



Trustees' Annual Report for the period

Period start date			Period end date		
From	01	April	2019	To	31
					March
					2020

Section A Reference and administration details

Charity name

QE Park Baptist Church

Other names charity is known by

QEPBC

Registered charity number (if any)

1166680

Charity's principal address

QE Park Centre

Railton Road

Guildford, Surrey

Postcode

GU2 9LX

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Rev Catherine Whiting	Minister		
2 Dr Mark Whiting			
3 Mrs Rheanne Mole	Secretary		
4 Mr Alexander Mole	Treasurer		
5 Rev Peter Clarke			
6 Mr John Cooper			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution – 6 th December 2015
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected from the membership in accordance with our Constitution

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Members of the Church are accepted in accordance with the Constitution which requires them to be, or to have been, publicly baptised by full immersion on the profession of faith in Jesus Christ; or, following other modes of baptism, to renew their public profession of faith in Jesus Christ.

A members meeting ('Church Meeting') is held at least three times a year and has responsibility for the overall policy of the Church. In accordance with our Constitution the members appoint a minimum of three Trustees who are responsible for the day to day running of the Church's work and witness, as well as the financial and legal aspects of the charity. All members are encouraged to take an appropriate part in the spiritual and practical tasks involved in the furtherance of the charitable objective.

The Church is a member of the Baptist Union of Great Britain, the South Eastern Baptist Association and the Evangelical Alliance.

Our Property Trustees are:
The Baptist Union Corporation Limited
Baptist House
129 Broadway
Didcot
Oxfordshire. OX11 8RT

Summary of the objects of the charity set out in its governing document

The principle purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

In order to achieve the principal objective, the Church provides a variety of activities both to its membership and to the community generally. The aim is to show the love of Jesus Christ in word and deed and to bring people into a closer relationship with him as living Lord.

One aspect of the work of the Church is the provision of regular public services of Christian worship, which take place on a Sunday morning at 10.30am, along with occasional services at other times which are advertised on the church notice board and in our café. All services are open to anyone. During the regular morning service, we aim to provide activities for children and young people. We also run a mid-week group called Diddy Disciples which is a 15-20 minute service for pre-schoolers.

The Church runs mid-week small groups in members' homes, for the growth of faith and discipleship, and a discipleship group for young people.

We make one of our rooms available as a Prayer Space for an hour each week. Anyone is welcome to come in to pray and one of our members is available if people would like him to pray for them or a particular person or situation. We hold a monthly prayer meeting which is advertised on our church news sheet and in Sunday services. We also have two WhatsApp prayer groups – one for the church, where members can post personal prayer requests; and one for our café, Refresh, where the church is made aware of customers who are in particular need of prayer. The latter is done anonymously unless specific consent has been given for more detail to be shared.

The Church owns and runs the Community Centre where it is based. Rooms are hired out for activities such as exercise classes, children's music and activity groups, counselling, teaching, choirs, training and parties.

The Church runs a Toddler group, called Little Lambs, which meets on Wednesdays with the purpose of assisting the community and demonstrating the love of Jesus Christ.

The Church runs Refresh community café in our building, with the aim of providing a welcoming environment with a Christian ethos for all members of the local community and groups using the Centre. Sunday lunch and evening social events are held in the café on a monthly basis and are open to all. These are advertised on the Church and Refresh Café Facebook pages and by flyers around the Centre building.

The Church operates systems to ensure that all people working with children and vulnerable adults are appropriately vetted with regard to the Disclosure and Barring Service.

The Trustees have read the Charity Commission guidance on public benefit, and are satisfied that the activities outlined above clearly demonstrate that the charity is providing a benefit to the public.

Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Summary of the main achievements of the charity during the year

Our weekly worship services have continued to be attended by an average of 40-45 people across a wide age range, from toddlers to those beyond retirement age. Four members of our worshipping community have entered into committed church membership.

Our youth group has continued to meet regularly and grow in their understanding and faith. On Easter Sunday four of the group were baptised into the Christian faith, with each one giving testimony to their personal faith in Christ and why they were choosing to be baptised. The majority were once again involved in a local cross-church project in May 2019, helping to clear overgrown gardens for disadvantaged individuals and families. In August 2019 they attended a Christian festival called Soul Survivor where they were encouraged by meeting other young Christians from different churches and backgrounds, hearing teaching at events each day and having fun together as a group. In September 2019 the group worked with one of our elderly church members to prepare and lead our harvest service. The focus was on caring for the environment and they challenged and informed us about some of the small ways in which we can all contribute to protecting God's creation.

In June 2019 a further group was launched for 11-12 year olds. They have enjoyed learning more about God and having fun together.

Our weekly morning mums and toddlers group, Little Lambs, continues to be very popular, and people have regularly asked for prayer for difficult circumstances. A small group from Little Lambs has continued to visit the local care home, which has been enjoyed by the toddlers and residents alike. Our Diddy Disciples' group has worked well in the morning time slot as some additional families who have arrived early for Little Lambs have come in to hear the Bible stories and join in the songs.

As in previous years we were able to invite Year 6 pupils from the local junior school to our 2019 Easter Cracked and Christmas Unwrapped presentations, which seek to dispel some of the myths around these two celebrations and present the good news of Jesus Christ. In March 2020, due to the Corona virus restrictions, our minister gave a simplified presentation of Easter Cracked in the school.

In May 2019 one of our members worked with a local musician (a regular cafe customer) to put on a concert in our premises, with proceeds going to a local young persons' mental health charity. This was extremely well attended and raised several hundred pounds.

In the week before Easter we invited the general public to participate in 'prayer stations' and activities which encouraged them to think about the events and significance of Easter.

During the year we have hosted two thanksgiving services - for the niece of a cafe customer in May 2019 and for the husband of a member of our walking group in February 2020. We were also able to provide emotional support to the families before and after the event.

Monthly quiz nights, run in partnership with the local residents' association; have continued to prove extremely popular, with regulars from the church and community attending most months. A committed and enthusiastic group of regulars have continued to attend our monthly craft

nights. They have been joined from time to time by those wishing to play board games, which has worked well.

Our Muddy Boots walking group has continued to thrive and grow, with a small number staying on for coffee in the cafe afterwards and 26 people attending their pub Christmas meal. A couple of the members have started to ask questions about faith and Christianity.

During this year we have started to see more 'cross-over' between the events that we offer – e.g. two or three of the Muddy Booters have started coming to our monthly community lunches, one of the regular 'crafters' has also started coming to quiz nights and on Muddy Boots walks, and another crafter came to our Christmas lunch.

Bible, Blokes and Bacon, our monthly Saturday morning breakfast, teaching and discussion group, has been regularly attended by 15-18 men from 17 years upwards and has encouraged them in their faith journey.

On the evening of 31st October we opened the cafe to offer children's craft, a tea and a short talk about 'Jesus – the light of the World'. This was very well attended and much appreciated by a number of parents who wanted a fun alternative to 'trick or treating'.

In November one of our members organised a community Sunday afternoon tea. We invited a number of people who we know through the cafe, our activities and events or through previous attendance at church services. It was a very relaxed event and a good way to get to know each other better and help people to feel welcomed and connected.

In December we held a Live Nativity event in which the Christmas story was presented using real animals and a real baby! This was incredibly well attended and enjoyed by all. In the following week we invited the public in to contemplate the events and significance of Christmas through a series of prayer stations. The following Sunday we also held our usual Carols by Candlelight service, which was attended by a good mix of church and community members.

On Christmas Day we hosted a lunch which was attended by approximately 35 people – a mix of church members, international students who were studying at the University of Surrey and local people.

We are planning to trial a new style of Sunday morning event for families once a month in May, June and July. The aim is to build on our existing links with local families and to ensure that the Christian gospel is made accessible for those who have little or no church background.

We also plan to set up a more permanent Prayer Space in our upstairs snug in the coming year, which will be for use by church attenders, initially on planned Prayer Weekends. As the room currently has to be accessed from one of our rented rooms, it is hoped at some point to create a direct secure access, via the back fire escape, to enable it to be used more regularly.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have committed to keeping three months working capital in our bank account, as a contingency fund against unexpected costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principle source of funds is from members' regular donations and lettings from the hire of the premises. This money has been put towards the Church's various activities and the upkeep of the community centre and café. The Church has also given regular financial support to local, national and international Christian organisations, whose Christian aims are compatible with our own charitable purpose.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Catherine M. Whiting

R. Mole

Full name(s)

CATHERINE MARY WHITING

RHEANNE BEVERLY MOLE

Position (eg Secretary, Chair, etc)

Minister

SECRETARY

Date

15/1/21

Report of the Independent Examiner(s) to the Trustees of QE PARK BAPTIST CHURCH

On the accounts for the year ended 31 MARCH 2020

Respective responsibilities of Trustees and Examiner

The Church's Trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

~~Since the Church's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of [insert named of applicable listed body], which is one of the listed bodies. (Delete if income is less than £250,000)~~

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination. (if accounts prepared on accruals basis*)

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Delete the words in the brackets if they do not apply*

Signed by or on behalf of the Examiner Anthony H Macleod Date 10-1-2021

Name ANTHONY H MACLEOD

Relevant Professional Qualification(s) or body (if any) N/A.

Address 2 WARREN FARM COTTAGES, GUILDFORD ROAD
LEATHERHEAD KT24 5QG

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2020

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

	<i>Note</i>	2020	2019
Receipts		£	£
Sunday Plate		3,680	1,099
SO Giving		40,374	39,928
Income Tax on Gift Aid		7,786	7,961
Café income		80,617	75,161
Room Bookings		52,538	43,654
Total Receipts	1.2	184,995	167,803
Payments			
Staff & Staff Housing	2	64,958	54,226
Mission	3	5,795	5,291
Activities/Sunday Services/Worship	4	728	1,648
Childrens Work	5	726	1,204
Church Buildings	6	15,803	21,415
Café expenditure	7	94,320	76,802
Admin Costs	8	5,187	2,249
Total Payments		187,516	162,835
Surplus/-Deficit for the Year		-2,521	4,969

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2020

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2020

		Note	2020	2019
ASSETS				
Fixed Assets				
	Freehold Property		511,853	511,853
	Café Equipment		4,804	4,640
Total Fixed Assets		12	516,657	516,493
Current Assets				
	Other Current Assets			
	Sundry Debtors	9	3,900	5,563
	Total Other Current Assets		3,900	5,563
	Cash at bank and in hand			
	Barclays Bank		43,394	49,616
	Petty Cash Box		704	489
	Total Cash at bank and in hand		44,098	50,105
Total Current Assets			47,998	55,668
Current Liabilities				
	Other Current Liabilities			
	Other Creditors		2,612	2,750
	Payroll Liabilities		3,029	2,090
	Total Other Current Liabilities	11	5,641	4,840
Total Current Liabilities			5,641	4,840
NET CURRENT ASSETS			42,357	50,828
TOTAL ASSETS LESS CURRENT LIABILITIES			559,014	567,322
Long Term Liabilities				
	Seba Loan for Comm Centre	10	22,000	26,000
	Pension Scheme Liability	14	17,575	19,362
Total Long Term Liabilities			39,575	45,362
NET ASSETS			519,439	521,960
General Fund and Other Reserves				
	Freehold Property Reserve	13	471,853	471,853
	General Fund		47,586	50,107
			519,439	521,960

Notes to the Accounts

Note

1.1 Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS102 have been prepared in accordance with the Charities SORP (FRS102) "Accounting and Reporting by Charities:

Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1st January 2015)", and the Charities Act 2011.

1.2 Income

Donation income is recognised in the SoFA when the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Tax reclaimable in respect of gift aid is recognised when receivable.

Investment income represents interest received on surplus balances and is accounted for on an accruals basis.

Room hire is recognised when invoiced.

1.3 Grants paid

The Church makes grants to other organisations whose charitable objects complement its work. They are accounted for in the year in which they are paid.

1.4 Depreciation

Expenditure on fixtures, fittings and equipment is written off on a straight line basis over their estimated useful life of 4 years.

Notes to the Accounts

Note

2. <u>Staff & Staff Housing</u>	2020	2019
A · Staff:2100 · Pastor Salary	23,498	21,227
A · Staff:2101 · Administrator Salaries	17,337	12,976
A · Staff:2102 · Bookkeeper Salary	371	397
A · Staff:2115 · Caretaker Salary	7,620	7,020
A · Staff:2108 · Pension - Staff	3,675	2,577
A · Staff:2109 · Payroll Admin	913	785
A · Staff:2110 · Travel Expenses	623	602
A · Staff:2111 · Training (Courses/Seminars)	1,131	595
A · Staff:2112 · Other Expenses	191	187
B · Staff Housing:2124 · Lease Back on Manse	9,600	7,860
Total Staff & Staff Housing	<u>64,958</u>	<u>54,226</u>

The average total number of full time equivalent employees in the year was 3 (2019 : 3)

The average total number of full and part-time employees in the year was 3 (2019 : 3)

No employees were paid £60,000 or more.

3. <u>Mission</u>		
2201 · Friends International	500	500
2202 · YMCA	500	500
2203 · Matrix Trust	500	500
2204 · BMS	2,000	2,000
2205 · SEBA (Home Mission)	1,500	2,000
2208 · Community Outreach-Fun Days;Tod	795	-209
Total Mission	<u>5,795</u>	<u>5,291</u>

Notes to the Accounts

4. <u>Activities/Sunday Services</u>	2020	2019
D · Activities/Sunday Services:2400 · Gifts/Cards/Special Occasions	78	124
D · Activities/Sunday Services:2402 · Visiting Speakers	125	385
D · Activities/Sunday Services:2403 · Catering	404	435
D · Activities/Sunday Services:2404 · Fellowship Fund	-	170
E · Worship:2502 · Worship - Miscellaneous	121	534
Total Activities/Sunday Services	728	1,648
5. <u>Childrens/Youth Work</u>		
F · Childrens/Youth Work:2600 · Children's Work	726	1,204
Total Childrens/Youth Work	726	1,204
6. <u>Church Buildings</u>		
G · Church Buildings:2801 · Insurance-contents/employers liability	-	4,186
G · Church Buildings:2802 · Electricity (incl heating)	4,234	3,520
G · Church Buildings:2807 · Repairs & Maintenance	3,872	6,794
G · Church Buildings:2808 · Lift Maintenance Contract	607	441
G · Church Buildings:2809 · Cleaning materials	229	201
G · Church Buildings:2810 · Equipment QE Park	3,261	3,266
G · Church Buildings:2811 · Cleaning	3,600	3,008
Total Church Buildings	15,803	21,415
7. <u>Café Expenditure</u>		
H · Cafe:3000 · Staff Salaries	42,547	33,943
H · Cafe:2108C · Pension	1,199	815
H · Cafe:3001 · Cleaning	3,456	3,033
H · Cafe:3002 · Cleaning costs/Refuse	1,941	1,505
H · Cafe:3003 · Purchases for resale/Café Supplies	31,828	29,783
H · Cafe:3007 · Bank charges	2,389	1,195
H · Cafe:3008 · Utilities	2,117	1,763
H · Cafe:3009 · Repairs and renewals	5,075	1,979
H · Cafe:3010 · Equipment depreciation	3,769	2,786
	94,320	76,802

The average total number of full time equivalent employees in the year was 3 (2019 : 3)

The average total number of full and part-time employees in the year was 5 (2019 : 4)

Notes to the Accounts

8. <u>Admin Costs</u>	2020	2019
I · Admin Costs:2900 · Stationery & Office Supplies	644	794
I · Admin Costs:2901 · BU & Home Mission subs	200	272
I · Admin Costs:2902 · Computer Consumables	70	68
I · Admin Costs:2903 · Bank Charges	131	20
I · Admin Costs:2904 · Professional fees	2,060	-
I · Admin Costs:2905 · Postage	7	41
I · Admin Costs:2907 · Telephone & Internet	563	548
I · Admin Costs:2909 · Printing, Publicity, Marketing	1,103	202
I · Admin Costs:2910 · Copyright	346	301
I · Admin Costs:2910 · Training (H&S First Aid MS Pkgs)	63	3
Total Admin Costs	<u>5,187</u>	<u>2,249</u>
9. <u>Debtors</u>		
Income Tax on Gift Aid	<u>3,900</u>	<u>5,563</u>
	<u>3,900</u>	<u>5,563</u>
10. <u>Loans:</u>	£	
Outstanding on loan from SEBU @ 1.4.19	26,000	
Repayments	<u>-4,000</u>	
Balance owing at 31.3.20	<u>22,000</u>	
The loan is interest free and unsecured and repayable in equal bi-annual instalments until September 2025		
11. <u>Creditors</u>		
Other creditors	2,612	2,750
Payroll liabilities	<u>3,029</u>	<u>2,090</u>
	<u>5,641</u>	<u>4,840</u>

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2020

Notes to the Accounts

12. Fixed Assets

		<u>Property</u>	<u>Café</u>	<u>Total</u>
		£	£	£
Cost				
	At 1.4.19	511,853	11,142	522,995
	Additions	-	3,934	3,934
	Disposals	-	-	-
	At 31.3.20	511,853	15,075	526,928
Depreciation				
	At 1.4.19	-	6,502	6,502
	Charge for the year	-	3,769	3,769
	At 31.3.20	-	10,271	10,271
Net Book Value				
	At 31.3.20	511,853	4,804	516,657
	At 31.3.19	511,853	4,640	516,493

The church is the beneficial owner (subject to the relevant trusts) of QEP Community Centre, Guildford, the legal title to which is held by the church's custodian trustee (The Baptist Union Corporation Ltd.)

13. General fund and other reserves

	<u>General</u>	<u>Freehold</u>	<u>Total</u>
	£	£	£
Opening balance at 1.4.19	50,107	471,853	521,960
Profit for the year	-2,521	-	-2,521
At 31.3.20	47,586	471,853	519,439

Notes to the Accounts

14. Pension Scheme Liabilities

The Church is a participating employer in the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan.

A formal valuation of the DB Plan as at 31 December 2019 was made by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £298 million, whilst the level of assets needed to pay benefits was £316 million, giving a deficit of £18 million (equivalent to a past service funding level of 94%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit. The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2022.

Under the Schedule of Contributions, the Church make a monthly payment in respect of the DB scheme deficit, currently £151, which will increase in line with increases in Minimum Pensionable Income. The Schedule of Contributions foresees these contributions continuing until June 2026. The pension scheme liability shown in the Statement of Assets and Liabilities is calculated at the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions, which amounted to £17,575 as at 31 March 2020.

The accounts and statement of assets and liabilities set out on pages 1-8 relating to the year ending 31 March 2020 are as approved by the leadership team.

Signed: Catherine M Whiting 11/1/21

Report of the Independent Examiner(s) to the Trustees of QE PARK BAPTIST CHURCH

On the accounts for the year ended 31 MARCH 2020

Respective responsibilities of Trustees and Examiner

The Church's Trustees are responsible for the preparation of the accounts. The church's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Delete the words in the brackets if they do not apply*

Signed by or on behalf of the Examiner Anthony H Macleod Date 10-1-2021

Name ANTHONY H MACLEOD

Relevant Professional Qualification(s) or body (if any) N/A.

Address 2 WARREN FARM COTTAGES, GUILDFORD ROAD
LEATHERHEAD KT24 5QG

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2020

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

	<i>Note</i>	2020	2019
Receipts		£	£
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Total Payments		187,516	162,835
Surplus/-Deficit for the Year		-2,521	4,969

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2020

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2020

	<i>Note</i>	2020	2019
ASSETS			
Fixed Assets			
Freehold Property		511,853	511,853
Café Equipment		4,804	4,640
Total Fixed Assets	12	516,657	516,493
Current Assets			
Other Current Assets			
Sundry Debtors	9	3,900	5,563
Total Other Current Assets		3,900	5,563
Cash at bank and in hand			
Barclays Bank		43,394	49,616
Petty Cash Box		704	489
Total Cash at bank and in hand		44,098	50,105
Total Current Assets		47,998	55,668
Current Liabilities			
Other Current Liabilities			
Other Creditors		2,612	2,750
Payroll Liabilities		3,029	2,090
Total Other Current Liabilities	11	5,641	4,840
Total Current Liabilities		5,641	4,840
NET CURRENT ASSETS		42,357	50,828
TOTAL ASSETS LESS CURRENT LIABILITIES		559,014	567,322
Long Term Liabilities			
Seba Loan for Comm Centre	10	22,000	26,000
Pension Scheme Liability	14	17,575	19,362
Total Long Term Liabilities		39,575	45,362
NET ASSETS		519,439	521,960
General Fund and Other Reserves			
Freehold Property Reserve	13	471,853	471,853
General Fund		47,586	50,107
		519,439	521,960

Notes to the Accounts

Note

1.1 Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS102 have been prepared in accordance with the Charities SORP (FRS102) "Accounting and Reporting by Charities:

Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1st January 2015)", and the Charities Act 2011.

1.2 Income

Donation income is recognised in the SoFA when the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Tax reclaimable in respect of gift aid is recognised when receivable.

Investment income represents interest received on surplus balances and is accounted for on an accruals basis.

Room hire is recognised when invoiced.

1.3 Grants paid

The Church makes grants to other organisations whose charitable objects complement its work. They are accounted for in the year in which they are paid.

1.4 Depreciation

Expenditure on fixtures, fittings and equipment is written off on a straight line basis over their estimated useful life of 4 years.

Notes to the Accounts**Note**

2. <u>Staff & Staff Housing</u>	2020	2019
A · Staff:2100 · Pastor Salary	23,498	21,227
A · Staff:2101 · Administrator Salaries	17,337	12,976
A · Staff:2102 · Bookkeeper Salary	371	397
A · Staff:2115 · Caretaker Salary	7,620	7,020
A · Staff:2108 · Pension - Staff	3,675	2,577
A · Staff:2109 · Payroll Admin	913	785
A · Staff:2110 · Travel Expenses	623	602
A · Staff:2111 · Training (Courses/Seminars)	1,131	595
A · Staff:2112 · Other Expenses	191	187
B · Staff Housing:2124 · Lease Back on Manse	9,600	7,860
Total Staff & Staff Housing	64,958	54,226

The average total number of full time equivalent employees in the year was 3 (2019 : 3)

The average total number of full and part-time employees in the year was 3 (2019 : 3)

No employees were paid £60,000 or more.

3. <u>Mission</u>		
2201 · Friends International	500	500
2202 · YMCA	500	500
2203 · Matrix Trust	500	500
2204 · BMS	2,000	2,000
2205 · SEBA (Home Mission)	1,500	2,000
2208 · Community Outreach-Fun Days;Tod	795	-209
Total Mission	5,795	5,291

Notes to the Accounts

	2020	2019
4. <u>Activities/Sunday Services</u>		
D · Activities/Sunday Services:2400 · Gifts/Cards/Special Occasions	78	124
D · Activities/Sunday Services:2402 · Visiting Speakers	125	385
D · Activities/Sunday Services:2403 · Catering	404	435
D · Activities/Sunday Services:2404 · Fellowship Fund	-	170
E · Worship:2502 · Worship - Miscellaneous	121	534
Total Activities/Sunday Services	728	1,648
5. <u>Childrens/Youth Work</u>		
F · Childrens/Youth Work:2600 · Children's Work	726	1,204
Total Childrens/Youth Work	726	1,204
6. <u>Church Buildings</u>		
G · Church Buildings:2801 · Insurance-contents/employers liability	-	4,186
G · Church Buildings:2802 · Electricity (incl heating)	4,234	3,520
G · Church Buildings:2807 · Repairs & Maintenance	3,872	6,794
G · Church Buildings:2808 · Lift Maintenance Contract	607	441
G · Church Buildings:2809 · Cleaning materials	229	201
G · Church Buildings:2810 · Equipment QE Park	3,261	3,266
G · Church Buildings:2811 · Cleaning	3,600	3,008
Total Church Buildings	15,803	21,415
7. <u>Café Expenditure</u>		
H · Cafe:3000 · Staff Salaries	42,547	33,943
H · Cafe:2108C · Pension	1,199	815
H · Cafe:3001 · Cleaning	3,456	3,033
H · Cafe:3002 · Cleaning costs/Refuse	1,941	1,505
H · Cafe:3003 · Purchases for resale/Café Supplies	31,828	29,783
H · Cafe:3007 · Bank charges	2,389	1,195
H · Cafe:3008 · Utilities	2,117	1,763
H · Cafe:3009 · Repairs and renewals	5,075	1,979
H · Cafe:3010 · Equipment depreciation	3,769	2,786
	94,320	76,802

The average total number of full time equivalent employees in the year was 3 (2019 : 3)

The average total number of full and part-time employees in the year was 5 (2019 : 4)

Notes to the Accounts

8. <u>Admin Costs</u>	2020	2019
I · Admin Costs:2900 · Stationery & Office Supplies	644	794
I · Admin Costs:2901 · BU & Home Mission subs	200	272
I · Admin Costs:2902 · Computer Consumables	70	68
I · Admin Costs:2903 · Bank Charges	131	20
I · Admin Costs:2904 · Professional fees	2,060	-
I · Admin Costs:2905 · Postage	7	41
I · Admin Costs:2907 · Telephone & Internet	563	548
I · Admin Costs:2909 · Printing, Publicity, Marketing	1,103	202
I · Admin Costs:2910 · Copyright	346	301
I · Admin Costs:2910 · Training (H&S First Aid MS Pkgs)	63	3
Total Admin Costs	<u>5,187</u>	<u>2,249</u>
9. <u>Debtors</u>		
Income Tax on Gift Aid	<u>3,900</u>	<u>5,563</u>
	<u>3,900</u>	<u>5,563</u>
10. <u>Loans:</u>	£	
Outstanding on loan from SEBU @ 1.4.19	26,000	
Repayments	<u>-4,000</u>	
Balance owing at 31.3.20	<u>22,000</u>	
The loan is interest free and unsecured and repayable in equal bi-annual instalments until September 2025		
11. <u>Creditors</u>		
Other creditors	2,612	2,750
Payroll liabilities	<u>3,029</u>	<u>2,090</u>
	<u>5,641</u>	<u>4,840</u>

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2020

Notes to the Accounts

12. Fixed Assets

		<u>Property</u>	<u>Café</u>	<u>Total</u>
		£	£	£
Cost				
	At 1.4.19	511,853	11,142	522,995
	Additions	-	3,934	3,934
	Disposals	-	-	-
	At 31.3.20	<u>511,853</u>	<u>15,075</u>	<u>526,928</u>
Depreciation				
	At 1.4.19	-	6,502	6,502
	Charge for the year	-	3,769	3,769
	At 31.3.20	<u>-</u>	<u>10,271</u>	<u>10,271</u>
Net Book Value				
	At 31.3.20	<u>511,853</u>	<u>4,804</u>	<u>516,657</u>
	At 31.3.19	<u>511,853</u>	<u>4,640</u>	<u>516,493</u>

The church is the beneficial owner (subject to the relevant trusts) of QEP Community Centre, Guildford, the legal title to which is held by the church's custodian trustee (The Baptist Union Corporation Ltd.)

13. General fund and other reserves

	<u>General</u>	<u>Freehold</u>	<u>Total</u>
	£	£	£
Opening balance at 1.4.19	50,107	471,853	521,960
Profit for the year	-2,521	-	-2,521
At 31.3.20	<u>47,586</u>	<u>471,853</u>	<u>519,439</u>

Notes to the Accounts

14. Pension Scheme Liabilities

The Church is a participating employer in the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan.

A formal valuation of the DB Plan as at 31 December 2019 was made by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £298 million, whilst the level of assets needed to pay benefits was £316 million, giving a deficit of £18 million (equivalent to a past service funding level of 94%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit. The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2022.

Under the Schedule of Contributions, the Church make a monthly payment in respect of the DB scheme deficit, currently £151, which will increase in line with increases in Minimum Pensionable Income. The Schedule of Contributions foresees these contributions continuing until June 2026. The pension scheme liability shown in the Statement of Assets and Liabilities is calculated at the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions, which amounted to £17,575 as at 31 March 2020.

The accounts and statement of assets and liabilities set out on pages 1-8 relating to the year ending 31 March 2020 are as approved by the leadership team.

Signed: Catherine M Whiting 11/1/21