

## **St Andrew's United Reformed Church Upper Hanover St Sheffield Trust**

**Report for the financial year Jan - Dec, 2021 from the Trustees of St Andrew's U.R.C. to the Charity Commission, Charity No. 237839**

### **A. Structure**

Given that our Trust Deed states that we must have at least 5 Trustees, we have decided to appoint some younger Trustees and are hopeful of being able to do so. We decided not to transfer the church to the Yorkshire Congregational Union.

The Elders and Management Team held a number of joint meetings on Zoom during the pandemic before reverting to their former separate monthly pattern. The Trustees held only one meeting during the pandemic.

### **B. General Objectives and activities (as listed on the CC website)**

**1. Overseas and famine relief:** we contribute significantly to Christian Aid and each Christmas create and fill boxes for Samaritan's Purse for vulnerable children in Europe.

#### **2. Religious activities:**

a) We continued to be the centre for three (two in addition to our own) worshipping communities, the St Michael's Ethiopian Orthodox Tewahedo Church and the Congolese Jesus for All Nations Church (JFAN), Sheffield. We also host the Iranian community's post-Ramadan and Ashura celebrations. A Latvian Pentecostal church began meeting and we had enquiries from a francophone church from Ivory Coast. Although we had enquiries from an Eritrean Church, their attendance was not thought compatible with that of the Ethiopian church.

b) We ran one bible study group with members of the congregation on Zoom.

c) We have been members of Churches Together in Broomhill and Broomhall (CTBB) in Sheffield, although it was wound up in 2021 because of the age of participants.

#### **3. Community Development:**

a) We participate in Broomhall and Broomhill activities, the former by representation on the Management Committee of the Broomhall Centre and membership of the Group of Groups (of organisations across Broomhall), and these meetings continued using Zoom. We provided full-time accommodation for Buzz and for their activities on three days a week. During the pandemic it has providing support for Contact Centre families, for older people and played a significant role in food parcel collection and distribution. The Broomhall Community Choir has not yet resumed. The only groups using the facilities have been the two additional religious communities, St Michael's and JFAN, when it was considered safe by the Govt to do so, with all necessary precautions.

b) The Open Kitchen prepared weekly lunches and distributed them to the needy, but stopped serving in the hall. They worked with another community group and prepared many thousands of lunches during the year.

c) We do not have a trading subsidiary.

#### **4. Religious and racial harmony** (see B2a and 3 above)

Broomhall is a multiethnic community and the Group of Groups is a multiracial group representing many organisations in Broomhall; some meetings are held in our facilities. The group is concerned with community cohesion, interaction with students of the two Universities and with the police to deal with drug abuse. We host Christian and Muslim community activities in our buildings, some at the same time, with harmonious relations sustained by good communication.

#### **5. Recreation**

Some music groups, dance groups, a cooking group and counselling and contact groups have resumed activities, although the choirs have not restarted.

#### **6. The general public**

We have not run any functions during the year because of the pandemic, although the food preparation has benefitted the local community enormously.

#### **7. Grants**

##### **a) Making grants to organisations**

We have supported Buzz and the Homework Club at the Broomhall Community Centre with significant donations in additions to our usual support of local organisations.

##### **b) Receiving grants**

We do not receive any grants from central government or any local authority. We received no funds from outside the UK. We did not operate outside England and Wales.

#### **8. Providing facilities**

This provision is described above in B2, 3, and 6. We have also provided space for 25 years, fortnightly, for the St Andrew's Child Contact Centre, for solicitor referred families where the non-cohabiting partner can meet their child/ren in a safe and supervised space on a Saturday. This has expanded under Buzz, and has involved weekday sessions and a food bank.

Our fabric is in good condition. We had the southern roof of the main church renewed and the hall floor replaced. Our Quinquennial Buildings inspection identified few items of work and we were complimented on our maintenance of the buildings. Our Fire Inspection was similarly appraised. The Quinquennial Electrical inspection resulted in significant upgrading of the system. A new kitchen boiler was installed and the main church boiler is planned for replacement.

#### **C. Achievements and performance**

1. We were unable to use our facilities more widely during the pandemic.
2. There has been a gradual return of a number of community activities and these seem set to increase.
3. Our archives continue to be indexed.
4. Good documentation of all work on the buildings and church has been maintained. Fire safety procedures and documentation are maintained. The Church Manual, describing all

processes for church management, is available in the building. We continue to use Key Performance Indicators to review our Risk Register.

5. The Trustees review all policies annually. New ones on Staff Code of Conduct, Anti-bullying and Whistleblowing have been distributed for consultation. The two relatives of Trustees continue to work for the church as self-employed persons.

6. Similar numbers of volunteers have continued to work with the Open Kitchen and the Buzz St Andrew's Child Contact Centre, but other groups have not functioned because of the pandemic.

8. The Management Team activity has continued to be of a high quality. Our finance records are reviewed monthly; this year we have a substantial deficit, as we have been unable to let our premises during the pandemic. Our Capital Fund (Charity number 254549) has been closed and the funds transferred to our Restoration Fund.

9. The website has had little further development, although the monthly church magazine, The Messenger, has been put up regularly. There is little social media activity.

#### **D. Which types of decision are made by the Trustees**

The day to day management of the affairs of the church has been delegated to the Elders for the spiritual side and the Management Team for the secular side. Minutes of both sets of meetings are circulated to the Trustees for regular review. The Trustees make policy and ensure that it is applied; these actions have followed recommendations in the Charity Commission publications. They keep abreast of regular CC Newsletters and ensure that appropriate responses are made. They review staff matters. They continue to discuss the future of the church given the reducing number of members due to age and infirmity and the lack of new, younger members.

The Tennis Club has established its independence and linked with the LTA.

The Trustees received no remuneration or benefits during the year. None resigned, nor did any take up employment with the charity. Staff members had their pay upgraded with inflation and pensions established. No other benefits were provided. No staff received a salary of more than £60,000. The church itself had no volunteers, only members. Those using its facilities used their own volunteers and provided their own compatible policies on volunteers.

**E. Our Aims, Objectives and Values** have previously been described and still apply.

Our **Mission** is: "To create an environment where Christians worship and community groups prosper."

Our **Values** are described below:

- |   |              |   |
|---|--------------|---|
| 1 | LOVE         | We aim to extend the love of God to everyone.                             |
| 2 | FAITH        | We act in faith to bring about the Kingdom of God - love, peace, justice. |
| 3 | FRIENDLINESS | We offer welcome and friendship to people of all backgrounds.             |
| 4 | RESPECT      | We respect the views and beliefs of all people of goodwill.               |

5	TOLERANCE	We aim to promote tolerance among people of different backgrounds and lifestyles.
6	CARING	We try to offer appropriate pastoral and practical care to those who come seeking help.
7	SECURITY	We aim to offer a safe and secure environment to those who use our premises.
8	COMMUNITY	We aim to offer a positive and constructive contribution to the wider community and its organisations.
9	RESPONSIBILITY	We aim to act responsibly and to take responsibility for our actions and their consequences.

### **G. Statement regarding the deficit**

This has continued during the pandemic because of major expenditure on the building roof, hall floor and boiler and the minimal income from hiring out our facilities. We have run down some of our resources and transferred Capital Fund moneys to our Restoration account. The sale of the Manse has provided a major injection, most of which has been invested independently with a reputable stockbroker, one already managing U. R. C. Yorkshire Synod funds.

Our reserves are sufficient to cover at least one year's expenditure at the current rate, consistent with our Reserves Policy.

### **H. General Statement on Compliance**

The accounts have been examined independently. That examination was carried out in accordance with directions for Independent Examiner Guidance for small charities. The church accounts were independently certified for the Annual Church Meeting at which they were approved. The accounts and this Report had been circulated widely and approved by Management Team, Trustees and members at a Church Meeting. They were compliant with the Charities Act (1993).

The eligible Trustees and employees have had enhanced DBS checks carried out.

The Trustees have considered major risks to which the charity is exposed and satisfied themselves that systems and procedures are in place to minimise those risks. The Risk Assessment indicators and procedures were reviewed, as were the charity's financial controls. The Trustees have complied with their duty to have due regard to the updated guidance (CC3) and regularly review Charity Commission News editions on publication. They can confirm that no serious risk, as defined in CC3, has occurred.

### **VI. Authorised Trustee Date**

This Annual report and accounts were considered and approved by the Elders, Trustees and Management Team.

Signed on their behalf by

A handwritten signature in black ink, appearing to read 'I.D. Cooke', with a large, stylized initial 'I'.

Member, Elder, Chair of the Management Team and Trustee  
[i.d.cooke@sheffield.ac.uk](mailto:i.d.cooke@sheffield.ac.uk)  
0114 262 0718  
Date 19 May, 2022

**ST. ANDREW'S UNITED REFORMED CHURCH**  
**Upper Hanover Street, Sheffield**  
(Registered Charity number 237839)

**FINANCIAL STATEMENTS**

**For the year ending 31 December, 2021**

## Financial Statements for the year ended 31<sup>st</sup> December 2021

### Receipts and Payments Account

	2021	2020
<b>Income</b>	<b>£</b>	<b>£</b>
1 Collections and Donations	25,329	25,747
2 Activities to Generate funds	12,407	24,018
3 Other Receipts	81,711	7,661
	<b>119,447</b>	<b>57,426</b>
 <b>Expenditure</b>		
4 Wider Church	6,276	7,068
5 Ministerial	5,462	6,469
6 Church	72,261	64,677
7 Other payments	9,236	11,663
Surplus (Deficit)	26,212	(32,451)
	<b>119,447</b>	<b>57,426</b>

## Statement of Assets and Liabilities at 31<sup>st</sup> December 2021

<b>ASSETS</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Property values (including contents)			
Church including Hall & Tennis Club		8,989,063	8,657,279
<b>Bank Balances</b>			
At 31.12.21			
	HSBC	23,177	16,359
Restoration Fund	HSBC	58,050	75,464
	COIF	81,739	99,228
	<b>Total</b>	<b>162,966</b>	<b>191,051</b>
<b>Investments</b>			
134 M & G Charifund Units		38,866	32,647
Capital Fund			57,118
Accumulating Youth & Education Fund		24,795	25,659
Brewin Dolphin		316,066	294,628
	<b>Total</b>	<b>379,727</b>	<b>410,473</b>
	<b>Combined Totals</b>	<b>542,693</b>	<b>601,524</b>
<b>LIABILITIES</b>			
	Key deposits	90	90
		<b>90</b>	<b>90</b>
	<b>Total Assets</b>	<b>542,783</b>	<b>601,524</b>



<b>Income</b>		<b>From Red Book</b>	
	<b>£</b>		<b>£</b>
1 Collections and Donations	25,329	FWO	23,812
		Loose	581
		Donations	936
2 Activities to Generate Funds	12,407	Lettings	12,407
		Social & Catering	0
		Copying & Printing	0
3 Other Receipts	81,711	Communications	25
		Investment Interest	6,464
		Closure of Capital Fund	61,684
		Tax Refund	11,889
		Sundries	1,649
	<b><u>119,447</u></b>		
<b>Expenditure</b>			
4 Wider Church	6,276	M & M (incl. Synod Levy)	6,276
5 Ministerial	5,462	Pulpit Supply	1,810
		Praise	3,652
6 Church	72,261	Church Maintenance	25,009
		Gas, Electricity, Water	12,011
		Insurance	6,170
		Cleaning & Housekeeping	14,718
		Church Administration	14,353
7 Other Payments	9,236	Sundries	871
		Youth and Education	20
		Communications	1,641
		Stationery and Copying	0
		Catering	91
		Donations	6,613
		Member Support	0
Surplus	<b>26,212</b>		
	<b><u>119,447</u></b>		

## **St Andrew's United Reformed Church Sheffield 2021 Accounts**

### **Independent Examiner's Report for the year ended 31<sup>st</sup> December 2021**

#### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

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

An examination includes a review of the accounting records kept by the charity 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

#### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ross A McMaster FCCA

**ST. ANDREW'S UNITED REFORMED CHURCH**  
**Upper Hanover Street, Sheffield**  
(Registered Charity number 237839)

**FINANCIAL STATEMENTS**

**For the year ending 31 December, 2021**

## Financial Statements for the year ended 31<sup>st</sup> December 2021

### Receipts and Payments Account

	2021	2020
<b>Income</b>	<b>£</b>	<b>£</b>
1 Collections and Donations	25,329	25,747
2 Activities to Generate funds	12,407	24,018
3 Other Receipts	81,711	7,661
	<b>119,447</b>	<b>57,426</b>
 <b>Expenditure</b>		
4 Wider Church	6,276	7,068
5 Ministerial	5,462	6,469
6 Church	72,261	64,677
7 Other payments	9,236	11,663
Surplus (Deficit)	26,212	(32,451)
	<b>119,447</b>	<b>57,426</b>

## Statement of Assets and Liabilities at 31<sup>st</sup> December 2021

<b>ASSETS</b>		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
Property values (including contents)			
Church including Hall & Tennis Club		8,989,063	8,657,279
<b>Bank Balances</b>			
At 31.12.21			
	HSBC	23,177	16,359
Restoration Fund	HSBC	58,050	75,464
	COIF	81,739	99,228
	<b>Total</b>	<b>162,966</b>	<b>191,051</b>
<b>Investments</b>			
134 M & G Charifund Units		38,866	32,647
Capital Fund			57,118
Accumulating Youth & Education Fund		24,795	25,659
Brewin Dolphin		316,066	294,628
	<b>Total</b>	<b>379,727</b>	<b>410,473</b>
	<b>Combined Totals</b>	<b>542,693</b>	<b>601,524</b>
<b>LIABILITIES</b>			
	Key deposits	90	90
		<b>90</b>	<b>90</b>
	<b>Total Assets</b>	<b>542,783</b>	<b>601,524</b>

<b>Income</b>	<b>£</b>	<b>From Red Book</b>	<b>£</b>
1 Collections and Donations	25,329	FWO	23,812
		Loose	581
		Donations	936
2 Activities to Generate Funds	12,407	Lettings	12,407
		Social & Catering	0
		Copying & Printing	0
3 Other Receipts	81,711	Communications	25
		Investment Interest	6,464
		Closure of Capital Fund	61,684
		Tax Refund	11,889
		Sundries	1,649
	<b><u>119,447</u></b>		
<b>Expenditure</b>			
4 Wider Church	6,276	M & M (incl. Synod Levy)	6,276
5 Ministerial	5,462	Pulpit Supply	1,810
		Praise	3,652
6 Church	72,261	Church Maintenance	25,009
		Gas, Electricity, Water	12,011
		Insurance	6,170
		Cleaning & Housekeeping	14,718
		Church Administration	14,353
7 Other Payments	9,236	Sundries	871
		Youth and Education	20
		Communications	1,641
		Stationery and Copying	0
		Catering	91
		Donations	6,613
		Member Support	0
Surplus	<b>26,212</b>		
	<b><u>119,447</u></b>		

## **St Andrew's United Reformed Church Sheffield 2021 Accounts**

### **Independent Examiner's Report for the year ended 31<sup>st</sup> December 2021**

#### **Respective responsibilities of the Trustees and Independent Examiner**

As trustees of the charity, the members are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Statement**

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

An examination includes a review of the accounting records kept by the charity 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 management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

#### **Independent Examiner's Statement**

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ross A McMaster FCCA