

Windsor Fellowship Trust

Report and Accounts

year ended 30 September 2020

stewardship[®]

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WINDSOR FELLOWSHIP TRUST
LEGAL & ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

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 (until September 2020) Rev P. Bickersteth (from August 2020) Rev. S. Brewster (from March 2020) Rev. F. Orr-Ewing (until April 2020) Rev. W. Stileman Mrs A. Felce Mrs J. Hopkins (until September 2020) Ms C. McKinnel (from August 2020) Mr P. Williams (from July 2019)
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 2020

The Trustees have pleasure in submitting the Report and Accounts for the year ended 30 September 2020.

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.

2020 has been a year of enormous change for the Windsor Fellowship Church. On top of COVID-19, in September our minister moved to a new role and so we have been in an interregnum period since then.

COVID 19

At the start of the year we were meeting physically in the Windsor Youth Centre but in March 2020 the Windsor Fellowship Trust took steps (in line with government advice) to help contain the outbreak of COVID-19. Government advice prohibited physical gatherings and, as a result, we put all our services and meetings on to Zoom from March until August.

With the lifting of government restrictions at the end of August, we were able to meet again physically. As the Windsor Youth Centre remained shut at this time, we looked for alternative venues and were greatly encouraged to be able to move to Windsor United Reformed Church in William Street, right in the heart of Windsor. Careful risk assessments were drawn up and amended as necessary in order for us to meet together whilst minimising the risk of spread of COVID.

We were able to meet in this way throughout August, September and October but throughout November, again in line with government regulations, we moved our services and meetings to electronic gatherings on Zoom.

With the lifting of lockdown, we were able to meet again physically in the Windsor URC building and have continued to do so throughout December. We have continued to monitor our risk assessments carefully in order to minimise any risk of spread of the virus. We have, thankfully, remained free of COVID at the time of writing. We were encouraged, though, to have to put on two carol services. This was only necessary because of spacing requirements due to the pandemic but it was wonderful to see new people coming to this and to our Christingle Service.

The appointment of the new minister

We set up a minister search team of eight which was chaired by Sam Brewster. We had two ministers on the search team : Sam Brewster and Piers Bickersteth both local evangelical Church of England ministers. We then had four from the church along with them not Trustees: Kerry Baker and Heidi Cornell and two of them trustees: Clare McKinnel and Paul Williams. In addition, Will Donaldson (Director of New Congregations) and Stephen Pullin (Archdeacon of Berkshire) were our two diocesan representatives.

We were hugely encouraged to get applications from eight strong candidates. We obtained written references, we listened to sermons and one of the two ministers on the search team also spoke at length on the phone to those who knew the candidates well. One half of the search committee then interviewed each shortlisted candidate, whilst the other half had a conversation based around a presentation they had given.

We were agreed that Tim Hiorns was the standout candidate and so we were thrilled when he accepted our invitation to join us as our minister. His appointment was announced on 3 January 2021 and he will join us in July 2021.

Summary of the charity's main activities and achievements - For the love of Windsor

Looking back, this has been a challenging time for us as a church but it also has been a time of fruitfulness and one in which we have known the constant provision of our gracious God in all that we do. As stated above, we have been through an interregnum for the last four months which has required each one of us to become more involved in the life of the church. It has been a blessing to have us drawn together in service in this way and we are greatly encouraged by the appointment of our new minister who is currently serving in the Church of England.

It has also been a huge encouragement to be able to meet again since the end of August. We are extremely encouraged by our new venue, Windsor United Reformed Church on William Street and feel that this central location will help us, under God, to be able to reach out to the people of Windsor.

WINDSOR FELLOWSHIP TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

We are conscious of the two army barracks which are so close to us and have been keen to foster relationships with them over recent months. Members of the church were also involved with volunteers from other local churches in supporting the Windsor night shelter from January-March.

We have been greatly encouraged to have some new couples and new families join us during our interregnum and we have enjoyed several social events on Zoom in order to create a closer fellowship between those in the church.

It has been encouraging to see those in the church family preaching, leading, praying and being involved in music for the first time over this interregnum period.

We are conscious that operating without a minister in a pandemic in a new location has been a huge challenge for us but it has forced us once again to see that we are totally dependent on the Lord for all that we do. We have been encouraged by those who have joined us and look ahead with a sense of expectation to 2021.

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 £102,522 (2019: £99,148). Total payments were £93,402 (2019: £104,084). At year end unrestricted cash reserves were £31,355 (2019: £22,234).

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 30 September 2020 was £31,355; 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.

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:

Rev. S. Brewster

Date: 11 March 2021

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 2020 on pages 5 to 7 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

Stewardship
1 Lamb's Passage
LONDON
EC1Y 8AB

Date: 16 March 2021

WINDSOR FELLOWSHIP TRUST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Notes	Unrestricted funds £	Restricted funds £	2020 Totals £	2019 Totals £
Receipts					
Donations, legacies and grants		83,088	-	83,088	81,598
Gift aid receipts		17,035	-	17,035	15,787
		100,122	-	100,122	97,384
Other receipts		2,400	-	2,400	1,764
Total receipts		102,522	-	102,522	99,148
Payments					
Direct costs in furtherance of the charity's objectives	2	59,559	-	59,559	79,308
Loan repayments	7	9,071	-	9,071	-
Loan interest	7	24,772	-	24,772	24,776
Total payments		93,402	-	93,402	104,084
Net receipts / (payments) before transfers		9,120	-	9,120	(4,936)
Transfers between funds		-	-	-	-
Net movement in funds		9,120	-	9,120	(4,936)
Cash funds as at last year end		22,234	-	22,234	27,170
Cash funds at this year end		31,355	-	31,355	22,234

The notes on page 7 form part of these accounts.

WINDSOR FELLOWSHIP TRUST
STATEMENT OF ASSETS AND LIABILITIES
AT 30 SEPTEMBER 2020

1. Fixed assets	2020 £	2019 £
The assets owned are:		
Freehold building (Minister's house) at cost	728,016	728,016
Freehold building (Minister's house) improvements at cost	139,032	139,100
Equipment at cost less depreciation	3,155	4,162
	<u>870,203</u>	<u>871,278</u>
2. Cash funds		
	£	£
Cash at bank with immediate access	31,355	22,234
	<u>31,355</u>	<u>22,234</u>
3. Other monetary assets		
	£	£
Gift aid tax recovery not yet received	626	1,773
	<u>626</u>	<u>1,773</u>
3. Creditors and amounts payable		
Unbilled fee for Accounts Preparation and Independent Examination	1,020	960
Venue rent payable	-	502
Accrued loan interest payable	404	340
	<u>1,424</u>	<u>1,802</u>
4. Loan secured by mortgage on freehold building		
Repayable by instalments over the period to on 24 February 2023 with interest at 3% p.a.	818,945	828,016
This loan to the charity has been made by a family relative of a Trustee. 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 11 March 2021

by

Rev. S. Brewster

The notes on page 7 form part of these accounts.

WINDSOR FELLOWSHIP TRUST
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

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 2020	Total 2019
	£	£	£	£
Employment costs (note 3)	34,571	-	34,571	37,383
Minister's expenses	5,117	-	5,117	5,208
Secretarial services	2,172	-	2,172	4,605
Property costs (note 4)	7,242	-	7,242	10,625
Church expenses	604	-	604	1,022
Equipment	-	-	-	2,450
Events	56	-	56	1,987
Insurance	749	-	749	752
Marketing	-	-	-	599
Professional fees	-	-	-	48
Accounts preparation and examination	978	-	978	768
Bursaries	-	-	-	1,509
Mission support grants (note 5)	8,000	-	8,000	12,282
Churches together subscription	70	-	70	70
	59,559	-	59,559	79,308

3. Employees

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

4. Property costs

	2020	2019
	£	£
Rent of venues for Sunday meetings	4,140	7,635
Council tax and utilities for minister's house	2,625	2,531
Maintenance and improvement of minister's house	477	458
	7,242	10,625

5. Mission support grants

	2020	2019
	£	£
London City Mission	4,000	6,141
SIM UK	4,000	6,141
	8,000	12,282

6. Acting as agent

On occasion the charity receives money on behalf of others, which it banks and then pays out to the intended beneficiary. This income is received as agent for the beneficiary and the income, and the related payments, are excluded from the Receipts and Payments account.

During the year the charity received money from members of the fellowship wishing to make a leaving gift to the minister. The total received as agent of £1,025 was paid to the minister during the year.

7. Transactions with related parties

Other than interest of £24,772 (2019: £24,776) and loan repayments of £9,071 (2019: £nil) to a family member of a trustee, no amounts were paid to any trustee or to any person connected to them.