ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR YEAR ENDED

31.12.2018

REIGATE PARK UNITED REFORMED CHURCH

CHARITY REGISTRATION NUMBER: 1130103

REIGATE PARK CHURCH UNITED REFORMED CHURCH CHARITY REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st DECEMBER 2018

INTRODUCTION

This report is produced in accordance with the requirements of FRS 102 (the Financial Reporting Standard applicable in the UK and Republic of Ireland), and the Statement of Recommended Practice issued by the Charities Commission, Charities SORP (FRS102).

OBJECTIVES AND ACTIVITIES

As a local congregation of the United Reformed Church, Reigate Park United Reformed Church seeks to advance the Christian religion through its activities and the facilities offered to the community by its building, and described more specifically in its mission statement which states:

Reigate Park Church is a family of people who seek to worship a loving and forgiving God and to discover how we belong to Him. Our aim is to explore what it means to have faith in Jesus living in today's world for ourselves and others. Therefore we try to be led by God's spirit to make all our services and meetings vibrant and relevant. We attempt to be a community which demonstrates Christ's care and love for all.

The Elders' Meeting is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and has regard to it in the administration of the Church. The Elders' Meeting believes that the Church provides benefit to the public by:

• providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for the congregation and for anyone else who wishes to benefit from what the Church offers;

• promoting Christian values and service by members of the congregation to the community, for the benefit of individuals and society as a whole.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The activities of Reigate Park United Reformed Church are overseen by the Elders' Meeting of the Church in accordance with the provisions of The Structure of the United Reformed Church determined by the General Assembly of the United Reformed Church, and supplemented by the constitution of Reigate Park United Reformed Church. The governing document of the registered charity is a statement adopted by the Church Meeting on 17th March 2009. The Church Meeting consists of those persons who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the membership roll of such local church. The Church Meeting has the ultimate authority on the life and work of the Church. The Elders' Meeting is responsible for the financial administration of the Church, and the care and maintenance of Church premises and the manse, provide advice and recommendations to the Church Meeting whilst fulfilling their responsibilities as Trustees. The members of the Elders' Meeting are the trustees of the registered charity during their period of service as Elders. Up to 12 members of Reigate Park Church can be nominated and elected by the members of Reigate Park Church at Church Meeting to be serving Elders. Elders serve for 3 years, retire by rotation and are eligible for re-election. There is normally a limit of two consecutive periods of service. The Elders' Meeting met 11 times during the year. The Elders are assisted in the administration of the Church and its property by committees established for: Finance Committee, Premises and Management Committee, Media Group, Social and Fundraising Committee, Worship Planning Group

These committees report to Elders and Church Meeting at least annually. The Church Meeting met five times in 2018 The Church had a full time Minister paid from the URC central Ministry and Mission Fund and employed three part time members of staff, the Minister's PA, Church & Community Manager. A contractor was used for cleaning and caretaking for the year.

The Church building and the manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties.

ADMINISTRATIVE INFORMATION

Name and Status

Reigate Park United Reformed Church Charity is a local church of the United Reformed Church in Great Britain, and is a member church of Southern Synod of the Church. It was registered on 11th June 2009 as Charity Number 1130103.

Reigate Park Church is situated at Park Lane East, Reigate, Surrey, RH2 8BD. Tel: 01737 249766 email office@reigateparkchurch.org The Church Office is normally open Monday – Friday 9 am – 1 pm.

Trustees

Those who served during 2018 were:

Susan Knight	Wendy Hopkins	Tina Papworth
Mavis Proctor	George Watt	Peter Whipps
Hilarie Wilson	David Mercer (until 6 August 2018)	Ian Buck (until 4 June 2018)
Hannah Robertson		
Richard Wilson		

The members of the Elders' Meeting for the time being are recognised as the charity trustees.

Trustees' Responsibilities Statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. 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.

Trustees receive advice and training on all matters necessary to enable them to perform their duties. The Trustees are aware of their responsibilities for assessing and managing the risks faced by the church and continue to implement plans to mitigate those risks. The principal risks to the finances and continuity of the church are the church buildings. This is addressed by a regular programme of maintenance and improvement.

Independent Examiner

The Independent Examiner is Mr Keith Halstead MA (Oxon) FCA 60 Woodcote Hurst, Epsom Surrey KT18 7DT.

The Church building and the manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties.

FINANCIAL REVIEW

Details of the Church's Income and Expenditure and its assets at the year-end are given in the Financial Statements for the year. Accounts for 2018 show a surplus in the General Fund of £14,286 (2017 - £22,562). The Trustees have designated £70,000 to hold in reserve for the 2018 financial year in accordance with the Reserves Policy (The equivalent of four months general running costs, three month's salary costs and likely capital expenditure.)

Unfortunately despite strenuous efforts to promote the Church Weekend in May 2018 it made a loss of £2,763.

We were fortunate to receive four legacies amounting to £102,572.22.

Urgent roof repairs are required on the hall roof and it is also hoped to refurbish the hall. At present the costs are unclear. It is hoped to cover most of the cost of these through grants. Our quinquennial survey of the premises indicated that the remainder of the premises is in a good state of repair.

It is planned to use some of the legacy money we have received in 2018 to employ a Family and Children's worker.

The budget for 2019 is a balanced one excluding the potential costs for the hall.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

• Work has continued on the 6 Priorities listed below which were identified and accepted at a Church Meeting on 17 April 2016 following the LMMR process. This is an ongoing process and forms part of the monthly Elders meeting Agenda.

1. Address the reasons for falling attendance at Sunday service

2. Encourage more people to volunteer, to spread the workload of the many jobs that are central to the life of the church

3. Review the pastoral care system and ensure that it is understood

4. Clarify the expectations regarding the appointment of a new youth worker.

5. Improve communications with the large number of organisations and groups that use the premises

6. Encourage awareness of how the church's environmental footprint could be reduced.

2018 saw a number of special events, some well-established plus a few new ones.

- Acting as one of the venues for the Redhill and Reigate Music and Drama Festival.
- Welcoming Reigate Methodist Church for our Maundy Thursday Service and joining with them for Good Friday.
- In January a Church Family Lunch was held to launch the Church Family Weekend
- In March we welcomed back the GSA Singers from Guildford University and raised just over £1,000 for Coco's Foundation
- In June we organised an Afternoon Tea with renowned local Harpist Margaret Watson for Local Residents and members of our congregation.
- The Nativity Service presented by the Junior Church which involved a number of rehearsals to practice old and new songs enhanced the Christmas celebrations.

- The Carol Service took on a different format which was Café Style and included Christmas Tea.
- As part of our Christmas Services £606 was raised for our Christmas Charities – Médecins San Frontières and St Catherine's Hospice. These events were well supported and received.
- During 2018 we had 6 baptisms and 3 new members were received into membership. Sadly four church members and one adherent died during the year and two people resigned their membership.
- Our organist of almost 29 years, Phillip Down stepped down. The Church is very grateful for his faithful service. We were very fortunate to be able to appoint one of our members, John Knight as his replacement.
- A new Bible discussion group started on Monday evenings meeting on roughly a fortnightly basis.
- Dementia Awareness and First Aid training sessions were held during the year.
- The Church hosted the Easter Experience for year 5's from 12 local schools on behalf of SparkFish, a local Christian schools work charity. This was attended by nearly 800 children over four days. SparkFish also presented 'The Christmas Journey' for almost 500 Year 2 children at Reigate Park Church over 5 days, involving 8 schools. A number of Church members volunteered for these alongside people from other local churches.
- The Easter Workshop was held from 3rd – 6th April. The theme was Jungle Jamboree based on the parables told by Jesus. In total 50 children attended over the four days. The volunteers worked really well as a team and the young volunteers proved to be a real asset.
- A Church Family Weekend in May 2018 was held at The Selsdon Park Hotel, South Croydon. Although the numbers were disappointing it proved to be a successful weekend of teaching and fellowship led by Rev Neil Thorogood, Principal of Westminster College Cambridge.
- Junior Church remains an important part of the life of the Church with 28 leaders and helpers and 60 children and young people on the books. All age services now take place monthly which complements the variety of sessions run each Sunday. The annual barbecue took place in July. Reigate Park has been successful in renewing our Child Friendly Award.
- Messy Church has been held on Friday afternoons 6 times during 2018 on a variety of themes. 35 children and 27 adults attended for one or more of these events and it was supported by 18 helpers.
- The Church Book Club continued to regularly meet discussing a variety of books. A special evening was held with the author Lara Pawson.
- Reigate Park Church continues to support CoCo's Foundation as our overseas project, with a monthly collection of clothes and fundraising events. Also in the autumn there was a collection of clothing and bedding for Crawley Open House.
- Reigate Park Church continued to support Christian Aid with a soup and sweet lunch and a collection during Christian Aid Week.
- Other charities supported included The Leprosy Mission, UNICEF, SparkFish, Homestart (gifts for children donated by the congregation) and East Surrey Winter Night Shelter (members volunteering). The monthly Traidcraft stall ran for the first part of the year until the supplier closed down.
- Relationships with Reigate Park Playgroup remain strong. The Playgroup had another Ofted inspection and was rated as good.
- The Church continues to support much valued organisations which meet on the premises in particular Conquest Art and the Contact Centre. The premises are well used by the community including Uniformed Organisations (Brownies, Scouts, Cubs, Beavers and Trefoil Guild) and the University of the Third Age.
- The Church is regularly used by local schools for festival services and as a venue for a variety of concerts.
- On-Line communications continue to attract a growing number of people and organisations via the church website, Facebook, Twitter. Events at the church are regularly reported in the Surrey Mirror. We have a monthly Church magazine, The Record, which is available in hard copy and electronically.

- Work has continued on maintaining the fabric of the church building and grounds with a number of outstanding issues being dealt with.
- The Minister continues in the role of Surrey and Sussex Synod Area Leader and as a member of Synod Mission Council and now also serves as a Synod Trustee. In addition he is a trustee for SparkFish the churches' ministry in local schools and became chair of Governors at a local infant school.
- One of our members, Mrs Dorothy Ross-Tomlin, was elected as Mayor of Reigate and Banstead with Revd George Watt serving as her chaplain. We had the privilege of hosting the Civic Service in June and the Civic Carol Service in December which involved two local choirs. The Minister led the Act of Remembrance and Service in Redhill on the occasion of the 100th Anniversary of the ending of the First War. Mrs Susan Knight shared in leading the Act of Remembrance at the South Park War Memorial with the Uniformed Organisations and some of the congregation joining with the congregation of St Luke's Church of England. The War Memorials from the old churches in South Park and the High Street were displayed in the church foyer.
- Looking back over 2018 the Minister and Elders offered effective leadership in helping the Church to fulfil its aims and objectives and indeed build on them. The Church is assisted by the numerous volunteers who give tirelessly of their time and effort to ensure Reigate Park Church fulfils its place within the local community.
- The priorities for 2019 are reviewing the LMMR report to ensure it is a 'living document' including updating the action plan; becoming an eco-church; refurbishing the Church Hall including repairing the roof; appointing a Children and Family Worker

This report was approved by the Elder Meeting on **12 June 2019**. This report is signed on its behalf by:

Susan Knight

Mrs Susan Knight – Church Secretary and Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

REIGATE PARK UNITED REFORMED CHURCH

I report to the charity trustees on my examination of the accounts of the Reigate Park United Reformed Church (the Church) for the year ended 31 March 2018.

Responsibilities and basis of report

The Elders as Charity Trustees of the Church are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Church's accounts as carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

Since the Church's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Church as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Report) 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; or
4. the accounts have not been prepared in accordance with the methods and principles of 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 the Republic of Ireland (FRS 102)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by the Independent Examiner

Signature: **Keith Halstead**

Date: **20/08/19**

Keith Halstead MA (Oxon) FCA
60 Woodcote Hurst
Epsom
Surrey KT18 7DT

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

STATEMENT OF FINANCIAL ACTIVITIES

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2018 Total £	Last Year 2017 Total £
INCOMING RESOURCES						
Offerings		77,663			77,663	80,288
Donations		6,898	1,315		8,213	3,388
Monies raised for outside causes	3			5,005	5,005	5,066
Gift Aid tax repayments		16,615			16,615	18,543
Church weekend				3,340	3,340	970
Legacies			102,572		102,572	
Property income from use of premises	4	40,921			40,921	39,692
Insurance Claim		1,660			1,660	-
Bank interest & investment income		1,231	1	79	1,311	664
Sundry income		2,177			2,177	1,851
Total receipts		147,165	103,888	8,424	259,477	150,462
RESOURCES EXPENDED						
Ministry & Mission Fund		66,746			66,746	65,818
Ministers' Pension Fund					-	-
Church running costs	5	58,157	3,322		61,479	46,542
Minister's and manse expenses	6	5,969			5,969	6,626
Programme activity costs	7	1,681		3,395	5,076	7,211
Support of outside causes				6,476	6,476	5,619
Maintenance and repairs			17,621		17,621	15,603
Sundry expenses		326			326	531
Special project payments			-69		-69	
Total payments		132,879	20,874	9,871	163,624	147,950
INCOME/EXPENDITURE		14,286	83,014	-1,447	95,853	2,512
TRANSFERS between funds						
Gross transfers between funds - in			21,390	4,669	26,059	15,278
Gross transfers between funds - out		-14,582	-10,873	-604	-26,059	-15,278
TOTAL FUNDS b/fwd 1 January 2018		7,278	98,286	56,248	161,812	159,300
TOTAL FUNDS c/fwd 31 December 2018		6,982	191,817	58,866	257,665	161,812

REIGATE PARK UNITED REFORMED CHURCH
STATEMENT OF ASSETS AND LIABILITIES

	Note	This Year 2018 Total £	Last Year 2017 Total £
Tangible Asssets	8	3,769	0
Monetary assets			
Charity Commissioners deposit		0	33,690
Charity Commissioners JMF		0	19,556
Cambridge & counties Bank		81,827	50,732
National Westminster current		59,837	9,968
Charities Aid Foundation current		109,489	42,313
Building Society Account		0	111
Petty Cash		90	131
Kitchen BS Account			1,338
Total monetary assets	9	251,243	157,839
Debtors			
Outside causes unbanked collections		515	0
Prepayments		4,548	3,973
Other Debtors		598	0
		5,661	3,973
Creditors			
Owing to outside causes		1,951	0
Other creditors		1,057	0
		3,008	0
TOTAL NET ASSETS		257,665	161,812
Represented by:-			
Unrestricted general funds		6,982	7,278
Unrestricted designated funds	2	191,817	98,286
Restricted funds		58,866	56,248
		257,665	161,812

APPROVED by the Trustees on 20/9/2019 and signed on their behalf by

George D Watt

Revd George Watt - Minister and Trustee

The notes on pages 3 and 4 form part of this financial statement

REIGATE PARK UNITED REFORMED CHURCH

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2018

NOTES

1 ACCOUNTING POLICIES

This report is produced in accordance with the requirements of FRS 102 and the Statement of Recommended Practice (FRS 102) issued by the Charities Commission.

2 FUND ACCOUNTING

UNRESTRICTED FUNDS may be used by the Church for any of its ordinary purposes.

DESIGNATED FUNDS represent unrestricted funds set aside by the Church for specific designated purposes; they can be transferred back into general funds at the Church's decision.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Children's & Youth Work Fund	6,829	800		-720	6,909
Special Project Fund	20,119	102,572	2,599	-10,153	109,939
Repairs & Maintenance Fund	-		17,621	21,390	3,769
Reserves	70,000				70,000
Kitchen Fund	1,338	516	654		1,200
Totals for designated funds	98,286	103,888	20,874	10,517	191,817

Gift Aid of £60 is included in the 'Youth' Fund Receipts.
£14,000 was transferred from the General Fund and £7390 from 'SPF' to Repairs & Maintenance
£720 was transferred from 'Youth' Fund to 'Church Weekend'
£2763 from 'SPF' was transferred to 'Church Weekend'
Legacies £102,572 were received into the SP Fund
The funds held in reserves represent the ammount set aside to comply with the Reserves policy for general running costs.

RESTRICTED FUNDS represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent for the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Endowment Fund	40,000				40,000
The John Mercer Youth Fund	19,457	78		-600	18,935
Church Weekend	-4,113	3,340	3,210	3,983	0
Benevolent Fund	111	270	185	4	200
Outside causes (inc St Bede's)	793	4,736	6,476	678	-269
Totals for restricted funds	56,248	8,424	9,871	4,065	58,866

£2763 from 'SPF' and £500 from the JM Account was transferred to 'Church Weekend'
St Bede's received a transfer of £175 from the General Fund
£407 collected at christmas 2017 was transferred from the General Fund to Ouside causes
£720 was transferred from 'Youth' Fund to 'Church Weekend'
£100 was transferred from JM Fund to 'Outside Causes'

Endowment Fund
- Capital can only be used in accordance with the terms of the former Kingswood Congregational Chapel Fund and interest used for the maintenance and upkeep of buildings

John Mercer Youth Fund
- to provide grants to young people to assist them to take part in activities which will help them to develop educationally, socially and spiritually. The capital is £17,694.31

Benevolent Fund
- to assist people in straitened circumstances.

Church Weekend
- to hold monies collected for this event

Outside causes
- to support outside causes as they arise.

NOTES - continued

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2018 Total £	Last Year 2017 Total £
3	**MONIES RAISED FOR OUTSIDE CAUSES**					
	Water Aid			170	170	0
	Co-Co's Foundation			1,451	1,451	302
	Leprosy Mission			373	373	798
	Unicef			316	316	388
	St Bedes School			100	100	200
	St Catherine's Hospice			303	303	0
	Jenna's Wish			0	0	302
	Downs Syndrome Association			87	87	586
	Sightsavers			88	88	304
	Surrey Talking Newspapers			170	170	0
	Medicins sans Frontieres			304	304	0
	Other outside causes inc Benevolent Fund			270	270	2,186
	Totals raised for outside causes	0	0	3,632	3,632	5,066
	Fundraising expenses incurred			1,374	1,374	
	Balance as per SOFA	0	0	5,005	5,005	5,066
4	**PROPERTY INCOME FROM USE OF PREMISES**					
	Lettings	22,539			22,539	27,790
	Rental Church House	13,200			13,200	9,200
	Church group contributions	5,182			5,182	2,702
	Total property income	40,921	0	0	40,921	39,692

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2018 Total £	Last Year 2017 Total £
5	**CHURCH RUNNING COSTS**					
	Utilities	8,092			8,092	3,942
	Insurance	5,489			5,489	1,325
	Pension payments	369			0	369
	Minister's Personal Assistant	10,027			10,027	9,734
	Church & Community Manager	12,573			12,573	11,765
	Cleaning/caretaking	17,611			17,611	15,722
	Stationery and photocopying	1,502			1,502	1,853
	Pulpit supply	400			400	162
	Purchase of equipment & sundries		3,322		3,322	394
	Licences and music	678			678	167
	Sundries	1,440			1,440	526
	Subs and Donations	345			345	583
	Total church running costs	58,526	3,322	0	61,479	46,542
6	**MINISTER'S AND MANSE EXPENSES**					
	Utilities	928			928	970
	Insurance	595			595	550
	Council tax	3,099			3,099	2,939
	Ministers expenses	1,347			1,347	2,167
	Total minister's and manse expenses	5,969	0	0	5,969	6,626
7	**PROGRAMME ACTIVITY COSTS**					
	Childrens' activities	1,056			1,056	1,189
	Church Weekend			3,210	3,210	5,107
	Benevolent Fund payments			185	185	415
	SparkFish support	625			625	500
	Total programme activity costs	1,681	0	3,395	5,076	7,211

		This Year 2018 Total £	Last Year 2017 Total £
8	**TANGIBLE ASSETS**		
	Plant & Equipment:-		
	Additions during the year	4,309	0
	Depreciation in the year	-540	0
	Net book value at 31 December 2018	3,769	0

Depreciation on Plant & Equipment is provided at 20% on a straight line basis.

9 **MONETARY ASSETS**

The church monies are not held in segregated accounts.
The distribution of assets between funds is shown for illustrative purposes only.

10 **ASSETS USED FOR CHURCH PURPOSES**

The church building and the manse at 7 Priory Drive are vested in URC Southern Synod Trust as trustees and are not church assets. They are held for the benefit of Reigate Park Church in accordance with the statutory trusts applicable to URC properties under the URC Acts.

There may be minor discrepancies and rounding errors in these accounts as the underlying records are kept in pence