

St Andrew's United Reformed Church Upper Hanover St Sheffield Trust

Report for the financial year Jan-Dec, 2019 from the Trustees of St Andrew's U.R.C. to the Charity Commission, 2019 Charity No. 237839

A. Structure

Last year we reported that we had had discussions with the Yorkshire Congregational Union (YCU) about the future of our own six Trustees, appointed under the 1861 Trust Deed establishing the church. We had considered appointing the YCU as our corporate Trustee as we were anxious about the number of our Trustees falling below 5, as required in our Trust Deed. Although we have had a number of official discussions, there have been changes in the Secretariat of the YCU and no resolution has been confirmed, doubtless further inhibited by the Covid-19 pandemic.

The Elders and Management Team undertake routine management and report back to the Church Meeting of all members. The Trustees have registered the church's land with the Land Registry, although the position of the land underlying the adjacent hall has not yet been defined.

B. General Objectives and activities (as listed on the CC website)

1. **Overseas and famine relief:** we contribute significantly to Christian Aid and each Christmas create and fill boxes for Samaritan's Purse for vulnerable children in Europe.

2. Religious activities:

a) We continued to be the centre for three (two in addition to our own) worshipping communities, the St Michael's Ethiopian Orthodox Tewahedo Church and the Congolese Jesus for All Nations Church, Sheffield. We also host the Iranian community's post-Ramadan and Ashura celebrations.

b) We have run spring and autumn bible study groups in the homes of members of the congregation and they have been attended by people outside the church membership.

c) We are members of Churches Together in Broomhill and Broomhall (CTBB) in Sheffield. We have held joint services in St Mark's, Broomhill, the Beacon church, Broomhill (which has now closed) and Trinity United Reformed Church (URC) churches as well as in St Andrew's with these other churches.

3. Community Development:

a) We participate in Broomhall and Broomhill activities, the former by representation on the Management Committee of the Broomhall Centre and membership of the Group of Groups (of organisations across Broomhall), and the latter by membership of CTBB. We provide accommodation for Buzz for four full days a week. It is a children's play and adult education group, which provides support for older people, children and for damaged women. We run the Broomhall Community Choir. Overall, 49 groups used our facilities during the year. The three worshipping groups used the facilities multiple times each week. There were 37 groups that used our premises for variable periods, many weekly during each school term. There were seven musical groups, five choirs, and five dance groups, the Women's Institute, and two individual musicians practised regularly. There were 17 community groups using the facilities at different times. There were three different exercise groups.

b) We continue to have the Open Kitchen providing weekly lunches and the Broomhall Breakfast (closed in December) providing weekly breakfasts for the homeless and asylum seekers, up to 70 persons at a session. We also contribute weekly to a Food Bank at the adjacent Jesus Centre.

c) Buzz has a fortnightly Child Contact Centre for separated families and has further expanded its activities to include supervised contact. We provide facilities for local organisations to raise funds for their charitable objectives.

d) We do not have a trading subsidiary.

4. Religious and racial harmony (see B2a and 3 above)

Broomhall is a multiethnic community and the Group of Groups is a multiracial group representing many organisations in Broomhall; some meetings are held in our facilities. The group is concerned with community cohesion, interaction with students of the two Universities and with the police to deal with drug abuse.

5. Recreation

We provide facilities for a number of music groups, choirs, dance groups, multiple cooking groups and a writing group.

6. The general public

We run concerts open to the public. We provide facilities for members of the public to hold functions, charitable fundraising activities and musical instrument practice. We have hosted a series of chamber music concerts, run by a musician who practises weekly on our church grand piano. The public benefit to the community is making these events available and providing a facility for extensive use by that community, including the free meal sessions. Their costs are frequently subsidised, according to the resources of the specific group, and that represents a substantial contribution to the community. Over the year we remitted charges of £20, 659 to support various community activities on our premises. We do not specifically raise funds from the public for our activities. We do not work with a professional fundraiser.

7. Grants

a) Making grants to organisations

We give an annual grant to CTBB for the Worker for Older People of £1500.

b) Receiving grants

We do not receive any grants from central government or any local authority. We received no funds from outside the UK. WE did not operate outside England and Wales.

8. Providing facilities

This provision is described above in B2, 3, and 6. We have also provided space for 24 years, fortnightly, for the St Andrew's Child Contact Centre, for solicitor referred families where the non-cohabiting partner can meet their child/ren in a safe and supervised space on a Saturday. In the past year this has been taken over by Buzz, who have young enthusiastic women running the service; they are considering extending their contact hours by opening weekly and having a weekday session as well, hence increasing the number of families they are supporting.

C. Achievements and performance

1. We have maintained the high level of use of our facilities by both religious and community groups and our communication with those groups using the buildings. We continue to manage our affairs harmoniously and seek regular feedback from our users. We continue to have regard to the Charity Commission's public benefit guidance.

2. We have invested heavily in maintaining the quality of our facilities in both the church buildings and in the Manse, which we rented to tenants. The Manse has now been sold, some funds will be

transferred directly to us for specific projects, such as upgrading the kitchen, relaying the church hall floor, reroofing the church and employing a manager in the coming year. Residual funds will be invested with a stockbroker on our behalf by the Yorkshire Congregational Union. A structurally unsound wall adjacent to our hall fire escape has been demolished and the roof of the Gents' toilet realigned. A long corridor roof has been upgraded. A Quinquennial Electrical Survey has been completed and additional emergency lighting installed. A boiler control module has been replaced and damaged wooden floor blocks in the church are being replaced.

3. A new suited set of keys for the principal hall entrance has been obtained to enable keys to be loaned to all users of the church. The fibroptic WiFi system has been extended and the church audio system upgraded. The patio, a children's play area, has had its surface tiling replaced. Storage facilities are constantly under stress and contents have been reviewed and modified. Our archives have been rearranged and indexed for better access.

4. Good documentation of all work on the buildings, church and Manse, has been maintained in a Buildings Book. Fire safety procedures and documentation have been upgraded. The Church Manual, describing all processes for church management is available in the building. We have continued to use Key Performance Indicators to review our Risk Register, which has itself been reviewed, and report these regularly from our Management Team to the Trustees.

5. An Invitation church Service, with all users invited, has been held and led to integrated socialising. Easter and Pentecost services have been held with other churches. The Community Choir continues to attract new members and concerts have been given this year.

6. The Trustees have reviewed and once again approved all policies. We have done a Risk Assessment for our Emergency Plan as well as prepared a Disaster Plan. The two relatives of Trustees continue to work for the church as self-employed persons.

7. Volunteers: Similar numbers of volunteers continue to be involved with the Open Kitchen, the Broomhall Breakfast, and the Buzz St Andrew's Child Contact Centre.

8. The Management Team activity has continued to be of a high quality. Our finance records are reviewed monthly; this year we have a surplus for the first time for many years. Our letting income has been maintained. It was agreed to close our Capital Fund (Charity number 254549) and use the resource as a Refurbishment Fund. The funds were transferred, but the shares have not yet been cashed given the major pandemic-induced stockmarket slump. The Charity will be closed when the funds have been liquidated, but it may take some time before the stockmarket recovers to enable the sale to proceed.

9. The website has been further developed allowing our own members to maintain it. A manual has been prepared to assist that task and the site is updated regularly.

D. Which types of decision are made by the Trustees

The day to day management of the affairs of the church has been delegated to the Elders for the spiritual side and the Management Team for the secular side. Minutes of both sets of meetings are circulated to the Trustees for regular review. The Trustees make policy and ensure that it is applied; these actions have followed recommendations in the Charity Commission publications. They keep abreast of regular CC Newsletters and ensure that appropriate responses are made. They review staff matters. They formed a group to discuss the future of the church, given the diminishing size of the congregation and its advancing age, taking evidence widely. They have provided an interim report, as described in A above. The dialogue with the Yorkshire Synod of the United Reformed Church as to how our ideas might accord with URC procedures with respect to Trustee functions continues. The Tennis Club has been made completely independent and that position secured legally. The longer term future of the church continues to be discussed.

The Trustees received no remuneration or benefits during the year. None resigned, nor did any take up employment with the charity. No staff received a salary of more than £60, 000. No benefits were provided. The church itself had no volunteers, only members. Those using its facilities used their own volunteers.

E. Our Aims, Objectives and Values have previously been described and still apply.

Our **Mission** is: "To create an environment where Christians worship and community groups prosper."

Our **Values** are listed and sentences encapsulating each one developed as shown on our website <https://standrewsurcsheffield.org.uk/> . These have also been displayed on one of our noticeboards

G. Statement regarding the deficit

This year there is no deficit.

Our reserves are sufficient to cover at least one year's expenditure at the current rate, consistent with our Reserves Policy.

H. General Statement on Compliance

The accounts have been examined independently. That examination was carried out in accordance with directions for Independent Examiner Guidance for small charities. The church accounts were independently certified for the Annual Church Meeting, but this was not held in view of the prohibitions introduced to deal with the Covid19 pandemic. The accounts and this Report have been circulated widely and electronically approved by representatives of members, Elders, Management Team and Trustees. They were compliant with the Charities Act (1993).

The eligible Trustees and employees have had enhanced DBS checks carried out.

The Trustees have considered major risks to which the charity is being exposed and satisfied themselves that systems and procedures are in place to minimise those risks. The Risk Assessment indicators and procedures were reviewed, as were the charity's financial controls. Of course, the church premises have been in lockdown for many months and have only now begun to be used cautiously by a few church groups using appropriate social distancing and taking all precautions following government and Yorkshire Synod advice. This has resulted in the complete loss of income from user groups, which will have a huge impact on the 2020 accounts. However, we do have a major cushion from the proceeds of the sale of the Manse, so we expect not to be in financial difficulty.

The Trustees have complied with their duty to have due regard to the updated guidance (CC3) and regularly review Charity Commission News editions on publication. They can confirm that no serious risk, as defined in CC3, has occurred.

VI. Authorised Trustee Date

This Annual report and accounts were considered and approved at a virtual meeting of representatives of the Elders, Trustees and Management Team on 7 September, 2020.

Signed on their behalf by



Member, Elder, Chair of the Management Team and Trustee

i.d.cooke@sheffield.ac.uk

0114 262 0718

10 September, 2020

ST. ANDREW'S UNITED REFORMED CHURCH
Upper Hanover Street, Sheffield
(Registered Charity number 237839)

FINANCIAL STATEMENTS

For the year ending 31 December, 2019

To be presented to the Annual Church Meeting

Financial Statements for the year ended 31st December 2019

Receipts and Payments Account

	2019	2018
Income	£	£
1 Collections and Donations	40,483	34,456
2 Activities to Generate funds	46,091	55,406
3 Other Receipts	13,117	9,370
	99,691	99,232
 Expenditure		
4 Wider Church	7,850	14,902
5 Ministerial	7,527	12,903
6 Church & Manse	54,438	77,693
7 Other payments	11,711	7,926
Surplus (Deficit)	18,165	(14,192)
	99,691	99,232

Statement of Assets and Liabilities at 31st December 2019

ASSETS		2019	2018
		£	£
Property values (including contents)			
Church including Hall & Tennis Club		7,985,250	7,860,000
Manse (vested in the Yorks.Cong.Union inc)			469,487
Bank Balances			
At 31.12.19			
	HSBC	31,191	9,072
	COIF	24,147	29,009
	Total	55,338	38,081
Investments			
134 M & G Charifund Units		37,479	30,474
Capital Fund		57,118	47,455
Accumulating Youth & Education Fund		29,458	23,951
Total		124,055	101,880
Combined Totals		179,393	139,961
LIABILITIES			
	Key deposits	90	487
	Manse deposit		200
		90	687
Total Assets		179,303	139,274

The Manse was sold during the year and sales proceeds of £554,115.44 were held by Synod at the financial year end. Synod transferred **£415,586-55** to the Church in April 2020.

Independent Examiner's Report for the year ended 31st December 2019

Respective responsibilities of the Trustees and Independent Examiner

As trustees of the charity, the members are responsible for the preparation of the accounts. They 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 section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with s.130 of the 2011 Act; or
 - to prepare accounts which accord with these accounting records 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.

Ross A McMaster FCCA

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