

HENLEY BAPTIST CHURCH

Accounts – 31st March 2021

HENLEY BAPTIST CHURCH

(A company limited by guarantee and not having a share capital)

Charity number: 1151864

Company number: 08265305

Accounts – 31st March 2021

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HENLEY BAPTIST CHURCH

**REPORT OF THE TRUSTEES
for the year ended 31st March 2021**

The Trustees are pleased to present their annual report and financial statements of the charitable company for the year ended 31st March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 the Republic of Ireland (FRS 102) (issued October 2019).

Reference and Administration Details

The charity's name is Henley Baptist Church.

Charity Registration Number: 1151864

Company Number: 08265305

Registered Office and Principal Address: 55-57 Market Place, Henley-on-Thames, Oxfordshire RG9 2AA.

Trustees

The Trustees of the charitable company are its Directors for the purposes of company law. The Trustees and officers who served during the year and since the year end were as follows:

M Sayers
D Ullah
J F Bray
M C Djemil

Secretary: J Malton

Objectives and Activities

The charity's objects are the advancement of the Christian faith according to the principles of the Baptist denomination and the charity may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

The main activity is the provision of a Baptist Church and associated activities.

In planning the activities of the charitable company the trustees have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion.

The charitable company's activities of advancement of the Baptist Christian faith and associated activities are available to the people of Henley-on-Thames and the wider area to make a positive contribution to the local and wider community.

REPORT OF THE TRUSTEES
for the year ended 31st March 2021 (Continued)

Achievements and Performance

During the year the charitable company has pursued its main objectives as being the provision of church and associated activities to the people of Henley on Thames and surrounding community and has received General income amounting to £153,176, Designated income of £Nil and Restricted income of £41,542. Expenditure on the General fund amounted to £161,815, Designated expenditure was £5,901 and Restricted expenditure was £62,162.

The d:two Centre which is owned by the Henley Baptist Church has a large entrance area which also serves as a Community café and meeting area, a small bookshop, and a large hall. It has many ancillary meeting rooms, a large kitchen, a purpose-built Children's Centre and a suite of offices used by the church and other projects. The d:two Centre also provides a base for the NOMAD Food Bank which is run by the NOMAD Youth and Community Project with assistance from the Church.

The main source of income is from donations.

Financial Review

The total income for the year was £194,718, total expenditure on charitable activities amounted to £229,878. The amount held in reserves at the year end was £1,869,126 in unrestricted reserves, £12,787 in designated reserves and £20,045 in restricted reserves.

Reserves Policy

The trustees have examined the charity's requirements for reserves taking into account the main risks to the organisation. Given that the majority of the charitable company's income is donations from church members, a regular source of income adequate to cover budgeted expenditure, it has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets and held in reserve by the charity should be sufficient to cover three month's expenditure.

The trustees' are aiming for a 3 month reserve target at this point by saving an amount of £250 each month supplemented by any other surplus income that becomes available.

Structure, Governance and Management

Governing Document

Henley Baptist Church is a company limited by guarantee governed by its Memorandum and Articles of Association dated 8th October 2012, amended 27th February 2013. It is registered as a charity with the Charity Commission. Members of the charitable company guarantee to contribute amounts not exceeding £1 to the assets of the charitable company in the event of winding up.

Appointment of Trustees

The trustees keep the composition of the board under review and will seek to appoint additional members with appropriate skills and expertise should the need arise. Interested parties are given details of the background of the charitable company in order to make them aware of current activities. Trustees shall be appointed from amongst the Elders and the church members at the discretion of the Elders by resolution of the church members passed at a church members meeting.

HENLEY BAPTIST CHURCH

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**REPORT OF THE TRUSTEES
for the year ended 31st March 2021 (Continued)**

This report has been prepared in accordance with the special provisions relating to companies subject to the Small Companies Regime within part 15 of the Companies Act 2006.

Approved by the trustees on 9th December 2021 and signed on its behalf by:

M C Djemil

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Trustee

Henley-on-Thames

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the trustees on my examination of the accounts of Henley Baptist Church for the year ended 31st March 2021.

Responsibilities and Basis of Report

As the charity's trustees (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination I have followed the 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 matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

A P Williams BSc FCCA
A J Carter & Co
Chartered Accountants

22b High Street
Witney
Oxon
OX28 6RB

16th December 2021

STATEMENT OF FINANCIAL ACTIVITIES*(including an income and expenditure account)***for the year ended 31st March 2021**

	Note	Unrestricted General Funds £	Unrestricted Designated Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Income from:						
Donations	3	117,361	-	40,739	158,100	205,112
Charitable activities	4	7,269	-	413	7,682	33,586
Other trading activities	5	28,408	-	390	28,798	44,950
Investments	6	138	-	-	138	35
Total incoming resources		<u>153,176</u>	<u>-</u>	<u>41,542</u>	<u>194,718</u>	<u>283,683</u>
Expenditure on:						
Charitable activities	7	<u>161,815</u>	<u>5,901</u>	<u>62,162</u>	<u>229,878</u>	<u>268,580</u>
Total expenditure		<u>161,815</u>	<u>5,901</u>	<u>62,162</u>	<u>229,878</u>	<u>268,580</u>
Net income/(expenditure) and net movement in funds for the year		(8,639)	(5,901)	(20,620)	(35,160)	15,103
Transfer between funds		<u>(13,093)</u>	<u>12,886</u>	<u>207</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(21,732)</u>	<u>6,985</u>	<u>(20,413)</u>	<u>(35,160)</u>	<u>15,103</u>
Reconciliation of funds						
Total funds brought forward		<u>1,890,858</u>	<u>5,802</u>	<u>40,458</u>	<u>1,937,118</u>	<u>1,922,015</u>
Total funds carried forward		<u><u>£1,869,126</u></u>	<u><u>£12,787</u></u>	<u><u>£20,045</u></u>	<u><u>£1,901,958</u></u>	<u><u>£1,937,118</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 8 to 15 form part of these financial statements

HENLEY BAPTIST CHURCH

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**BALANCE SHEET
as at 31st March 2021**

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	12	<u>1,855,483</u>	<u>1,895,347</u>
Total fixed assets		<u>1,855,483</u>	<u>1,895,347</u>
Current assets			
Stock	13	1,593	1,739
Debtors	14	6,401	7,036
Investments	15	28,308	44,687
Cash at bank and in hand		<u>19,131</u>	<u>9,362</u>
Total current assets		55,433	62,824
Liabilities			
Creditors falling due within one year	16	<u>8,958</u>	<u>16,409</u>
Net current assets		<u>46,475</u>	<u>46,415</u>
Total assets less current liabilities		1,901,958	1,941,762
Creditors: falling due after more than 1 year	17	-	4,644
Provisions for liabilities			
Total net assets	18	<u>£1,901,958</u>	<u>£1,937,118</u>
The funds of the Charity			
Restricted income funds	19	<u>20,045</u>	<u>40,458</u>
Unrestricted income funds-General	19	1,869,126	1,890,858
Unrestricted income funds-Designated	19	<u>12,787</u>	<u>5,802</u>
Total unrestricted funds		<u>1,881,913</u>	<u>1,896,660</u>
Total charity funds		<u>£1,901,958</u>	<u>£1,937,118</u>

For the year ended 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors Responsibilities

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and

The directors acknowledge their responsibilities for complying with the requirements of the act with respect to the accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions relating to companies subject to the Small Companies Regime within part 15 of the Companies Act 2006.

HENLEY BAPTIST CHURCH

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BALANCE SHEET (continued)
as at 31st March 2021

These accounts were approved by the board of directors and authorised for issue on: 9th December 2021 and are signed on their behalf by:

M C Djemil

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Director

The notes on pages 8 to 15 form part of these financial statements

NOTES TO THE ACCOUNTS
for the year ended 31st March 2021

1. Accounting Policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of Preparation

The Financial Statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Public Benefit Entity

Henley Baptist Church meets the definition of a public benefit entity as defined by FRS 102.

Going Concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

b) Income Recognition Policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions attached to the items of income have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

For legacies entitlement is taken as the earlier of:

- The date on which the charity is aware that Probate has been granted;
- the estate has been finalised and notification has been made by the Executors to the Trust that a distribution will be made; or
- when a distribution is received from the Estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the Charity has been notified of the Executors intention to make a distribution. Where legacies have been notified to the Charity, or the Charity is aware of the granting of the probate and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a specific performance or provision of other specified service is deferred until the criteria for income recognition are met.

c) Donated Services

In accordance with the Charities SORP (FRS 102) the general time of volunteers is not recognised in the accounts.

HENLEY BAPTIST CHURCH
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

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d) Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

e) Fund Accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for the particular areas of the Charity's work or for specific projects being undertaken by the Charity.

f) Expenditure and Irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on Charitable activities includes the cost of running the activities of Henley Baptist Church and associated projects.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

g) Tangible Fixed Assets

Individual fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on the straight line basis as follows:

Asset Category	Annual Rate
Land	Nil
Buildings	2% per annum
Equipment	25% per annum

h) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised in income when the items are sold.

i) Debtors

Trade and other debtors are recognised at the settlement amounts due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

j) Cash at Bank and in Hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Creditors and Provisions

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

l) Pensions

The Charity operates a defined contribution scheme, the assets of which are held outside the Charity. The contributions by the Charity in the year are detailed in note 9.

m) Operating Leases

The charity classifies the lease of the photocopier as an operating lease, the title to the equipment remains the lessor. Rental charges are charged on a straight line basis over the term of the lease.

2. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3. Income from donations

	2021	2020
	£	£
Gifts, donations and grants	158,100	205,112
	<u>£158,100</u>	<u>£205,112</u>

Of the £ 158,100 received in 2021 (2020: £205,112) £ 40,739 was restricted funds (2020: £72,835) and £117,361 (2020: £132,277) unrestricted funds.

The charity benefits greatly from the involvement and enthusiastic support of its many volunteers, details of which are given in our annual report. In accordance with FRS 102 and the Charities SORP (FRS 102) the economic contribution of the general volunteers is not recognised in the accounts.

4. Income from charitable activities

	2021	2020
	£	£
Café and shop income	1,535	17,634
Other income	5,794	1,150
Other earned income from sessions	353	14,802
	<u>£7,682</u>	<u>£33,586</u>

Of the £7,682 received in 2021 (2020: £33,586) £ 413 was restricted funds (2020: £14,802) and £7,269 (2020: £18,784) unrestricted funds.

5. Income earned from other trading activity

	2021	2020
	£	£
Rent received	28,798	44,950
	<u>£28,798</u>	<u>£44,950</u>

Of the £28,798 received in 2021 (2020: £44,950) £390 was restricted funds (2020: £6,221) and £28,408 (2020: £38,729) unrestricted funds.

HENLEY BAPTIST CHURCH
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

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6. Investment income

All of the Charity investment income arises from money held on deposit at the Co Operative bank.

7. Analysis of expenditure on charitable activities

	Church activities £	2021 £	2020 £
Café and shop	4,247	4,247	31,071
Ministry	119,631	119,631	144,308
Designated project expenditure	5,901	5,901	6,136
Property costs	62,870	62,870	69,046
Project equipment and upgrades	33,164	33,164	9,317
Management and administration	4,065	4,065	8,702
Total	£229,878	£229,878	£268,580

Of the £229,878 expenditure in 2021 (2020: £268,580) £167,716 was charged to unrestricted funds (2020: £205,511) and £62,162 to restricted funds (2020: £63,069).

8. Net income/(expenditure) for the year

	2021 £	2020 £
<i>This is stated after charging:</i>		
Operating equipment leases	1,267	1,267
Depreciation	39,864	39,864
Accountancy and independent examiners fee	2,220	2,160

9. Analysis of staff costs, trustee remuneration and expenses and related party transactions

	2021 £	2020 £
Salaries and wages	64,664	58,575
Social security costs	-	-
Employer contribution to defined contribution pension scheme	1,528	612
	£66,192	£59,187

No employees had emoluments in excess of £60,000 (2020: £Nil). Pension costs are allocated to activities in proportion to the related staffing costs incurred.

Redundancy payments were made in the year of £ Nil (2020: £638).

During the year the following amounts were paid to the directors who are the key management personnel for pastoral work in the church as allowed by its constitution.

	2021 £	2020 £
J & J Bray (including £1,331 (2020: £380) employers pension contributions)	40,435	37,311

During the year the trustees and their partners donated £17,185 (2020: £27,034) to the charity in total.

Two trustees were also paid £1,527 in respect of travel, phone and ministerial expenses (2020: two trustees £1,697).

NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

10. Staff numbers

The average monthly number of employees during the year was as follows:

	2021 Number	2020 Number
Church Ministry	4	2
Family Centre	2	1
Café and cleaning	1	4
	<u>7</u>	<u>7</u>

11. Corporation tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12. Tangible fixed assets

	Land & Buildings £	Equipment £	Total £
Cost:			
As at 1.4.2020	2,224,219	21,398	2,245,617
Additions	-	-	-
As at 31.3.2021	<u>2,224,219</u>	<u>21,398</u>	<u>2,245,617</u>
Depreciation:			
As at 1.4.2020	328,879	21,391	350,270
Charge for year	39,864	-	39,864
As at 31.3.2021	<u>368,743</u>	<u>21,391</u>	<u>390,134</u>
Net book value:			
As at 31.3.2021	<u>£1,855,476</u>	<u>£7</u>	<u>£1,855,483</u>
As at 31.3.2020	<u>£1,895,340</u>	<u>£7</u>	<u>£1,895,347</u>

13. Stock

	2021 £	2020 £
Café and Book stock	1,593	1,739
	<u>£1,593</u>	<u>£1,739</u>

14. Debtors

	2021 £	2020 £
Other debtors	6,401	7,036
	<u>£6,401</u>	<u>£7,036</u>

NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

15. Current asset investments

	2021	2020
	£	£
Cash on deposit	28,308	44,687
	<u>£28,308</u>	<u>£44,687</u>

16. Creditors: amounts falling due within one year

	2021	2020
	£	£
Bank loan	4,522	10,380
Trade creditors	1,090	3,126
Accruals	2,220	2,160
Other creditors	415	220
Taxation and social security costs	711	523
	<u>£8,958</u>	<u>£16,409</u>

17. Creditors: amounts falling due after more than one year

	2021	2020
	£	£
Secured bank loan (falling due in less than 5 years)	<u>£-</u>	<u>£4,644</u>

The loan from The Baptist Union is repayable by monthly instalments and is secured on the property.

18. Analysis of net assets between funds

	General Fund £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	1,855,483	-	-	1,855,483
Cash at bank and in hand	(11,772)	12,787	18,116	19,131
Other net current assets/(liabilities)	25,415	-	1,929	27,344
Creditors of more than one year	-	-	-	-
Total	<u>£1,869,126</u>	<u>£12,787</u>	<u>£20,045</u>	<u>£1,901,958</u>

HENLEY BAPTIST CHURCH
NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

14.

19. Analysis of charitable funds

Analysis of movements in restricted funds

	Balance 1.4.2020 £	Incoming resources £	Resources expended £	Transfers £	Balance 31.3.2021 £
CRI Educational	2,203	18,061	(16,225)	-	4,039
Family Centre	-	743	(648)	(95)	-
Lift repair	599	-	-	-	599
Café improvements	31,503	393	(25,164)	-	6,732
J & J Bray set up costs	2,125	-	-	-	2,125
Family centre improvements	4,028	2,500	(2,636)	302	4,194
Welcome desk	-	2,050	-	-	2,050
Climate energy grant	-	500	(500)	-	-
Maryanne and Emmanuel gifts	-	3,292	(2,986)	-	306
Firm alarm replacement	-	8,000	(8,000)	-	-
Restricted giving	-	6,003	(6,003)	-	-
Total	£40,458	£41,542	£(62,162)	£207	£20,045

Name of restricted fund	Description, nature and purposes of the fund
CRI Educational	Support for CRI Educational work in Rwanda
Family Centre	Running of the Family Centre
Lift repair	Support for repairs to the lift
Café improvements	Support for café improvement works
J & J Bray set up costs	Support for J & J Bray set up costs
Family centre improvements	Support for decorating and equipping family centre
Welcome desk	Gift for Welcome desk
Climate energy grant	Grant for climate energy works
Maryanne and Emmanuel gifts	Restricted giving
Firm alarm replacement	Grant for replacement of fire alarm
Restricted giving	Restricted giving

Transfers have been made from the restricted funds to the general funds at the discretion of the trustees to cover operating costs. A transfer has been made to the Family Centre improvements restricted fund from the general funds to cover specific items.

NOTES TO THE ACCOUNTS
for the year ended 31st March 2021 (continued)

19. Analysis of charitable funds (continued)

Analysis of movements in unrestricted funds

	Balance 1.4.2020 £	Incoming resources £	Resources expended £	Transfers £	Funds 31.3.2021 £
General fund	1,890,858	153,176	(161,815)	(13,093)	1,869,126
Visiting speakers	-	-	-	317	317
M Uwaezuoke	207	-	(207)	-	-
CAP Job club	368	-	-	-	368
CCLI Licence	-	-	-	480	480
Building works	851	-	-	-	851
Replacement of PA equipment	1,394	-	(1,394)	-	-
Salary expenditure	2,532	-	-	6,689	9,221
Accountancy fees	200	-	(1,800)	2,400	800
Insurance costs	250	-	(2,500)	3,000	750
Total	£1,896,660	£153,176	£(167,716)	£(207)	£1,881,913

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	The 'free reserves' after allowing for all designated funds.
Other funds	Various internal and external projects undertaken by the church as described above.

Transfers have been made from the general fund to the designated funds at the discretion of the trustees to provide funding for specific projects. Likewise, when funds are no longer required the funds are transferred from them.

20. Pension and Other Commitments

The Charity operates a defined contribution scheme, the assets of which are held separately from those of the Charity in an independently administered fund. At the balance sheet date unpaid contributions of £280 (2020: £nil) were due to the fund. They are included in other creditors.

At 31st March 2021 the charity had commitments under non cancellable operating leases over the remaining 1/2 year of the lease totalling £609 (2020: 1 1/2 years £1,900.)