

Blackburn Community Church

# Report and Accounts

year ended 31 December 2019

**stewardship<sup>®</sup>**

1 Lamb's Passage LONDON EC1Y 8AB  
t: 020 8502 5600  
e: [enquiries@stewardship.org.uk](mailto:enquiries@stewardship.org.uk)  
w: [www.stewardship.org.uk](http://www.stewardship.org.uk)

**BLACKBURN COMMUNITY CHURCH**  
**LEGAL AND ADMINISTRATIVE DETAILS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

ADDRESS FOR CORRESPONDENCE	69 Higher Croft Road Lower Darwen Darwen Lancashire BB3 0QT
CHARITY REGISTRATION NUMBER	1041251
GOVERNING DOCUMENT	Declaration of Trust dated 12 September 1994 amended by supplemental deeds in 2001.
TRUSTEES	Dr Angela Parry - Chair Peter McCombs - Vice Chair (resigned 7 November 2019) Gina Berry - Treasurer Sylvanus Bowlin Geoffrey Shanks
INDEPENDENT EXAMINER	Ajay Rajani FCIE Stewardship 1 Lamb's Passage LONDON EC1Y 8AB

**INDEX**

Legal and Administrative Details	1
Report of the Trustees	2-3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6
Notes to the Accounts	7-8

**BLACKBURN COMMUNITY CHURCH**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

The Trustees have pleasure in submitting the Report and Accounts for the year.

**Objects of the Charity**

The primary objective of the Trust is the advancement of the Christian religion. This objective is met through the weekly services held locally at the Wesley Hall in Blackburn. The church also supports mission and relief activities in the UK and overseas.

**Governance**

The policy and operating decisions of the charity rest with the Trustees who meet regularly to monitor the activities of the charity.

New trustees are appointed by the Trustees.

**Review of the Year**

The church of approximately 70 adults and children continued to meet at the Wesley Hall Methodist Church, Blackburn each Sunday. Midweek groups took place in members' homes. The church prayed and worked with other churches in Blackburn to share God's love and advance His Kingdom. The church continued to support work with the poor locally, nationally and overseas.

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

**Financial Review**

Income for the year was £42,837, (2018: £46,404). Expenditure for the year was £34,452 (2018: £53,179). As a result the surplus for the year was £8,385 (2018: a deficit of £6,775) and the cash held by the charity increased by that amount to £145,801. Of this cash £103,019 was held for restricted purposes leaving £42,782 for the charity's day to day activities.

As explained in the accounts that follow, the charity did not have a bank account between mid September 2019 and early February 2020. During that period the charity's supporters made payments totalling £15,294 for the charity so that it could continue to operate; these supporters were reimbursed when once the new bank account had been opened. Some supporters who make regular donations electronically held onto the donations they would have made during that period (which totalled £10,445) until the new bank account had been opened. These receipts and payments have not been included in the Receipts and Payments Account however they are listed as assets and liabilities in the Statement of Assets and Liabilities. If they had been included in the Receipts and Payments Account, the charity would have reported a surplus of £3,536, not £8,385, and the charity would ended the year with unrestricted cash of £37,933.

**Reserves Policy**

The Trustees aim to hold unrestricted cash of no less than £25,000, which equates to about 6 month's usual unrestricted expenditure, so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end the charity held unrestricted cash of £42,782 and the charity is complying with its reserves policy.

**BLACKBURN COMMUNITY CHURCH**  
**REPORT OF THE TRUSTEES CONTINUED**

**Covid-19**

In March 2020 the charity took steps (in line with government advice) to help contain the nationwide outbreak of Covid-19. This included the temporary suspension of all physical gatherings and the charity has had to curtail, or change, how it operates; the charity has been able to continue some of its activities using on-line media. To date the outbreak of Covid-19 has not affected the charity's net income significantly nonetheless the trustees are continuing to monitor income and expenditure closely; if it becomes necessary, steps will be taken to mitigate the financial impact.

**Trustees' Responsibilities**

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 on 10 October 2020 and signed on their behalf by:

Dr. Angela Parry - trustee

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF BLACKBURN COMMUNITY CHURCH**

I report to the trustees on my examination of the accounts of Blackburn Community Church (the charity) for the year ended 31 December 2019 on pages 5 to 8 following.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 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 2011 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 accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with those records.

As explained in the accounts the charity did not have a bank account from September 2019 until February 2020. During that period the charity's supporters made payments for the charity so that it could continue to operate and these supporters held onto the regular donations they would have made until the new bank account had been opened. These payments and receipts have not been included in the Receipts and Payments Account but they are listed as liabilities and assets in the Statement of Assets and Liabilities.

I have no concerns and, except as outlined in the above, 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.

Ajay Rajani FCIE  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date: 12 October 2020

**BLACKBURN COMMUNITY CHURCH**

**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Gifts and offerings		34,687	-	34,687	38,742
Gift Aid tax recovered		7,996	-	7,996	7,471
		<u>42,682</u>	<u>-</u>	<u>42,682</u>	<u>46,213</u>
<i>Other receipts</i>					
Interest received		155	-	155	192
<b>Total receipts</b>		<u>42,837</u>	<u>-</u>	<u>42,837</u>	<u>46,404</u>
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Premises	2	5,527	-	5,527	10,306
Ministry	3	26,678	-	26,678	33,371
Grants paid	4	1,398	-	1,398	6,127
Office and other expenses	5	849	-	849	3,376
<b>Total payments</b>		<u>34,452</u>	<u>-</u>	<u>34,452</u>	<u>53,179</u>
<b>Net receipts/(payments) before transfers</b>		8,385	-	8,385	(6,775)
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<u>8,385</u>	<u>-</u>	<u>8,385</u>	<u>(6,775)</u>
<b>Cash funds at 1 January</b>		34,397	103,019	137,416	144,190
<b>Cash funds at 31 December</b>	A	<u>42,782</u>	<u>103,019</u>	<u>145,801</u>	<u>137,416</u>

The notes on pages 7 and 8 form part of these accounts.

**BLACKBURN COMMUNITY CHURCH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 31 DECEMBER 2019**

		Unrestricted Funds £	Restricted Funds £	2019 £	2018 £
<b>A Cash funds</b>					
Unbanked cheque issued by HSBC on closure of bank accounts	(i)	40,634	103,019	143,653	137,416
Cash held by charity at year end	(ii)	2,147	-	2,147	-
		<u>42,782</u>	<u>103,019</u>	<u>145,801</u>	<u>137,416</u>

In September 2019 the charity's bank accounts with HSBC were closed and the charity received a cheque for the cash held in those accounts (see (i) above). The charity was unable to open a new bank account (with CAF) until February 2020. In the period between the closure of the HSBC bank accounts and the year end:

(a) the charity received cash from weekly collections totalling £2,147 (see item (ii) above); this cash was subsequently banked when the new bank account was opened.

(b) supporters who make regular donations electronically held on to their donations until the new bank account had been opened; these donations totalled £10,445 and have been included in the charity's other monetary assets (see item (iii) below). These donations were received when the charity opened its new bank account.

(c) supporters made payments for the charity so that it could continue to operate; these payments totalled £15,294 and have been included in the charity's liabilities (see item (iv) below). Supporters were reimbursed when the charity opened its new bank account.

**B Other monetary assets**

Gift aid due to charity		8,486	-	8,486	7,996
Regular donations held over	(iii)	10,445	-	10,445	-
Rent paid in advance		-	-	-	596
		<u>18,931</u>	<u>-</u>	<u>18,931</u>	<u>8,592</u>

**C Liabilities**

Independent examiner's fee for preparing and examining the accounts		1,380	-	1,380	840
Reimbursements due to supporters	(iv)	15,294	-	15,294	-
Payable to HMRC		-	-	-	376
Pension contributions payable		-	-	-	159
Other unbilled expenditure		-	-	-	305
		<u>16,674</u>	<u>-</u>	<u>16,674</u>	<u>1,680</u>

**D Assets retained for charity's own use**

The charity owns and insures some items of moveable equipment used in its meetings. These assets belong to unrestricted funds; the market value of these assets at the year end was not significant.

The accounts were approved by the trustees on 10 October 2020 and signed on their behalf by:

Dr. Angela Parry - trustee

The notes on pages 7 and 8 form part of these accounts.

**BLACKBURN COMMUNITY CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 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.

As explained in note A 'Cash funds' in the Statement of Assets and Liabilities, the charity's bank accounts were closed in September 2019 and a new bank account was not opened until February 2020. At the year end the charity held an uncashed cheque for £143,653 received on the closure of its bank accounts and cash received from weekly collections totalling £2,147. Whilst the charity was without a bank account the charity's supporters made payments for the charity so that it could continue to operate. These payments, which amounted to £15,294, have not been included in the Receipts and Payments Account but a liability for this amount is included in the Statement of Assets and Liabilities. In addition some of the charity's regular donors held onto the donations they would have made in 2019 until the charity had opened its new bank account. These donations, which amounted to £10,445, have not been included in the Receipts and Payments Account but a monetary asset for this amount is included in the Statement of Assets and Liabilities.

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. 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.

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
<b>2 Premises</b>				
Insurance	618	-	618	1,286
Rent	4,766	-	4,766	8,355
Equipment	144	-	144	665
	<u>5,527</u>	<u>-</u>	<u>5,527</u>	<u>10,306</u>
<b>3 Ministry</b>				
Employment costs	17,085	-	17,085	24,696
Staff expenses and training	249	-	249	-
Children's and youth work	4,557	-	4,557	3,498
Travelling expenses	468	-	468	543
Training	332	-	332	880
Outreach	961	-	961	409
Gifts to visiting speakers	270	-	270	480
Events and catering	2,757	-	2,757	2,865
	<u>26,678</u>	<u>-</u>	<u>26,678</u>	<u>33,371</u>

The employment costs referred to above are in respect of the church's minister who is the charity's only employee.



**BLACKBURN COMMUNITY CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**4 Grants paid**

Relief of poverty	618	-	618	3,992
Gifts to support UK and overseas mission	780	-	780	2,135
	<u>1,398</u>	<u>-</u>	<u>1,398</u>	<u>6,127</u>

**5 Office and other expenses**

Independent examiner's fee for preparing and examining the accounts	270	-	270	1,716
Other professional services	210	-	210	504
Other costs	369	-	369	1,156
	<u>849</u>	<u>-</u>	<u>849</u>	<u>3,376</u>

**6 Restricted funds**

	At 1.1.19	Receipts	Payments	Transfers	At 31.12.19
	£	£	£	£	£
Building fund	<u>103,019</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>103,019</u>
	<u>103,019</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>103,019</u>