

Date

St Thomas' Church Trowbridge
Statement of Financial Activities (including summary income & expenditure account)
For the year ended 31 December 2012

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<u>Incoming Resources</u>					
Incoming resources from generated funds:					
Voluntary income	2	170,066	210	170,276	159,834
Activities for generating funds	3	15,827	8,788	24,615	15,869
Investment income - interest received		884	-	884	706
Church activities		104	-	104	270
Other incoming resources	4	-	-	-	8,297
Total incoming resources		186,881	8,998	195,879	184,976
<u>Resources expended</u>					
Costs of generating funds:	5	-	-	-	-
Charitable activities:	6	180,487	12,617	193,104	182,908
Governance costs:	7	500	-	500	1,668
Total resources expended		180,987	12,617	193,604	184,576
<u>Net incoming resources/ (resources expended)</u>		5,894	(3,619)	2,275	400
Realised gains on investment assets		-	-	-	-
<u>Net incoming resources including realised gains on investments</u>		5,894	(3,619)	2,275	400
Unrealised losses on investment assets		-	-	-	-
<u>Net movement in funds</u>		5,894	(3,619)	2,275	400
Funds balances brought forward at 1 January		106,462	31,231	137,693	137,293
Funds balances carried forward at 31 December		112,356	27,612	139,968	137,693

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

St Thomas' Church Trowbridge
Balance Sheet
As at 31 December 2012

	Notes	2012	2011
		£	£
Current assets			
Cash at bank and in hand		146,860	140,167
Creditors: amounts falling due within one year			
	11	(6,892)	(2,474)
Net current assets		<u>139,968</u>	<u>137,693</u>
Net assets		<u>139,968</u>	<u>137,693</u>
Funds			
Unrestricted funds	12	112,356	106,462
Restricted funds	13	27,612	31,231
Total Funds	20	<u>139,968</u>	<u>137,693</u>

The Trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The trustees acknowledge their responsibilities for:

(i) ensuring that the Charity keeps proper books and records which comply with section 221 of the Act; and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

Approved by the trustees on

Date

St Thomas' Church Trowbridge
Notes to the Accounts
For the year ended 31 December 2012

1 Accounting policies

Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) and the Charities Act 2011.

Incoming resources

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

Resources expended

Grants and donations are accounted for when paid over. The diocesan parish share is accounted for when due. Amounts received specifically for missions are dealt with as restricted funds. All other expenditure is generally recognised when it is incurred and accounted for gross. The value of services provided by volunteers is not included within these financial statements.

Fixed assets

Assets recognised but not valued in the statement of assets and liabilities include the gatehouse cottage and the Church hall and rooms as reliable cost information is not available.

Funds

Restricted funds represent income from trusts or endowments which may be expended only on those restricted objects provided in the terms of the trust or bequest, and donations or grants received for a specific object invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund. The PCC does not usually invest separately for each fund.

Unrestricted funds are general funds which can be used for PCC ordinary purposes. Some of these funds may be designated by the PCC for specific purposes but they remain unrestricted and the PCC may, at its discretion, designate them for other purposes.

2 Voluntary Income	Unrestricted	Restricted	2012	2011
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Planned giving	146,062	210	146,272	120,857
Donations	846	-	846	6,594
Gift Aid Tax refunds	23,158	-	23,158	25,683
Grants	-	-	-	6,700
	<u>170,066</u>	<u>210</u>	<u>170,276</u>	<u>159,834</u>
3 Activities for generating funds	Unrestricted	Restricted	2012	2011
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Hall income	8,100	-	8,100	8,388
Room income	1,727	-	1,727	1,270
Cottage income	6,000	-	6,000	5,237
Holy Trinity income	-	8,788	8,788	974
	<u>15,827</u>	<u>8,788</u>	<u>24,615</u>	<u>15,869</u>

St Thomas' Church Trowbridge
Notes to the Accounts
For the year ended 31 December 2012

4 Incoming resources from charitable activities	Unrestricted Funds	Restricted Funds	2012 Total Funds	2011 Total Funds
	£	£	£	£
Sundry income	-	-	-	410
Holy Trinity opening transfer	-	-	-	7,887
	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,297</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>8,297</u></u>
5 Costs of generating funds	Unrestricted Funds	Restricted Funds	2012 Total Funds	2011 Total Funds
	£	£	£	£
	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
6 Charitable activities	Unrestricted Funds	Restricted Funds	2012 Total Funds	2011 Total Funds
	£	£	£	£
Charitable activities	124,863	6,700	131,563	95,463
Church organisations	3,872	-	3,872	4,197
Kingfisher church	13,532	-	13,532	8,648
Holy Trinity	-	5,917	5,917	13,197
Church office expenses	2,270	-	2,270	12,454
Church expenses	23,582	-	23,582	40,024
Hall expenses	10,691	-	10,691	7,701
Cottage expenses	1,677	-	1,677	1,224
	<u>180,487</u>	<u>12,617</u>	<u>193,104</u>	<u>182,908</u>
	<u><u>180,487</u></u>	<u><u>12,617</u></u>	<u><u>193,104</u></u>	<u><u>182,908</u></u>
7 Governance costs	Unrestricted Funds	Restricted Funds	2012 Total Funds	2011 Total Funds
	£	£	£	£
Accountancy	500	-	500	500
Support costs	-	-	-	1,168
	<u>500</u>	<u>-</u>	<u>500</u>	<u>1,668</u>
	<u><u>500</u></u>	<u><u>-</u></u>	<u><u>500</u></u>	<u><u>1,668</u></u>
8 Operating surplus/(deficit)			2012	2011
			£	£
This is stated after charging:				
Staff costs			53,224	35,265
Accountancy			<u>500</u>	<u>500</u>
			<u>53,724</u>	<u>35,765</u>

The total number of full time equivalent employees during the year was 2 (2010 - 4).

No employees received emoluments as defined for taxation purposes of over £60,000.

St Thomas' Church Trowbridge
Notes to the Accounts
For the year ended 31 December 2012

9 Resources analysis

	Charitable activities	Church office expenses	Church expenses	Hall expenses	Cottage expenses	Church organisations	Kingfisher church	Holy Trinity	Governance	2012 Total	2011 Total
	£	£	£	£	£	£	£	£	£	£	£
Costs directly allocated to activities											
Deanery share	64,534									64,534	65,431
Vicars expenses	694									694	721
Church giving	21,820									21,820	21,108
Salaries	44,515						8,709			53,224	35,265
Telephone		690								690	2,292
Insurance			2,701	824	291					3,816	4,368
Website costs			2,254							2,254	-
Heat and light			7,798	4,560						12,358	10,318
Music and licences			484				372			856	745
Sundry			711				208			919	2,712
Printing			2,413				355			2,768	2,927
Church running costs			147	582						729	758
Stationery		1,580								1,580	1,624
Rent							3,205			3,205	3,109
Rates				1,170						1,170	1,461
Training			1,092				365			1,457	3,289
Alpha/Life worth living						1,110				1,110	809
Youth work						1,406				1,406	2,004
Camp support						1,000	318			1,318	613
Cell						148				148	35
Holy Trinity costs								5,917		5,917	13,197
Messy Church			5,554	3,555	1,386					10,495	9,950
Audio visual system			428							428	1,168
Subscription and fees						208			500	708	672
Total Resources Expended	131,563	2,270	23,582	10,691	1,677	3,872	13,532	5,917	500	193,604	184,576

St Thomas' Church Trowbridge
Notes to the Accounts
For the year ended 31 December 2012

10 Taxation

In accordance with the provisions of the Income and Corporation Taxes Act 1988, the company is exempt from corporation tax due to its charitable status.

11 Creditors: amounts falling due within one year	2012	2011
	£	£
The Pulse creditor	5,747	1,974
Other creditors	1,145	500
	<u>6,892</u>	<u>2,474</u>

12 Unrestricted funds

	Balance as at 1 January 2012	Income	Expenditure	Balance as at 31 December 2012
	£	£	£	£
General fund	46,271	186,881	(180,987)	52,165
Transfer reserves		(7,500)		(7,500)
Designated Funds:				
Building Development	56,066	-	-	56,066
Cottage upkeep	4,125	-	-	4,125
Redundancy reserve transferred	-	7,500	-	7,500
	<u>106,462</u>	<u>186,881</u>	<u>(180,987)</u>	<u>112,356</u>

13 Restricted funds

	Balance as at 1 January 2012	Income	Expenditure	Balance as at 31 December 2012
	£	£	£	£
Hardship fund	3,678	210	-	3,888
Musgrave Brown	872	-	-	872
Holy Trinity fund	19,981	8,788	(5,917)	22,852
Aldhelm mission	6,700	-	(6,700)	-
	<u>31,231</u>	<u>8,998</u>	<u>(12,617)</u>	<u>27,612</u>

14 Trustee expenses

The trustees neither received nor waived any emolument during the year. (2011 - £ Nil).

15 Company Limited by Guarantee

The company is limited by guarantee not having a share capital. Every member of the company undertakes to contribute such amounts as may be required (not exceeding £1) to the assets of the company if it should be wound up while he is a member or within one year after he ceases to be a member, for payments of the company's debts and liabilities contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributories among themselves.