

WOOLWICH COMMUNITY CHURCH
Annual Report and Financial Statements
of the Trustees of the Church
For the year ended 31 May 2019

Chair of Trustees
Debo Oluwatuminu

Bank:
Barclays Bank, Welling

Independent Examiner:
Ms. Sue Peach

Charity Number:
1157291

**WOOLWICH COMMUNITY CHURCH
(REG. CHARITY TO 1157291)**

TRUSTEES ANNUAL REPORT

FOR THE PERIOD 1ST JUNE 2018 TO 31ST MAY 2019

Woolwich Community Church

The Church is a registered charity which operates principally in the Woolwich area of South East London within the borough of Royal Greenwich. Its main area of activity is on the Woolwich Common Estate, and our membership is principally drawn from the SE18 area.

The Church is a Charitable Incorporated Organisation and is registered with the Charity Commissioners. The Church's governing document is its Constitution.

Woolwich Community Church's principal registered address as a Charity is 28 Kinlet Road, Shooters Hill, SE18 3BY.

The Aims of Woolwich Community Church

The aims and objectives of the Church are as set out in our Constitution - namely:-

- The advancement of the Christian faith for the public benefit as set out in the Basis of Faith statement of the Evangelical Alliance UK.
- Seek new followers and converts
- Provide a place of Christian worship
- Raise awareness and understanding of Christian belief and practice through the production of documents, instruction and study
- Undertake Missionary and outreach work in the local community and further afield including overseas - particularly amongst people affected by poverty or natural disaster.

Management of the Church

Trustees

The Church has an active Board of Trustees who provide the overall management of the Charity in terms of governance, financial oversight, review of decision making and risk management. The Trustees have a broad range of skills and experience which include those of legal, financial, human resources, planning and administration.

The Church has the following Trustees:-

| | |
|-------------------|---------------------------------------|
| Debo Oluwatuminu | Chair of Trustees |
| Tania Smith | Trustee |
| Neena Samuel | Trustee and Secretary to the Trustees |
| Leslie Smith | Trustee |
| Michael Temperley | Trustee and Finance Officer |

Petruta Nila
Shan Rogbeer

Trustee
Trustee

The Charity can have up to 12 Trustees. New Trustees are appointed by the Board of Trustees. Each Trustee is appointed for a specific time period.

The Trustees generally meet quarterly unless there are urgent matters requiring they meet sooner. In line with the Church's constitution some Trustee decisions are agreed using electronic communication i.e. email.

The Trustees will also approve documents and policies that impact on the operation and governance of the charity including Child Protection, Health and Safety and Reserves policy.

Church Leadership Team

The Leadership Team (TLT) provide the spiritual, ministry, strategic and operational leadership of the Church. The Leadership Team (TLT) consists of the Pastor of the Church and other senior members of the congregation. From time to time other church members come to the meetings for individual items for discussion.

Where We Meet

The Church uses Woolwich Common Community Centre as its main place for work, church services and meetings. We enjoy a good working relationship with the Centre management. The Centre management is looking to refurbish the building in partnership with Greenwich Council, but the process has been very slow and we have been awaiting further developments for some time.

The Church also uses other buildings and Church's as needed for outreach and services. Some meetings such as House Group and prayer meetings are held in the homes of congregation members.

The Church is growing and developing and has been considering moving to another larger facility. The Building Finding Group have been active in seeking the views of church members on their visions and uses for the new building, developing business and project plans and researching various options. This continues to be a major piece of work and commitment for the Church and the Trustees are keen to ensure that the project can be managed within the resources available.

Church Membership

The Church aims to provide a completely open and welcoming environment to newcomers and visitors at all of our activities. The Church is locally based and the majority of the congregation live in the general area.

Numbers vary from week to week - the average attending each Sunday morning being around 75 out of a total membership of around 100. We have considerable turnover of membership due to the nature of the area and this makes the greeting of new people important and we are often saying goodbye to old friends.

Our Church is charismatic and evangelical and our services are lively. The members are from a very wide ethnic mix typical of this area and there is a wide age range from babies through to people of 80 and over.

Website and emails

Church members' details are held in compliance with General Data Protection Regulation 2018 (GDPR) requirements.

Pioneer

Although Woolwich Community Church is a wholly independent organisation we have continued to develop our links with the Pioneer church network and to come under their overall umbrella. The Pioneer network is a federation of Churches which provides a relational network that connects, inspires and equips Churches in the UK. Linking with the Pioneer network will provide us with far greater resources and support. We have known many of the Pioneer leadership team for many years since the days when we were part of Ichthus Christian Fellowship and we believe that this linkage will be beneficial to our work in WCC.

Main Activities During the Year

Woolwich Community Church holds a range of activities. These include regular Sunday morning services, larger celebrations, house groups, children and youth work, bible studies, training days and prayer meetings. Some of our meetings draw people from different churches.

In addition, the Leadership meet and maintain relationships with Greenwich evangelical leaders, iNet.

The Church aims to provide a range of outreach activities to the local area including in Woolwich Town Centre and larger scale celebrations. On top of the usual more organised outreach events some of our church members have had chance encounters with people who were clearly seeking the Lord.

A number of the members of the Church undertake prison visits and also provide ongoing contact and support to those men when they are released. In some cases ongoing pastoral contact and support may continue for several years.

We are active supporters of the Greenwich churches foodbank through collecting food and one of our members is a regular volunteer.

Some of our members also help with Greenwich Night Shelter for street sleepers during the winter months and one of our members takes a very active role in its organisation.

The Church holds Training Days for the congregation and any members of the public who wish to attend. Separately, the Church has Training Days for the Leadership.

The Church maintains a **Pastoral Fund** which is available as loans or gifts to church members and non-members who are experiencing financial hardship. These loans and gifts are on a

strictly confidential basis and the decision is made by the Leadership Team. As the gifts and loans from the Pastoral Fund need to be made on a confidential basis it is possible that these may include Trustees - however the Trustees themselves do not decide on which loans/gifts to be made. The Pastoral Fund is a Restricted Fund and is accounted for separately within the Church's accounts.

Employees

The Church has a full time paid pastor (Kelly Cotterell) and a part time administrator (Verena Foster). The Church also has a volunteer youth worker (Hannah Wilkinson) on student placement from XLP. All staff are managed by Pastor Kelly. As Hannah needs a local base in our church she lodges with one of our church members (Petruta Nila) who is also a Trustee.

Workplace Pension

The Church had to provide a Workplace Pension for its employees as from 1st August 2017 in compliance with the Workplace Pensions regulations. The options were laid out in a report to the Trustees who then selected NEST to be the Pension Provider. NEST are used by many charities and similar organisations.

The rest of the Church's work is undertaken by members on a volunteer basis who provide everything from welcoming and stewardship, worship leading, maintaining the website, setting up and maintaining the P.A. systems and sound desk, making teas and coffees, children and youth work, service leading, service administration, leading services and meeting, finance and setting up and setting down everything every Sunday. The Church could not function without them and the Leadership Team and Trustees are very grateful for all their work.

Financial Review

The Church had a financial surplus of £51,456 within the year which was mainly due to increased giving and tithes particularly toward the Building Fund and consequential increase in Gift Aid refund. The surplus of £51,456 for the year together with the balances brought forward from the previous year of £70,874 means that the Church carried forward a bank balance of £122,330 into the new year. These resources will form part of the project plan for the new building project.

The Church's main source of funds is from its congregation members with occasional gifts from others. Many members give a regular gift using the principle of tithing (1/10 of their income). Members are encouraged to use the Gift Aid scheme for their giving which will allow the Church to reclaim tax paid on that gift income from HMRC. Gift Aid claims are made quarterly.

The church's income primarily comes from gifts from members and is mainly used to provide salaries for employees and rent and hall hire charges. Further details are provided within the accounts.

The Church has a current account with Barclays Bank. In view of the very low returns available on deposit accounts currently - around 0.5% - the Church does not yet have any funds in a deposit or investment account. This will be reviewed if interest rates increase.

The Church's insurances are provided via Kingdom Bank and these have been renewed for 2019/2020.

The Church has an agreed Reserves policy based on an assessment of the main risks to its financial stability. The assessment allows for risks due to a reduction in giving by Church Members, unexpected expenditure, and temporary cash flow issues. The policy also allows for the Church's position of renting property rather than owning which reduces the risk of unexpected high levels of property and maintenance related expenditure.

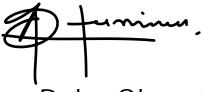
The policy effectively allows for a reserve to cover one month's gift income from members, plus an amount (£1,000) for unexpected expenditure which could not be deferred. The policy will be reviewed as required and the required balance compared to the free actual funds available.

If the Church goes ahead with acquiring a new property that reserves policy will have to be revisited.

Declaration

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the charity's trustees

| | |
|-----------|---|
| Signature |  |
| Full name | Debo Oluwatuminu |
| Position | Chair of Trustees |
| Date | 23rd March, 2020 |

Independent Examiner's Report to the Trustees of Woolwich Community Church

I report on the accounts of the church for the year ended 31 May 2019, which are set out on pages 1 to 4.

Respective responsibilities of the Church's Trustees and examiner

The Church's Trustees are responsible for the preparation of the accounts. The 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. It is my 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 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 report

My 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 Church 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

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

SM Peach

Ms. Sue Peach
Independent Examiner
Relevant Professional Qualification: CPFA

Address
4 Kirk Lane
Plumstead
SE18 3AD

Date: *18th January 2019*

| WOOLWICH COMMUNITY CHURCH | | | | | Prev Year 2017/18 |
|--|--|-----------------------|---------------------|----------------|----------------------|
| RECEIPTS & PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MAY 2019 | | | | | |
| | Notes | Unrestricted funds | Restricted Funds | Total | Total |
| Receipts | | £ | £ | £ | £ |
| Gift Aid Giving | 2 (i) | 71,051 | | 71,051 | 59,054 |
| Non Gift Aid Giving | 2 (i) | 12,531 | | 12,531 | 10,899 |
| Gift Aid Tax Refund | | 21,282 | | 21,282 | 16,504 |
| Refresh weekend | | | | 0 | 5,998 |
| Transfers to Missions | 2 (ii) | (730) | | (730) | |
| Transfers to Building fund (G/Aid tax refund) | 2 (ii) | (1,623) | | (1,623) | |
| Transfers to Building fund (G/Aid tax refund) | 2 (ii) | (2,096) | | (2,096) | |
| Specific Giving | | | | | |
| Pastoral Fund | 2 (ii) | | 1,623 | 1,623 | 2,108 |
| Prison Ministry Fund | 2 (ii) | | 730 | 730 | |
| Building Fund | 2 (ii) | | 16,811 | 16,811 | 1,148 |
| Misc | | 1,356 | | 1,356 | 1,917 |
| TOTAL RECEIPTS | | 101,771 | 19,164 | 120,935 | 97,628 |
| Payments | | | | | |
| People Costs | 5 | 37,367 | | 37,367 | 32,588 |
| Media | | 453 | | 453 | 660 |
| Admin | | 1,257 | | 1,257 | 2,084 |
| Property | 6 | 14,976 | | 14,976 | 14,275 |
| Children & Youth | | 3,221 | | 3,221 | 5,336 |
| Refresh weekend | | 1,500 | | 1,500 | 7,486 |
| Training | | 3,407 | | 3,407 | 718 |
| Misc | | 1,642 | | 1,642 | 2,701 |
| Pastoral Fund | 2 (ii) | | 290 | 290 | 2,350 |
| Prison Ministry Fund | 2 (ii) | | 447 | 447 | |
| Missions | | | | | |
| Overseas | | 4,920 | | 4,920 | 1,110 |
| Local outreach | | | | 0 | 0 |
| TOTAL PAYMENTS | | 68,743 | 737 | 69,480 | 69,308 |
| NET RECEIPTS | | 33,029 | 18,427 | 51,456 | 28,320 |
| Balances Brought Forward | | 69,726 | 1,148 | 70,874 | 42,554 |
| Balances Carried Forward 31 May | | 102,755 | 19,575 | 122,330 | 70,874 |
| Page 1 | The notes on pages 1-4 form part of these accounts | | | | |

| WOOLWICH COMMUNITY CHURCH | | | | | Prev Year 2017/18 |
|---|---|-----------------------|---------------------|----------------|----------------------|
| STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2019 | | | | | |
| | Notes | Unrestricted funds | Restricted Funds | Total | Total |
| ASSETS | | | | | |
| Cash Funds | | £ | £ | £ | |
| Cash Balances (Petty Cash) | | 200 | 0 | 200 | 200 |
| Bank Current Account | | 102,556 | 19,575 | 122,131 | 70,674 |
| Total Cash Funds | | 102,756 | 19,575 | 122,331 | 70,874 |
| Other monetary assets | | | | | |
| Estimated gift aid tax refund due | 8 | 1,428 | 113 | 1,542 | 1,444 |
| Total Monetary Assets | | 1,428 | 113 | 1,542 | 1,444 |
| LIABILITIES | | | | | |
| Property | 9 | 1,000 | 0 | 1,000 | 992 |
| Amounts due to HMRC | 10 | 702 | 0 | 702 | 625 |
| Pension | 11 | 0 | 0 | 0 | 125 |
| Total Liabilities | | 1,702 | 0 | 1,702 | 1,742 |
| Contingent Liabilities | | | | | |
| None | | 0 | 0 | 0 | 0 |
| Approved by Woolwich Community Church and signed on its behalf by | | | | | |
| Page 2 | The notes on pages 1 to 4 form part of these accounts | | | | |

WOOLWICH COMMUNITY CHURCH

NOTES TO FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MAY 2019

1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the Receipts and Payments basis.

2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

- (i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account
- (ii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds. Receipts include Gift Aid on specific giving for the Pastoral Fund (£239) and the Building Fund (£174).

| FUND NAME | PURPOSE | Bal B/f | Receipts | Payments | Bal 31st May |
|-----------------|---|---------|----------|----------|--------------|
| Building Fund | Identifying and acquiring a new building for the Church | £1,148 | £16,811 | £0 | £17,959 |
| Prison Ministry | Resources for prison ministry | £0 | £730 | £447 | £283 |
| Pastoral Fund | Relief of financial hardship | £0 | £1,623 | £290 | £1,333 |
| | | £1,148 | £19,164 | £737 | £19,575 |

3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1. **Refresh** was a joint church weekend away at Ashourham Christian Centre with The Well Christian Fellowship.

4 Loans Taken and Repaid. No loans were taken and there are no loans outstanding.

5 PEOPLE COSTS - consists of:-

| | |
|---|----------------|
| Paid Employees | |
| Gross salaries and wages | £36,967 |
| Employer's National Insurance costs (small employer scheme) | £0 |
| | £36,967 |
| Visiting preachers | £400 |
| Volunteers expenses | £0 |
| Total People Costs | £37,367 |
| Average number of employees | 1.0 |

6 PROPERTY COSTS - Consist of costs for:-

| | |
|--|----------------|
| Woolwich Common Community Centre hire charge | £12,468 |
| Other - including celebrations | £2,508 |
| | £14,976 |

Page 3

7 Payments to Trustees - No expenses were paid to Trustees, however as the Church Leadership Team make confidential payments from the Pastoral Fund it is possible that such payments may include those to a Trustee.

8 Gift Aid tax refund due for May 2019

9 Hire charge due for use of Woolwich Common Community Centre for May 2019

10 Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the credit for small employers.

The Church has started a workplace pension for its employee (**Pastor Kelly**) with NEST. The Church complies
11 with the Pensions Regulator's requirements for employer's contribution. No outstanding liability for YE 2018/19 (£125 YE 2017/18)

Independent Examiner's Report to the Trustees of Woolwich Community Church

I report on the accounts of the church for the year ended 31 May 2019, which are set out on pages 1 to 4.

Respective responsibilities of the Church's Trustees and examiner

The Church's Trustees are responsible for the preparation of the accounts. The 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.

It is my 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 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 report

My 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 Church 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

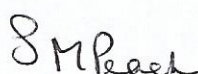
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act 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.

Ms Sue Peach



Independent Examiner

Relevant Professional Qualification: CPFA

Address 4 Kirk Lane, Plumstead SE18 3AD

Date: 31st January 2020