

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2019

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

Information

Trustees Report

Independent Examiners Report

Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS: Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES: Mark Hayton (Minister and Lead Elder)
Steve Johnson (Elder)
Roger Bedford (Elder)

REGISTERED ADDRESS: 55, The Ferns,
Larkfield,
Aylesford,
Kent,
ME20 6NE.

INDEPENDENT EXAMINER: Stewardship,
1, Lamb's Passage,
London,
EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2019

AIM

The primary aim of Larkfield Community Church is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their service for the glory of God.

OBJECTIVES

The principle objects of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

The Church is a member of the Evangelical Alliance and has a longstanding relationship with "Assemblies of God (AoG) UK"; a Christian organisation that pursues similar objectives in the UK and overseas. The Church works with AoG in assisting other Churches and receives voluntary help itself where needed. During the year, 3 % of Church offerings have been given to help the objectives of AoG, which can best be done on a larger scale than Larkfield Community Church could do independently. The Church is also an active member of the local ecumenical group, Churches Together in Malling.

Directions relating to the Charity are made by the Trustees who are also Church Elders. They meet at least bi-monthly to receive reports and financial statements detailing the opportunities and risks the Church faces, enabling them to plan or curtail activities accordingly. The Church Elders together with their wives, the Treasurer/Administrator and the Children and Youth Leaders form the Church Leadership Team responsible for governing the life and teaching of the Church. Day to day decisions on expenditure and activities are decided by the Trustees. The powers of appointment or removal of Trustees rests with the Trustees. Trustees are selected from the Church Leadership Team, since this means the Trustee body is whole heartedly involved in seeing the mission of the Church worked out in practice.

The Church has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation and is reviewed annually by the Church Safeguarding Lead.

The Lead Elder (Ministerial status with the AoG) is in receipt of a full work pension. He has agreed with the other Trustees to serve the Church in a voluntary capacity and thus allow funds to be directed where needed. Following a suggestion by a Church member at the 2019 AGM, the Trustees, independently of the Lead Elder, awarded him a modest honorarium (£500) in recognition of his contribution over the year.

In January 2016 the Church combined the Treasurer and Administration roles and employed someone on a PAYE part time basis for 8 hours per week. From June to December 2019 these hours were increased to 10 hours to fulfil this function.

From January 2016 and through 2019 the Church has employed a Caretaker/Cleaner on a PAYE part time basis (8 hours per week) to clean and service the church building (The Dorcas Centre).

From March 2018 and through 2019 the Church has employed a Children's Leader on a PAYE part time basis (10 hours per week) to provide children's work within the Church and in some local Primary Schools (clubs, holiday activities, assemblies).

From September 2015 and through 2019 the Church has employed a Youth Leader on a PAYE part time basis (20 hours per week) to provide youth work within the Church and in some local Primary and Secondary Schools (clubs, holiday activities, assemblies, mentoring).

It is the work of every member of the Church, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through being 'salt and light' in their communities, amongst the people they interact with every day; by praying, by visiting the sick and others in need, in being involved in training others, in public teaching and worship, and also in administration. The financial resources of the Church are given by the members and their private assets and equipment are regularly used in the work of the Church. Much of this work is done privately, without recognition, and the hours and value of that time cannot be quantified.

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31st DECEMBER 2019

ACHIEVEMENTS AND PERFORMANCE

The Church continued to meet in Lunsford Primary School hall on the Brookfield School Site each Sunday morning for sung worship, prayer and bible teaching, including bespoke teaching groups called, 'J Tots, J Team and J Teens' for toddlers, juniors and teenagers, respectively. A crèche facility was also available. Some Church members also met mid-week in someone's home called, 'House Group' for further friendship, prayer and bible teaching. Through the lighter months the Church held several additional mid-week evening services that included worship, teaching, prayer and a light meal.

The Church continued to build on their strong relationship with the 3 Primary Schools that are on the site and, as in previous years, helped them to raise funds at their school summer fetes.

The Church lease a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the School site for use during the week. This building was derelict but has been completely restored by the Church. It is maintained by a part-time paid Caretaker/Cleaner and volunteers from the Church. Mid-week Church activities included:

- Women's breakfast (every other month) – free breakfast and guest speaker.
- Men's socials (every other month) – e.g. bowling, curry night, cooked breakfast.
- A popular mid-week breakfast club called 'Brekkie Time' - free bacon roll/toast and drink; this is a 'drop in' club for parents and children who attend the on-site Schools.
- A mid-week Morning prayer and bible teaching group.
- A Food Bank (see below).
- An after-school club called, 'JAM' (Jesus and me) for the children of Brookfield Junior School.
- 2 Youth Groups on a Friday called 'Refresh' for school years 5 to 8 and 9 to 11.
- A Youth Alpha Course, a 10-week course held on Sunday evenings by the Church Youth Team for young people exploring the basics of the Christian Faith.

The Dorcas Centre was also made available for use free of charge to the Schools on the site and other community groups such as a Child Minders weekly coffee morning, a weekly elderly 'craft and chat' group, the Girl Guides and a youth dance troop to name but a few.

The Church partnered with and gave some funding and/or volunteers to:

- Hosting a Lou Fellingham (Christian singer/songwriting artist) concert outreach event.
- Christmas Connect – a combined Churches Christmas Carol concert that included community choirs and a primary school choir singing competition (over 1800 people in attendance).

- Churches and Schools Together (CAST) – 5 church members volunteered with this charity that provide lunch clubs, student mentoring schemes and prayer/reflection spaces in local Secondary Schools.
- The Family Trust – 2 Church members worked for this Charity in providing lunch time / after school Christian clubs and assemblies in Primary Schools.
- Street Pastors – 2 Church members Street Pastored in Maidstone.
- The Church sponsors a newspaper publication called, 'New Life' (50 copies per month) containing uplifting stories for inmates of HMP Elmley.
- Dynamic Future Together Community Interest Company - a not for profit company who use the Dorcas Centre free of charge to provide, 'Let's do Lunch', a lunch club for senior citizens. At least 7 Church members regularly volunteer with this work alongside people from other Churches and the community. A free taxi service is provided where needed.
- Trussell Trust Food Bank – since February 2015 the Church have partnered with a successful Medway Food Bank scheme and a volunteer Centre Manager and several volunteers provide emergency food on a voucher scheme basis to those in financial crisis.
- Maidstone Christian Cancer Care Support Group that offers both practical and prayer support to people (not just Christians) living with cancer.
- The Pilsdon Community – the church purchased a new gas cooker for a long term Pilsdon resident being rehoused in the community.
- The church gave a modest sum (£200) towards helping support a former church member's ministry trip to the Philippines.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for the Church are to remain the same, however in September the Trustees became aware of a proposed new housing scheme on land called 40 Acres, East Malling by the developers Wates Ltd that incorporated a new community building. The Trustees reached out to Wates and discussions with them and the Parish Council about the feasibility of the community building becoming the Churches base, if built, have been positive. The planning proposal set to go before the Council Planning Committee in March 2020 was postponed due to Covid-19 but was eventually considered in October 2020 and the overall scheme regrettably rejected.

At the time of writing the proposal is being heard before an appeal panel.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme. Additionally, the income from the sale of a property

called Elmcroft (reported in 2018) of **£105,925 (£26,482 of this was gifted to our sister church, Connect Church, Maidstone, in January 2019 - so a net gain of £79,443)** and continued generosity of Church members enabled the trustees to have the confidence to use its surplus reserves to fulfil its vision, for example, the Church was able to help fund the wedding of two of its members who were in financial difficulties, clear another member's rent arrears (significantly improving their mental health and integration back into paid work) and contribute generously to successful Autumn and Christmas outreach events.

Total receipts for the year were **£37,931** (2018: £41,043 (not including Elmcroft money) with expenditure amounting to **£55,720** (not including the amount gifted to Connect Church) (2018: £38,079) resulting in a deficit for the year of **£17,789**. Funds carried forward at the year-end amounted to **£85,198 (including Elmcroft money)**.

The Trustees have set a policy of retaining £5,000 reserves in the current account, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the Trustees on the basis of need and fulfilment of the charitable objectives. There are no upper or lower limits of support. They are generally reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the Churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the Trustees in conjunction with volunteers responsible for the area of activity.

AFFECTS OF COVID-19

Government Covid-19 restrictions since March 2020 have had a significant impact on activities and moderate impact on income. Services in the School Hall and activities in The Dorcas Centre have had to close or be move online wherever possible. Although members continue to be generous, overall income is down 13% compared with last year. The Trustees have been able to take advantage of the Furlough Scheme to keep the Caretaker employed. The Treasurer and Youth/Children's workers have been able to fulfil their contracted work from home/online. The church has greatly upscaled their foodbank activity to meet the increased demand in this service. The Trustees were also able to hold the 2020 AGM virtually via Zoom. In November 2020 the Youth worker found alternative employment and returned to continuing in her youth role voluntarily. This represented a significant financial saving to offset some the financial impact of the pandemic on the Charity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.

- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. 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. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

**Approved by the Board of Trustees on: 11th January 2021
and signed on its behalf by:**

M. Hayton

Mark Hayton MA

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2019 on pages 9 to 12 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 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 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.

Lisa Darby ACA

12th January 2021

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS

FOR THE PERIOD 1ST JANUARY 2019 to

31ST DECEMBER 2019

PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson

Treasurer for Accounting Year

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD 1ST JANUARY 2019 to 31ST DECEMBER 2019

	Unrestricted General 2019	Designated Funds 2019	Total Funds 2019	Unrestricted General 2018	Designated Funds 2018	Total Funds 2018
Receipts						
<i>Voluntary Receipts</i>						
Offerings and Donations	5,608.12		5,608.12	4,076.46	-	4,076.46
Gift Aid Donations	21,835.51		21,835.51	26,013.35	-	26,013.35
Tax Refunds under Gift Aid	7,891.70		7,891.70	8,090.91	-	8,090.91
Total Voluntary Receipts	35,335.33		35,335.33	38,180.72	-	38,180.72
Other Receipts						
Interest received		650.00	650.00		63.25	63.25
CAF and Kingdom			-		105,928.60	105,928.60
Other	1,946.00		1,946.00	2,872.06		2,872.06
Total Receipts	£ 37,281.33	£ 650.00	£ 37,931.33	£ 41,052.78	£ 105,991.85	£ 147,044.63
Payments						
Payments in furtherance of Church's objectives						
Direct Costs	£51,549.34	-	£51,549.34	36,145.37	-	36,145.37
Grants to Individuals	£1,883.69	-	£1,883.69	816.99	-	816.99
Grants to Institutions	£2,287.35	26,482.00	£28,769.35	1,117.00	-	1,117.00
Total Payments	£55,720.38	£ 26,482.00	£82,202.38	£ 38,079.36	£ -	£ 38,079.36
Net Receipts / (Payments) before Transfers	-£ 18,439.05	-£ 25,832.00	-£ 44,271.05	£ 2,973.42	£ 105,991.85	£ 108,965.27
Balance at 31 December 2018	10,538.15	118,931.85	129,470.00	12,041.73	8,463.00	20,504.73
Net Movement in Funds 2019	(18,439.05)	(25,832.00)	(44,271.05)	2,973.42	105,991.85	108,965.27
Transfers in Funds	12,930.00	(12,930.00)		(4,477.00)	4,477.00	-
Balance at 31 December 2019	£ 5,029.10	£ 80,169.85	£ 85,198.95	£ 10,538.15	£ 118,931.85	£ 129,470.00

Designated Funds

Since 2016 the Trustees thought it prudent to consider setting aside up to 10% of the Churches annual income as a 'Vision Fund'. This 'saving' could position the church well in the future should the opportunity to purchase a church building arise or if necessary it could be used to fund other larger community projects. The relatively large income received from the sale of Elmcroft was added to this 'Vision Fund'. Following a leaner year of general offerings in 2019 the Trustees decided to use a proportion of the Vision Fund to offset some of the larger mission costs.

An Insituation Grant to Connect Church for £26,482 was made to Connect Church from Designated funds in January of 2019.

**STATEMENT OF ASSETS AND
LIABILITIES
AS AT 31st DECEMBER 2019**

1. FIXED ASSETS	Insurance Value 2019	Insurance Value 2018
The values of the assets owned or leased are:		
Leasehold Building	£113,592.00	£108,183.00
Moveable Contents	£27,317.00	£26,651.00
Total	£140,909.00	£134,834.00

The property and contents are part of the charity's general funds

2. BANK AND CASH BALANCES	2019 £	2018 £
Held at Bank	5,029.10	23,466.14
Cash Float		2.01
Funds On Deposit (Shawbrook)	50,650.00	50,000.00
Deposit Account (Kingdom)	29,519.85	56,001.85
	£85,198.95	£129,470.00

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

Gift Aid recovery not yet received	2,770.92	3,945.08
	£ 2,770.92	£ 3,945.08

Liabilities

Independent Examination Fee	540.00	500.00
Connect Church Share Payment 2019		26,482.00
	£540.00	£26,982.00

The other assets and liabilities, with the exception of the 'Connect Church Share Payment 2019', are part of the charity's general funds. The Connect Share Payment 2019 was paid from the designated funds.

Mark Hayton

11th January 2021

Mark Hayton (Trustee)

Date

NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2019 TO 31st DECEMBER 2019

1. Accounting Policies

The accounts have been prepared on the receipts and payments basis with a statement of assets and liabilities.

2. Direct Costs	General Funds		General Funds	
	2019		2018	
	£		£	
Property Rent/Lease	3,850.44		3,094.00	
Gas/Electricity	1,109.72		992.00	
Insurance / Licences	1,463.56		1,233.75	
Subscriptions	4,728.40		1,883.92	
Mission and Ministry	5,685.69		4,070.27	
Conference and Courses	1,985.89		2,727.59	
Church Activities	184.00		477.21	
Equipment / Furnishing	166.17		1,660.47	
Administration	8,034.84		6,539.91	
Youth Work	12,594.17		4,801.48	
Childrens work	5,418.64		3,452.94	
Maintenance (Dorcas)	6,327.82		5,084.40	
Other Costs	-		127.43	
		£51,549.34		£36,145.37
3. Grants Paid				
Individuals		1,883.69		816.99
Institutions		28,769.35		1,117.00
Total		£82,202.38		£38,079.36

4. Employees

The Church employs four part time members of staff.

- Youth pastor
- Children's Pastor
- Treasurer
- Caretaker

5. Events since year end/Payments to Trustees

Payments to Trustees: At the 2019 AGM members of the church asked the trustees to consider an honourarium be awarded to the Minister Mark Hayton for his outstanding work in taking the church forward. Subsequently, Trustees Steve Johnson and Roger Bedford discussed this in the absence of Mark and consulted the Charity Commission Website which stated that the intended amount was under £1000 and didn't require their authority. The Churches Trust Deed document was also consulted which outlines in section 10.3 ways in which a "member of the church council" can be remunerated and they felt that the requirements had been met to allow a modest payment of £500.

Laura Arnold was appointed January 2019 as the new Youth Pastor following a resignation in 2018. The Charity Commission was notified as she is a connected person, daughter, to the Trustee Mark Hayton, but Mark Hayton, was not involved in her appointment. At time of report Laura Arnold has also since resigned from the position.