

Windsor Fellowship Trust

Report and Accounts

year ended 30 September 2019

stewardship[®]

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WINDSOR FELLOWSHIP TRUST
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2019

ADDRESS FOR CORRESPONDENCE	Beech House Hermitage Lane Windsor SL4 4AZ
GOVERNING DOCUMENT	Constitution dated 31 March 2016
CHARITY REGISTRATION NUMBER	1166996
TRUSTEES RESPONSIBLE FOR MANAGING THE CHARITY	Rev. S. Allberry (Chair) Rev. F. Orr-Ewing Rev. W. Stileman Mrs A. Felce Mrs J. Hopkins Mr P. Williams (from July 2019) Rev. S. Brewster (from March 2020)
BANKERS	Metro Bank PLC
INDEPENDENT EXAMINER	Jacob Farley ACA Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

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WINDSOR FELLOWSHIP TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

The Trustees have pleasure in submitting the Report and Accounts for the year ended 30 September 2019.

Objects of the charity

The purpose of the charity is the advancement of the Christian faith in accordance with the Basis of Faith with such other charitable purposes, as shall facilitate the work of the Fellowship.

For the love of Windsor

As well as helping Christians to grow and mature in their faith, we also want non-Christians to feel they can explore questions of the Christian faith in our midst. All people from all backgrounds are welcomed and encouraged to feel part of our community and ask whatever questions they want.

Additionally, we want to care for those who are suffering. We have encouraged members of the church family to help volunteer at the local food share. We have developed links with London City Mission to aid their work with the underprivileged. Plus, this is the second year that we have been involved in the Windsor Homeless shelter, working with other churches in the Windsor area.

We want to encourage each member of the church family to be creative in how they care for the world they live in and to share the unique gospel message of the Lord Jesus Christ.

Summary of the charity's main activities and achievements

To further the above objects, the charity's main activities and achievements were as follows:

The Windsor Fellowship Church has an average Sunday attendance of 48 adults and 12 children.

Both our men's and women's ministries have had an array of encouraging meetings throughout the year. Special speakers have come to share about their work in medicine, fashion and the military. There is a women's book club that meets about 6 times per year and the wreath-making event at Christmas time was oversubscribed with 30 in attendance.

Sunday School and Youth Work

A new youth work was established that currently meets monthly after the Sunday service. This group is called Contact and is run by an enthusiastic and committed team. Each evening consists of time for the young people to develop friendships with each other, enjoy some social time together and have the Bible taught in an age related and applied way. This year the teaching programme has been based on the "I am..." statements of Jesus recorded in John's Gospel.

The Sunday School continues to have 3 age groups, roughly divided into pre-school, primary and early secondary brackets.

WINDSOR FELLOWSHIP TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

Church Leadership

During this year we have spent some time considering what effective church leadership looks like. A group within the trustees was established to work with the senior minister to develop in this area. This has been a helpful and productive process and the fruit of greater clarity of strategy for the future is beginning to be seen.

Church Family

The home groups are the key method for supporting the church family and therefore it is a priority to quickly integrate new people into one of our four small groups.

In the autumn we ran a marriage enrichment course. Ten couples came along and said that they found it very helpful. It was run in partnership with the Eton group of churches.

Outreach to the wider community

Our Senior Minister has regular opportunities to work in four of our local schools. This takes the form of regular assemblies, Harvest and Christmas services, and an ethics lunchtime club. In one middle school he has weekly involvement and continues to serve as a governor alongside his chaplaincy role there.

Most the charity's activities are undertaken by volunteers and the charity could not operate effectively without their efforts.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

Financial review

During the year total receipts were £99,418. This was lower than the previous year when the total of £216,300 included a loan received of £100,000 as well as some one-off donation income.

Total payments were £104,084. This was also lower than the previous year when the total of £246,299 included £126,279 on improvements to the minister's house.

At year end unrestricted cash reserves were £22,234 (2018: £27,170).

Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months' unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to manage in the event of a sudden fall in income. The balance held as unrestricted funds at 30th September 2019 was £22,234; budgeted 3 months' cash payments are approximately £27,000. The Trustees consider that this level of reserves is appropriate as the Church grows and develops plans for future activities, and is in line with the Reserves Policy that they have adopted.

WINDSOR FELLOWSHIP TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2019

Structure and Management

The Trustees (who are also the members of the CIO) are aware of the objectives and activities of the Church. All Trustees seek to keep abreast of relevant legislation and good practice. On appointment Trustees are given copies of the Annual Report and accounts, the Constitution, and all the Church's policy documents. The Trustees make all policy decisions. Day to day decisions are made by the Senior Minister with the support of the Core Team, but only within the boundaries defined by the Trustees.

Responsibilities of trustees

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

Approval

This report was approved by the trustees and signed on their behalf by:

SAM ALLBERRY

Date: 26 March 2020

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
WINDSOR FELLOWSHIP TRUST**

I report to the trustees on my examination of the accounts of Windsor Fellowship Trust (the charity) for the year ended 30 September 2019 on pages 6 to 8 following.

Responsibilities and basis of report

As the charity trustees you 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 charity's accounts 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

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Jacob Farley ACA

For and on behalf of:

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 14 April 2020

WINDSOR FELLOWSHIP TRUST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2019

	Notes	Unrestricted funds £	Restricted funds £	2019 Totals £	2018 Totals £
Receipts					
Donations, legacies and grants		81,088	510	81,598	94,047
Gift aid receipts		15,787	-	15,787	20,268
		<u>96,874</u>	<u>510</u>	<u>97,384</u>	<u>114,315</u>
Loan for improvement of minister's house		-	-	-	100,000
Other receipts from events and book sales		1,764	-	1,764	1,985
Total receipts		<u>98,638</u>	<u>510</u>	<u>99,148</u>	<u>216,300</u>
Payments					
Direct costs in furtherance of the charity's objectives	2	78,730	510	79,240	84,198
Improvement of minister's house		68	-	68	126,279
Loan interest	8	24,776	-	24,776	35,823
Total payments		<u>103,574</u>	<u>510</u>	<u>104,084</u>	<u>246,299</u>
Net receipts / (payments) before transfers		(4,936)	-	(4,936)	(29,999)
Transfers between funds		-	-	-	-
Net movement in funds		<u>(4,936)</u>	<u>-</u>	<u>(4,936)</u>	<u>(29,999)</u>
Cash funds as at last year end		27,170	-	27,170	57,170
Cash funds at this year end		<u>22,234</u>	<u>-</u>	<u>22,234</u>	<u>27,170</u>

The notes on page 8 form part of these accounts.

WINDSOR FELLOWSHIP TRUST
STATEMENT OF ASSETS AND LIABILITIES
AT 30 SEPTEMBER 2019

1. Fixed assets	2019 £	2018 £
The assets owned are:		
Freehold building (Minister's house) at cost	728,016	728,016
Freehold building (Minister's house) improvements at cost	139,100	139,032
Equipment at cost less depreciation	4,162	2,414
	<u>871,278</u>	<u>869,462</u>

2. Cash funds	£	£
Cash at bank with immediate access	22,234	27,170
	<u>22,234</u>	<u>27,170</u>

3. Other monetary assets	£	£
Gift aid tax recovery not yet received	1,773	1,805
	<u>1,773</u>	<u>1,805</u>

3. Creditors and amounts payable		
Unbilled fee for Accounts Preparation and Independent Examination	960	720
Venue rent payable	502	-
Accrued loan interest payable	340	208
	<u>1,802</u>	<u>928</u>

4. Loan secured by mortgage on freehold building		
Repayable on 23 February 2020 with interest at 3% p.a.	<u>828,016</u>	<u>828,016</u>

This loan to the charity has been made by family relative of a Trustee. During February 2020 the lender has agreed to extend the term of the loan to February 2023 at the same interest rate, but with regular capital repayments.

As there is potential for a technical conflict of interest in borrowing from a relative of a Trustee, Charity Commission advice was sought and the Charity Commission confirmed on 22 September 2017 that the arrangements were satisfactory.

No guarantees have been made, which result in an outstanding potential liability as at the period-end date.

Other than the loan disclosed above, there are no outstanding debts at the date of the statement of assets and liabilities, which are owed and which are secured by an express charge on any of the assets of the charity.

Except where indicated from the statement of receipts and payments or above, all the assets and liabilities are in respect of the charity's unrestricted funds.

The accounts were approved by the trustees and signed on their behalf on 26 March 2020

by

SAM ALLBERRY

The notes on page 8 form part of these accounts.

WINDSOR FELLOWSHIP TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019

1. Accounting policies

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

2. Direct costs	General funds	Restricted funds	Total 2019	Total 2018
	£	£	£	£
Employment costs (note 3)	37,383	-	37,383	37,786
Minister's expenses	5,208	-	5,208	5,882
Secretarial services	4,605	-	4,605	-
Property costs (note 4)	10,557	-	10,557	9,037
Church expenses	1,022	-	1,022	2,179
Equipment	2,450	-	2,450	2,414
Events	1,927	60	1,987	2,581
Insurance	752	-	752	1,041
Marketing	599	-	599	1,461
Professional fees	48	-	48	2,578
Accounts preparation and examination	768	-	768	738
Bursaries	1,059	450	1,509	-
Mission support grants (note 5)	12,282	-	12,282	18,500
Churches together subscription	70	-	70	-
	78,730	510	79,240	84,198

3. Employees

The charity has one employee, to whom the employment costs above refer.

4. Property costs	2019	2018
	£	£
Rent of Windsor Youth Centre for Sunday meetings	7,635	6,168
Council tax and utilities for minister's house	2,531	2,754
Maintenance of minister's house	390	115
	10,557	9,037

5. Mission support grants	2019	2018
	£	£
GAFCON	-	3,500
London City Mission	6,141	5,000
SIM UK	6,141	5,000
Trinity At 4	-	5,000
	12,282	18,500

6. Movement of restricted funds	Balance at 01/10/18	Receipts	Payments	Transfers	Balance at 30/09/19
	£	£	£	£	£
Bursary fund	-	450	(450)	-	-
Vision dinner fund	-	60	(60)	-	-
	-	510	(510)	-	-

7. Designated funds	Balance at 01/10/18	Receipts	Payments	Transfers	Balance at 30/09/19
	£	£	£	£	£
Mission support	2,583	9,687	(12,270)	-	-
	2,583	9,687	(12,270)	-	-

10% of unrestricted donation income for the year has been designated for mission support and is shown as receipts in the table above.

8. Transactions with related parties

Other than interest of £24,776 (2018: £35,823) and reimbursement of church expenses of £377 (2018: £1,564) paid to family members of trustees, no amounts were paid or are payable to any trustee or to any person connected to them.