

**Edinburgh: Portobello and Joppa Parish Church
(Church of Scotland)**

**The Trustees' Annual Report and Accounts
for the Year Ended 31 December 2019**

**Church of Scotland Congregation Reference Number: 010103
Scottish Charity Reference Number: SC011728**

Edinburgh: Portobello and Joppa Parish Church Trustees' Annual Report Year Ended 31 December 2019

The trustees present their annual report and financial statements of the charity for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

Objectives and Activities

The Church of Scotland is Trinitarian in doctrine, Reformed in tradition and Presbyterian in polity. It exists to glorify God and to work for the advancement of Christ's kingdom throughout the world. As a national church, it acknowledges a distinctive call and duty to bring the ordinances of religion to the people in every parish in Scotland through a territorial ministry. The Church of Scotland cooperates with other churches in various ecumenical bodies in Scotland and beyond.

Edinburgh: Portobello and Joppa Parish Church was formed as a new church in August of 2014 after a three-way union. In subsequent years we have focused on a number of issues and areas to ensure sustainability and vitality. 2019 was a year of consolidation but also of reflecting upon conversations and discussions taking place in the wider church. The Church of Scotland General Assembly of 2019 offered some challenging and radical proposals that of necessity have been mentioned, discussed and some of which have been addressed. Some of these themes are mentioned in subsequent paragraphs.

Below are presented a number of headings corresponding to those of the teams which play such a vital part in the life of the church. A Conveners Team, membership of which is drawn from those Elders who oversee one of the operational teams, helps to provide a smaller forum for discussion and preparation for our Session, the group that guides the running of the church.

Worship and Education: We continue to offer two services each Sunday and the average attendance continues to be approximately 220-230. There were 8 baptisms in 2019, the minister conducted 4 weddings and the ministry team conducted approximately 30 funerals. Some services provide a focus for the community at important times. Our Remembrance Service this year was again well attended with numerous people from the community and from other churches. Our numerous Christmas Eve and Christmas services similarly filled the sanctuary, thus offering worship for almost 1,000 over the course of less than 24 hours. Interestingly, one of these services, whose attendance had been dropping, was exceptionally well attended. We thus provide a vital spiritual need to the community as the only Church of Scotland in Portobello and Joppa. Other groups also use our space for services: Towerbank Primary; the Portobello Squadron of the ATC; and the 25th BB Company. Worship is also provided elsewhere: Queen's Bay Lodge and Charis House (HQ for Crossreach, the social service arm of the Church of Scotland).

Edinburgh: Portobello and Joppa Parish Church Trustees' Annual Report Year Ended 31 December 2019

Objectives and Activities - Continued

Worship and Education (continued): Our youth programme continues to thrive thanks to the efforts of our Family Worker and the many committed volunteers. There are approximately 80 children and youth on the books. Average attendance for our Breakfast Club (Youth Group) is approximately 15 and supplemented by weekends away. Average attendance for the primary children is approximately 25-30 per Sunday. In both areas, we depend heavily on the time and efforts of volunteers. In 2019 we again offered 4 all-age services in order to involve the younger generation. In 2019, with Session agreement and in response to conversations with our children, our primary sections took part in our communion services.

In response to a Session discussion and the encouragement of one of our young adults, our Sanctuary was open during specific times in Advent as a respite from the noise and bustle of the holiday season. An average of 10 people attended each time and the initiative drew much attention on social media: approximately 3K 'likes' on Facebook.

In response to the General Assembly of 2019 and in particular its Radical Action Plan, we have noted and will continue to discuss one of the key aspects of these proposals. Congregations have been asked to focus efforts on the 40's and under, and we are fortunately in an excellent position from which to work

Outreach: Our outreach continues to thrive as a result of an excellent Outreach Team and the willingness of many members of the congregation. Organisations such as Bethany Care Van, Bethany Night Shelter, Fresh Start, Wilson Memorial Church Food Shelf, Christian Aid and Mary's Meals have benefitted from our efforts, as well as the Scottish Association of Mental Health and CreativEnergie. Our provision of hall space is of great value to the community. A number of groups meet at the church, ranging from those that provide for newborns (Coffee Time) and toddlers (Twins Group and Toddler's Group) to those that provide tea, coffee and conversation for those who are older (Coffee Clubs, Exercise, Guild). In between are many others: Boys' Brigades, Rainbows/Guides/Brownies, Drama Groups, dancing, etc. It is a healthy mix of church and community groups. In addition, members of the ministry team, the staff team and the congregation are active in the community. The minister is chair of the Portobello Older People's Project, visits the Monday Centre, is chaplain at Queen's Bay Lodge Care Home and is chaplain at Towerbank Primary School, Portobello High School and the Portobello ATC branch. The associate minister, Lourens de Jager, takes part weekly in a faith-based gathering at the high school and provides a faith-based afterschool club at Towerbank Primary School. Many members of the congregation also volunteer for local charities.

Pastoral Care: We continue to support people in the church and in the orbit of the church through a system of pastoral care and oversight, as well as the provision of gatherings that allow people to meet and help one another. Our new database allows us to track visits that are done by members of the congregation and they are significant, especially in a world where there is so much loneliness and isolation. Worship services, with a light meal afterwards, are provided twice a year for those who find it difficult to attend, and a transport rota ensures that less mobile members can attend on a Sunday morning. Flowers are provided to those who are in our thoughts and are an excellent means of expressing care.

Communication: We now have a public Facebook page which has increased our visibility on social media and a recent pamphlet has been produced for distribution. Advertising for our Christmas services was well received and effective. Our magazine continues to reach 550 households in the church and community. We are grateful to the convener of the team, as well as the many volunteers, for all of their input.

Halls: As mentioned above, we offer our halls to a variety of commercial, community and church groups (approximately 35 in total) and we strive to ensure that they are clean, safe and accessible, especially through the efforts of our convener, our caretaker and our church administrator.

Property: A variety of property work has been undertaken this past year but the main focus has been accessibility. Drawings and discussions have been drawn up in order to improve accessibility into our halls. The work is complex and ongoing.

Edinburgh: Portobello and Joppa Parish Church Trustees' Annual Report Year Ended 31 December 2019

Objectives and Activities - Continued

Finance: We continue to have healthy finances but a recent review of a recent financial strategy has indicated that we have a greater challenge than anticipated a number of years ago: givings are decreasing and we rely more heavily on income accrued from funds held by the national church. Moreover, drawing on the discussions at the 2019 General Assembly, a great deal of time and effort has been expended to ensure that each Elder/Trustee has a working knowledge and understanding of our finances. Our Finance Team, led by the convener and the treasurer, have contributed greatly to this initiative.

Wider Church: We continue to take an active part in the wider church. The minister is involved with a number of Church of Scotland teams at the city and national level (Presbytery Strategy Team; interim moderator at St. Margaret's; Deployment of Resources Team with contributions to the Leith Churches and London Road Churches; the Rethinking Initial Training Team for Ministries Council; and a facilitator for the Ministry Training Network), as are members of the congregation. There are strong connections with other local denominations and these are evident in the many local initiatives: Christian Aid Week door-door collection; Christian Aid Carol Service; Week of Prayer for Christian Unity midday services and lunch; and the Portobello Churches' Holiday Club, which involves people from 6 different congregations. We have, with other local churches, hosted two discussion groups with the Muslim Imam who is the first paid Muslim chaplain in a university in Scotland (Napier University).

Achievements and Performance

Our numbers remain relatively healthy, the financial pressures notwithstanding, and we have welcomed several new members recently, including three of our teenagers. It was pointed out to us during our attempts to understand more fully our finances that we are one of only a small number of churches in the Church of Scotland that contribute over £150,000 to the central church in order to support its work.

Achievements and performance depend on expectations. Ours were focused this year: continue to try to implement some of the ideas generated over the past few years and focus on some of the suggestions offered by GA 2019. We have worked hard to accomplish tasks in these areas.

Risk Management

Data Protection: Thanks to the insights and advice of our data protection officer, we have coped with recent GDPR changes and have undergone a review of our policies.

Protection of Vulnerable Groups: Thanks to the work of our PVG officer, our PVG processes are clear and strong.

Compliance: And, thanks to the work of our property team and others, the necessary paperwork to ensure compliance has been addressed appropriately.

Edinburgh: Portobello and Joppa Parish Church

Trustees' Annual Report

Year Ended 31 December 2019

Financial Review

Incoming Resources

The principal income of the Church is generated through monthly standing orders from members. This is augmented by weekly offerings at the Church Services on the Sunday, donations for the use of our various halls, fundraising and income tax recovered on Gift Aid.

The total income represents the income designated to the Congregational Fund. This sum is exclusive of legacies received which the Trustees invest in the Church of Scotland Investors Trust, only the income from these investments is treated as designated income for statistical purposes. In 2019 Total Income amounted to £230,756 (2018 £237,968). Total Expenditure is the expenditure designated to the Congregational Fund. In 2019 this amount to £225,696 (2018 £218,434).

In the past year Congregational Income (Offerings) amounted to £143,255 (62.08% of total income) in comparison with last year's income of £148,747 (62.51%) of the Church's Income Resources. The sum of £25,955 (11.25%) was received from Income Tax Received from Gift Aid during the year against the 2018 figure of £27,157 (11.25%).

Donations for the use of Halls amounted to £13,507 (5.85% of total income) in comparison with the 2018 figure of £13,597 (5.71% of total income).

Investment Income represents £8,394 (3.46% of Total Income) in comparison with the 2018 figure of £7,821 (3.29%) of the Churches incoming resources. The majority of investments are held in accounts with the Church of Scotland Investment Trust Deposit, Income and Growth Funds which in turn produces interest to help in the funding of the Children's and Family Worker.

Fundraising monies are normally earmarked for Fabric Repairs to the two Complexes. The amount raised this year amounting to £2,372 (2018 £2,197).

Funding was received from the Church of Scotland General Trustees for the General Fund amounting to £31,657 (13.72% of Total Income) (2018 £31,043 (13.05%)). This was to assist in the payment of property running expenses. The Fabric Fund also received nil (2018 nil) towards the Health and Safety building works required on the properties. (No major building works were undertaken)

Resources Expended

Far and away the largest expenditure is that of the Ministries & Mission allocation by the central church of £118,647 being 52.57% of all expenditure. This calculation is based on the Income received during the past three years 2015, 2016 and 2017. Part of this contribution is credited to the National Stipend Fund, which bears the costs of all Ministers' stipends and employers contributions for national insurance, pension, housing and loan fund. In 2018 we were asked for £111,690 (51.13% of total expenditure).

Overall

The total resources expended in the day to day running of the Church increased from £218,434 in 2018 to £225,696 this year.

The General Fund showed a surplus of £8,060 (£47,155 deficit in 2018). Two legacies were received in 2019 totalling £3,000 (2018 nil).

Edinburgh: Portobello and Joppa Parish Church Trustees' Annual Report Year Ended 31 December 2019

Reserves Policy

It is the Trustee's policy to hold a minimum reserve of approximately three months expenditure including designated funds. At the end of the year the Church held cash funds of £276,937 (2018 £264,194).

Investments

The Church holds a number of investments with Church of Scotland Investors Trust, as noted in note 9 to the accounts £741,284 (2018 £642,016).

Governing Document

The Church is administered in accordance with the terms of the Deed of Constitution.

Administrative Details

Primary leadership comes from the office bearers (the minister, the Session Clerk, the Treasurer) as well as a Convenors' Team and the Kirk Session.

Organisational Structure

Portobello and Joppa Parish Church is a part of the Church of Scotland, which covers the geographical entirety of Scotland. It is Presbyterian in structure and thus depends on a system of courts, from the General Assembly through Presbyteries to the local Kirk Session. The trustees are the members of the Session.

We are using a Unitary Constitution, in which Session sets priorities and makes major decisions, whilst a number of teams carry out the necessary tasks. All teams are led by an elder and these elders are listed in Trustees. It is not felt necessary to include all team members as Trustees. The teams are as follows: Finance; Fabric; Worship and Education; Communication; Social; Pastoral and Outreach. They are convened by an Elder of the church and each team will have on it a mixture of members of the congregation and elders. The teams are allowed enough latitude for them to carry out their function but with the structure whereby any major decisions, as defined by the Session, will be brought to the Session for discussion and agreement.

In order to encourage maximum participation from session members and from the congregation, there is a 3 year rotation for conveners and for members of the team. This rotation will allow wider participation and also a variety of viewpoints which will mean that any decisions will reflect more fully the views of the congregation.

In essence, this structure allows us to retain a view of our overall aims while encouraging participation in the execution of the necessary details.

**Edinburgh: Portobello and Joppa Parish Church
Trustees' Annual Report
Year Ended 31 December 2019**

Trustees

Members of the Kirk Session (Names Redacted)

**Edinburgh: Portobello and Joppa Parish Church
Trustees' Annual Report
Year Ended 31 December 2019**

Trustees - continued

Principal Office Bearers

Minister: Name redacted

Associate Minister: Name redacted

Session Clerk: Name redacted

Church Treasurer: Name redacted

Principal Office: The Church Office
1 Brunstane Road North
Edinburgh, EH15 2DL

Charity Reference Number: SC011728

Congregation Reference Number: 010103

Independent Examiner Sarah Hollis CA
Hollis Accounting Limited
3 Melville Crescent, Edinburgh, EH3 7HW

Banker Bank of Scotland
153 Portobello High Street, Edinburgh, EH15 1AG

**Edinburgh: Portobello and Joppa Parish Church
Trustees' Annual Report
Year Ended 31 December 2019**

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which show 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 the financial statements, the trustees are required to

1. Select suitable accounting policies and then apply them consistently;
2. observe the method and principles in the applicable Charities SORP;
3. make judgements and estimates that are reasonable and prudent;
4. state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
5. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information on the congregation's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees and signed on their behalf,

**(Name redacted)
Finance Convenor**

Date: 5th March 2020

**Edinburgh: Portobello and Joppa Parish Church
SC011728**

**Independent Examiner's Report to the Trustees of Portobello and Joppa Parish
Church**

I report on the accounts of the charity for the year ended 31 December 2019 which comprise the Statement of Financial Activities, Balance Sheet, Accounting Policies and notes 1 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) regulations 2006 (as amended).

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanation from trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would require an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that any material respect the requirements: to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Hollis CA
Member of the Institute of Chartered Accountants Scotland
Hollis Accounting Limited
3 Melville Crescent
Edinburgh, EH3 7HW

Date: 23rd March 2020

Edinburgh: Portobello and Joppa Parish Church
Statement of Financial Activities
Year Ended 31 December 2019

	Note	Unrestricted Funds 2019	Unrestricted Funds 2018
Income from:			
Donations and legacies	1	186,280	190,953
Charitable activities	2	21,862	22,227
Investments	3	26,642	26,287
Other	4	31,657	31,043
Total Income		<u>266,441</u>	<u>270,510</u>
Expenditure on:			
Charitable Activities	5	246,862	337,659
Total Expenditure		<u>246,862</u>	<u>337,659</u>
Net Income/(Expenditure)		19,579	(67,149)
Net Gains/(Losses) on investments		66,278	(25,786)
Net Income/(Expenditure) and net movement in funds		<u>85,857</u>	<u>(92,935)</u>
Reconciliation of funds:			
Total funds brought forward		1,597,484	1,690,419
Total funds carried forward		<u>1,683,341</u>	<u>1,597,484</u>

There is no restricted or endowment income or expenditure in either year.

**Edinburgh: Portobello and Joppa Parish Church
Balance Sheet
At 31 December 2019**

	Note	2019		2018	
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets	8		652,804		661,208
Investments	9		<u>741,284</u>		<u>672,016</u>
			1,394,088		1,333,224
Current Assets					
Debtors	10	13,500		3,000	
Bank and Cash	11	<u>276,937</u>		<u>264,194</u>	
			<u>290,437</u>		<u>267,194</u>
Less: Current Liabilities					
Falling due within one year	12	<u>1,184</u>		<u>2,934</u>	
Net Current Assets			289,253		264,260
Net Assets			<u><u>1,683,341</u></u>		<u><u>1,597,484</u></u>
Unrestricted Funds	14				
General Fund		282,081		274,021	
Fabric Fund		516,402		504,883	
Revaluation of Investments		234,858		168,580	
Manse Fund		<u>650,000</u>		<u>650,000</u>	
			<u><u>1,683,341</u></u>		<u><u>1,597,484</u></u>

The accounts were approved by the Trustees on

For and on behalf of the Trustees

**(Name redacted)
Finance Convenor
5th March 2020**

**(Name redacted)
Treasurer
5th March 2020**

Edinburgh: Portobello and Joppa Parish Church Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts are set out below.

Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The 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 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund accounting

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Endowment funds are funds which have been given on the condition that the original capital sum is not reduced, but the income there from is used for the purpose defined in accordance with the objects of the charity.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP FRS 102 the general volunteer time of congregation members is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised as expenditure in the period of receipt.

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.

Edinburgh: Portobello and Joppa Parish Church Accounting Policies - continued

Fixed Assets

The charity has the right to occupy and use for its charitable objects certain tangible fixed assets, including the Church, halls and manse, vested in the Church of Scotland. No consideration is payable for the use of these assets. Expenditure incurred on the repair and maintenance of these assets is charged as expenditure in the Statement of Financial Activities in the period in which the liability arises.

All tangible fixed assets costing in excess of £10,000 having a value to the charity greater than one year, other than those acquired for specific purposes, are capitalised. Depreciation is provided on a straight-line basis to write off the cost or initial value, less residual value, of tangible fixed assets over their estimated useful lives:

Fixtures, fittings and office equipment	7 years
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Investments

Fixed asset investments are stated at market value at the balance sheet date. Unrealised gains and losses represent the difference between the market value at the beginning and end of the financial year or, if purchased in the year, the difference between cost and market value at the end of the year. Realised gains and losses represent the difference between the proceeds on disposal and the market value at the start of the year or cost if purchased in the year.

Taxation

Edinburgh: Portobello and Joppa Parish Church (Church of Scotland) is recognised as a charity for the purposes of applicable taxation legislation and is therefore not subject to taxation on its charitable activities. The charity is not registered for VAT expenditure therefore include irrecoverable input VAT.

Edinburgh: Portobello and Joppa Parish Church
Notes forming part of the financial statements
for the year ended 31 December 2019

	Unrestricted Funds 2019 £	Unrestricted Funds 2018 £
1. Donations & Legacies		
Offerings	143,255	148,747
Tax Recovered on Gift Aid	25,955	27,157
Unrestricted Legacies	3,000	0
Fabric Fund Donations	11,650	11,879
Other	2,420	3,170
	<u>186,280</u>	<u>190,953</u>
Income from Donations and Legacies were all unrestricted.		
2. Income from Charitable Activities		
Weddings	1,228	500
Fundraising Events	2,372	2,197
Use of Premises	18,262	19,530
	<u>21,862</u>	<u>22,227</u>
Income from Charitable activities was all unrestricted.		
3. Investment Income		
Church of Scotland Investors Trust: Congregational Fund	8,394	7,821
Fabric Fund Plus Dividends from Other Companies	18,248	18,466
	<u>26,642</u>	<u>26,287</u>
Investment income was all unrestricted.		
4. Other Income		
Receipts from General Trustees	31,657	31,043
	<u>31,657</u>	<u>31,043</u>
Other Income was all unrestricted.		

Edinburgh: Portobello and Joppa Parish Church
Notes forming part of the financial statements
for the year ended 31 December 2019

	Unrestricted Funds 2019 £	Unrestricted Funds 2018 £
5. Analysis of Expenditure		
Ministries and Mission Allocation	118,647	111,690
Presbytery Dues	4,755	4,022
Ministry Expenses	1,723	2,383
Probationer Expenses	0	0
Pulpit Supply	0	0
Other Salary Costs	51,434	49,622
Fabric Repairs and Maintenance	21,166	19,213
Council Tax, Water Charges and Insurance	16,912	17,440
Other Building Costs	14,614	14,621
Church Office Expenses	3,973	3,407
Christian Education and Outreach	3,234	4,211
Organ and Music	255	715
Audio Visual System Depreciation	8,404	8,404
Other Expenses	719	893
Governance: Ind. Examination	1,026	1,026
General Trustees Stipend Fund	0	100,012
	<u>246,862</u>	<u>337,659</u>

Support costs have not been separately identified as the trustees consider there is only one charitable activity. Therefore support costs relate wholly to that activity and have not been separately identified.

Expenditure on charitable activities was all unrestricted.

Edinburgh: Portobello and Joppa Parish Church
Notes forming part of the financial statements
for the year ended 31 December 2019

6. Staff Costs and Number	2019 £	2018 £
Salaries and Wages	50,720	49,188
Social security and Pension costs	714	434
	<u>51,434</u>	<u>49,622</u>

The average number of employees during the year, calculated on the basis of a head count, was as follows:

Administration	1	1
Family Worker	1	1
Music staff	1	1
Premises maintenance	2	2

No employee had employee benefits in excess of £60,000 (2018 Nil).

All Church of Scotland congregations contribute to the National Stipend Fund which bears the costs of all ministers' stipends and employer's contributions for national insurance, pension and housing and loan fund. Ministers' stipends are paid in accordance with the national stipend scale, which is related to years of service. For the year under review the minimum stipend was £27,585 and the maximum stipend (in the 5th and subsequent years of service) £33,899.

7. Trustee Remuneration and Related Party Transactions

(Name redacted), who is a member of the Kirk Session, received £4,500 (2018 £4,570) for her services as Musical Co-ordinator.

The minister received expenses of £4,408 (2018 £5,290).

The Associate Minister received expenses of £249 (2018 £100).

(Name redacted), who is a member of the Kirk Session received £12,030 (2018 £11,940) for her services as Church Administrator and Book-keeper.

(Name redacted) who is a member of the Kirk Session received £17,871 (2018 £17,736) for her services as the Family Worker.

No trustee or a person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

During the year a total of £48,175 (31.10%) of normal giving (2018 £52,346 (33.59%)) was donated to the congregation by Trustees.

Normal giving of £154,905 (2018 £160,626) encompasses General Fund Offerings of £143,255 (2018 £148,747) and Fabric Fund Donations of £11,650 (2018 £11,879).

Edinburgh: Portobello and Joppa Parish Church
Notes forming part of the financial statements
for the year ended 31 December 2019

8. Tangible Fixed Assets

	£	£	£
Cost	Buildings	AV System	Total
At 1 January 2019	650,000	58,830	708,830
Additions	0	0	0
At 31 December 2019	<u>650,000</u>	<u>58,830</u>	<u>708,830</u>
Accumulated Depreciation			
At 1 January 2019	0	47,622	47,622
Charge for the Year	0	8,404	8,404
At 31 December 2019	<u>0</u>	<u>56,026</u>	<u>56,026</u>
Net Book Value			
At 1 January 2019	<u>650,000</u>	<u>11,208</u>	<u>661,208</u>
At 31 December 2019	<u>650,000</u>	<u>2,804</u>	<u>652,804</u>

The Trustees consider the manse to have a value in the region of £650,000.
The Heritage Properties consisting of the Church, Church Hall and Church House are not recorded in the accounts. It is currently not possible to place a valuation on the Heritage Properties.

Prior Year Comparitives

	£	£	£
Cost	Buildings	AV System	Total
At 1 January 2018	650,000	58,830	708,830
Additions	0	0	0
At 31 December 2018	<u>650,000</u>	<u>58,830</u>	<u>708,830</u>
Accumulated Depreciation			
At 1 January 2018	0	39,218	39,218
Charge for the Year	0	8,404	8,404
At 31 December 2018	<u>0</u>	<u>47,622</u>	<u>47,622</u>
Net Book Value			
At 1 January 2018	<u>650,000</u>	<u>19,612</u>	<u>669,612</u>
At 31 December 2018	<u>650,000</u>	<u>11,208</u>	<u>661,208</u>

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9. Investments	2019	2018
	£	£
Market value at 31 December	672,016	797,814
Investments Purchased In Year	2,990	0
Investments Uplifted In Year	0	(100,012)
Gains on investments	66,278	(25,786)
	<u>741,284</u>	<u>672,016</u>
Investments at cost		
Church of Scotland Growth Fund	279,452	278,455
Church of Scotland Income Fund	226,974	224,981
	<u>506,426</u>	<u>503,436</u>

Note: The charity also holds 200 shares in Marks and Spencer plc and 1,968 ordinary shares in British Petroleum plc.
The Trustees consider those to have a nil value as they cannot be sold.

10. Debtors	2019	2018
	£	£
Debtor	10,500	0
Gift Aid Tax Refund Due	3,000	3,000
	<u>13,500</u>	<u>3,000</u>

11. Bank and Cash	2019	2018
	£	£
Bank of Scotland Treasurers Accounts	125,906	187,333
Bank of Scotland Savings Account	75,024	0
Other Bank Account	1,080	1,934
Church of Scotland Deposit Fund	74,927	74,927
	<u>276,937</u>	<u>264,194</u>

12. Creditors	2019	2018
	£	£
Accruals	<u>1,184</u>	<u>2,934</u>

13. Analysis of Net Assets Between Funds	2019	2018
	Unrestricted £	Unrestricted £
Fixed assets investment	1,394,088	1,333,224
Net current assets	289,253	264,260
	<u>1,683,341</u>	<u>1,597,484</u>

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14. Movements in Funds

	At 1 January 2019 £	Income £	Expenditure £	Investment Revaluation £	At 31 December 2019 £
Unrestricted Funds					
General Fund	274,021	233,756	(225,696)	0	282,081
Fabric Fund	504,883	32,685	(21,166)	0	516,402
Revaluation of Investments	168,580	0	0	66,278	234,858
Manse Fund	650,000	0	0	0	650,000
	<u>1,597,484</u>	<u>266,441</u>	<u>(246,862)</u>	<u>66,278</u>	<u>1,683,341</u>

Prior Year Comparitives

	At 1 January 2018 £	Income £	Expenditure £	Investment Revaluation £	At 31 December 2018 £
Unrestricted Funds					
General Fund	321,176	237,968	(285,123)	0	274,021
Fabric Fund	491,554	32,542	(19,213)	0	504,883
Revaluation of Investments	227,689	0	(33,323)	(25,786)	168,580
Manse Fund	650,000	0	0	0	650,000
	<u>1,690,419</u>	<u>270,510</u>	<u>(337,659)</u>	<u>(25,786)</u>	<u>1,597,484</u>

15. In common with all congregations of the Church of Scotland the congregation benefits from the contributions made by volunteers who give their time and talents willingly for the benefit of the Church. The areas of congregational life which rely on the contribution of volunteers are many and varied and much of the activity would be unable to continue were it not for the commitment shown.

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Appendix 1

Special Collections and Collections for Third Parties

Income		£
The Guild		2,960
Sunday Stars		724
Christian Aid Committee		7,150
Christmas Eve		2,058
Retiral Collections & Other Events		1,769
The Social Team		554
		<u>12,892</u>
Expenditure		
The Guild	Guild affiliation fees	840
	Guild Project: Malawi Fruits	600
	Guild Project: Boys Brigade	600
	Crossreach Perinatal Services	50
	Feast of Life Choir	50
	Fairisle Bird Sanctuary	50
	Portobello & Joppa Parish Church Breakfast Club	50
	Portobello & Joppa Parish Church	500
	PJPC Caretaker	220
		<u>2,960</u>
Sunday Stars		
Note: it is the Trustees decision that all expenditure in relation to the Sunday Stars is met from the main funds of the Church. All income generated through the children's activities is therefore donated to charity.		
This year the children allocated the income as follows:		
		£
	Baked Potato Lunch 03/03/2019 ASHA	194
	Baked Potato Lunch 03/03/2019 Richmond's Hope	294
	Cupcake Sunday 02/06/2019 Christian Aid	236
		<u>724</u>
Christian Aid Committee		
	Christian Aid Door to Door Collection	3,808
	Christian Aid week Lunch 12/05/2019	874
	Burns Supper 19/01/2019	1,700
	Feast of Life Concert 31/03/2019	670
	Fair Trade Stall	98
		<u>7,150</u>
Christmas Eve Collections		
	Scottish Association for Mental Health	1,029
	Light for Life CREATIVengerie	1,029
		<u>2,058</u>
Retiral Collections and Other Events		
	Mary's Meals 24/02/2019	578
	Diadem (Bethany Christian Trust) 13/10/2019	601
	Poppy Sale	590
		<u>1,769</u>
The Social Team		
	Chest Heart & Stroke	277
	PJPC	277
		<u>554</u>

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Appendix 2

Funds Held by General Trustees of Church of Scotland

	2019 £	2018 £
Capital Account		
Investors Trust Investments at 31st December	749,800	749,800
Investors Trust Deposit Fund	<u>200,614</u>	<u>200,614</u>
	<u>950,414</u>	<u>950,414</u>
Market value of Investments at 31st December	<u>860,339</u>	<u>788,432</u>
Revenue Account		
Credit balance at 31st December	<u>0</u>	<u>0</u>
Temporary Account	<u>211</u>	<u>209</u>

The Charity is not entitled to the direct proceeds of the sale of the Old Parish Manse which was disposed of in 2014, St James Manse which was disposed of in 2015, the St James Complex which was disposed of in 2016 and the the Old Parish Complex which was disposed of in 2017.

The net proceeds of the sale were invested, less a 10% levy deducted for the benefit of other churches, by the Church of Scotland General Trustees.

The interest receivable now and in future years from this fund can only be used to fund property expenditure.

Funds held in the Church of Scotland Stipend Fund

Funds held	<u>800,012</u>	<u>800,012</u>
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The General Trustees of the Church of Scotland have invested the above funds for the benefit of the Charity in the Church of Scotland Stipend Fund.

The deemed interest from the Stipend Fund reduces the direct cost of Ministry and Mission on the charity.