Accounts – 31st March 2022

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

Charity number: 1151864 Company number: 08265305

Accounts – 31st March 2022

INDEX

- 1-3. Report of the Trustees and General Information
- 4. Independent Examiner's Report to the Trustees
- 5. Statement of Financial Activities
- 6-7. Balance Sheet
- 8-15. Notes to the Accounts

1.

HENLEY BAPTIST CHURCH

REPORT OF THE TRUSTEES for the year ended 31st March 2022

The Trustees are pleased to present their annual report and financial statements of the charitable company for the year ended 31st March 2022 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

J M Gunnell (appointed 31st March 2022)

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 2022 (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 £169,344. Designated income of £nil and Restricted income of £89,845. Expenditure on the General fund amounted to £179,895. Designated expenditure was £6,491 and Restricted expenditure was £48.174.

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.

During the year the Charity sold its share in the Valley Road Manse. This resulted in a realised gain of £156,823. A new manse was then purchased on Cooper Road from the proceeds of the sale, a loan and donations.

Financial Review

The total income for the year was £259,189, total expenditure on charitable activities amounted to £234,560. The amount held in reserves at the year end was £2,041,409 in unrestricted reserves, £16,154 in designated reserves and £25,847 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.

REPORT OF THE TRUSTEES for the year ended 31st March 2022(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 2022 and signed on its behalf by:

M C Djemil
M C Djemil - 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 2022.

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

Since the Companies 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 the Association of Chartered Accountants which is one of the listed bodies.

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

12th December 2022

STATEMENT OF FINANCIAL ACTIVITIES

(including an income and expenditure account) for the year ended 31st March 2022

	Note	Unrestricted	Unrestricted	D 1	Total	Total
		General Funds	Designated Funds	Restricted Funds	Funds 2022	Funds 2021
		£	£	£	£	£
Income from:						
Donations	3	121,238	-	72,852	194,090	158,100
Charitable activities	4	17,636	-	16,373	34,009	7,682
Other trading activities	5	29,938	-	620	30,558	28,798
Investments	6	532	-	-	532	138
Total incoming resources		169,344	-	89,845	259,189	194,718
Expenditure on:						
Charitable activities	7	179,895	6,491	48,174	234,560	229,878
Total expenditure		179,895	6,491	48,174	234,560	229,878
Net income/(expenditure) and net						
movement in funds for the year		(10,551)	(6,491)	41,671	24,629	(35,160)
Transfer between funds		26,011	9,858	(35,869)	-	-
Other recognised gains						
Gains on revaluation of fixed assets	21	156,823	-	-	156,823	
Net movement in funds		172,283	3,367	5,802	181,452	(35,160)
Reconciliation of funds						
Total funds brought forward		1,869,126	12,787	20,045	1,901,958	1,937,118
Total funds carried forward		£2,041,409	£16,154	£25,847	£2,083,410	£1,901,958

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

BALANCE SHEET as at 31st March 2022

	Note	2022	2021
		£	£
Fixed assets			
Tangible assets	12	2,189,389	1,855,483
Total fixed assets		2,189,389	1,855,483
Current assets			
Stock	13	1,933	1,593
Debtors	14	12,766	6,401
Investments	15	31,868	28,308
Cash at bank and in hand		38,513	19,131
Total current assets		85,080	55,433
Liabilities			
Creditors falling due within one year	16	13,086	8,958
Net current assets		71,994	46,475
Total assets less current liabilities		2,261,383	1,901,958
Creditors: falling due after more than 1 year Provisions for liabilities	17	177,973	-
Total net assets	18	£2,083,410	£1,901,958
The funds of the Charity			
Restricted income funds	19	25,847	20,045
Unrestricted income funds-General	19	2,041,409	1,869,126
Unrestricted income funds-Designated	19	16,154	12,787
Total unrestricted funds		2,057,563	1,881,913
Total charity funds		£2,083,410	£1,901,958

For the year ended 31st March 2022 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.

BALANCE SHEET (continued) as at 31st March 2022

These accounts were approved by the board of directors and authorised for issue on: 9th December 2022 and are signed on their behalf by:

M C Djemil	
M C Djemil - Γ	irector

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

NOTES TO THE ACCOUNTS for the year ended 31st March 2022

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.

NOTES TO THE ACCOUNTS

for the year ended 31st March 2022 (continued)

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	Annual
Category	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 2022 (continued)

1) 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

	2022	2021
	£	£
Gifts, donations and grants	194,090	158,100
	£194,090	£158,100

Of the £194,090 received in 2022 (2021: £158,100) £72,852 was restricted funds (2021: £40,739) and £121,238 (2021: £117,361) 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

	2022	2021
	${\mathfrak t}$	£
Café and shop income	15,817	1,535
Other income	2,335	5,794
Other earned income from sessions	15,857	353
	£34,009	£7,682

Of the £34,009 received in 2022 (2021: £7,682) £16,373 was restricted funds (2021: £ 413) and £17,636 (2021: £7,269) unrestricted funds.

5. Income earned from other trading activity

	2022	2021
	£	£
Rent received	30,558_	28,798
	£30,558	£28,798

Of the £30,558 received in 2022 (2021: £28,798) £620 was restricted funds (2021: £390) and £29,938 (2021: £28,408) unrestricted funds.

NOTES TO THE ACCOUNTS for the year ended 31st March 2022 (continued)

6. **Investment income**

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

7. Analysis of expenditure on charitable activities

	Church		
	activities	2022	2021
	£	£	£
Café and shop	21,679	21,679	4,247
Ministry	127,820	127,820	119,631
Designated project expenditure	6,491	6,491	5,901
Property costs	61,119	61,119	62,870
Project equipment and upgrades	13,409	13,409	33,164
Management and administration	4,042	4,042	4,065
Total	£234,560	£234,560	£229,878

Of the £234,560 expenditure in 2022 (2021: £229,878) £186,386 was charged to unrestricted funds (2021: £167,716) and £48,174 to restricted funds (2021: £62,162).

8. Net income/(expenditure) for the year

	2022	2021
This is stated after charging:	£	£
Operating equipment leases	1,165	1,267
Depreciation	38,659	39,864
Accountancy and independent examiners fee	2,280	2,220

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

	2022	2021
	£	£
Salaries and wages	84,730	64,664
Social security costs	818	-
Employer contribution to defined contribution		
pension scheme	1,962	1,528
	£87,510	£66,192

No employees had emoluments in excess of £60,000 (2021: £Nil). Pension costs are allocated to activities in proportion to the related staffing costs incurred.

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.

NOTES TO THE ACCOUNTS

for the year ended 31st March 2022 (continued)

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

	2022 £	2021 £
J & J Bray	<i>≈</i>	2
Salaries and wages	45,753	39,104
Social security costs	657	-
Employer contribution to defined contribution pension scheme	1,664	1,331
	£48,074	£40,435

The Trustees considers its key management personnel comprise the trustees.

During the year the trustees and their partners donated £15,945 (2021: £17,185) to the charity in total.

Two trustees were also paid £602 in respect of travel, and ministerial expenses (2021: two trustees £1,527).

10. Staff numbers

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

	2022	2021
	Number	Number
Church Ministry	4	4
Family Centre	3	2
Café and cleaning	2	1
	9	7

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 £
Cont	r	r	I.
Cost:			
As at 1.4.2021	2,224,219	21,398	2,245,617
Additions	523,778	-	523,778
Disposals	(178,500)		(178,500)
As at 31.3.2022	2,569,497	21,398	2,590,895
Depreciation:			
As at 1.4.2021	368,743	21,391	390,134
Eliminated on disposal	(27,287)	-	(27,287)
Charge for year	38,659		38,659
As at 31.3.2022	380,115	21,391	401,506
Net book value:			
As at 31.3.2022	£2,189,382	£7	£2,189,389
As at 31.3.2021	£1,855,476	£7	£1,855,483

NOTES TO THE ACCOUNTS for the year ended 31st March 2022 (continued)

13. **Stock**

15.	Stock		
		2022	2021
		£	£
	Café and Book stock	1,933	1,593
		£1,933	£1,593
1.4	D.14		
14.	Debtors		
		2022	2021
		£	£
	Trade debtors	3,437	158
	Prepayments	1,126	-
	Other debtors	8,203	6,243
		£12,766	£6,401
15.	Current asset investments		
13.	Current asset investments		
		2022	2021
		£	£
	Cash on deposit	31,868	28,308
		£31,868	£28,308
16.	Creditors: amounts falling due within one year		
10.	Creditors, amounts raining due wrami one year		
		2022	2021
		£	£
	Bank loan	6,046	4,522
	Trade creditors	2,365	1,090
	Accruals	2,280	2,220
	Other creditors	1,066	415
	Taxation and social security costs	1,329	711
		£13,086	£8,958
17.	Creditors: amounts falling due after more than one year		
17.	Creditors, amounts raining due after more than one year		
		2022	2021
		£	£
	Secured bank loan (falling due in less than 5 years)	24,184	-
	Secured bank loan (falling due in more than 5 years)	153,789	<u> </u>
		£177,973	£-

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

NOTES TO THE ACCOUNTS for the year ended 31st March 2022 (continued)

18. Analysis of net assets between funds

	General	Designated	Restricted	
	Fund	Funds	Funds	Total
	£	£	£	£
Tangible fixed assets	2,189,389	-	-	2,189,389
Cash at bank and in hand	237	16,154	22,122	38,513
Other net current assets/(liabilities)	29,756	-	3,725	33,481
Creditors of more than one year	(177,973)	-	-	(177,973)
Total	£2,041,409	£16,154	£25,847	£2,083,410

19. Analysis of charitable funds

Analysis of movements in restricted funds

	Balance	Incoming	Resources		Balance
	1.4.2021	resources	expended	Transfers	31.3.2022
	£	£	${\mathfrak L}$	£	£
CRI Educational	4,039	13,377	(13,360)	-	4,056
Family Centre	-	16,483	(11,242)	-	5,241
Lift repair	599	-	-	-	599
Café improvements	6,732	-	(4,507)	-	2,225
J & J Bray set up costs	2,125	-	-	-	2,125
Family centre improvements	4,194	5,000	(3,061)	-	6,133
Welcome desk	2,050	-	(1,527)	-	523
Greener Henley Grant	-	500	(500)	-	-
Maryanne and Emmanuel gifts	306	2,625	(2,860)	-	71
Restricted giving	-	1,605	(1,605)	-	-
Family Centre outside area	-	3,000	-	-	3,000
Painting	-	1,750	(1,210)	-	540
Window replacement	-	1,000	-	-	1,000
HAT	-	510	(197)	(313)	-
Bray for Spinner	-	1,250	(916)	-	334
Chair replacement	-	2,500	(2,189)	(311)	-
Manse Fund		40,245	(5,000)	(35,245)	
Total	£20,045	£89,845	£ $(48,174)$	£ $(35,869)$	£25,847

Name of restricted fund

Manse Fund

Description, nature and purposes of the fund

Support for the purchase of new Manse building

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 Greener Henley Grant Grant for climate energy works Maryanne and Emmanuel gifts Restricted giving Restricted giving Restricted giving Family Centre outside area Support for specific works Support for specific works **Painting** Window replacement Support for window replacement Running of the HAT event **HAT** Bray for Spinner Support for specific works Chair replacement Support for chair replacement

NOTES TO THE ACCOUNTS for the year ended 31st March 2022 (continued)

19. Analysis of charitable funds

Analysis of movements in restricted funds (continued)

Transfers have been made from the HAT fund and Chair replacement fund as the projects have now finished. A transfer has been made from the Manse fund to unrestricted funds as the donations in the year have been used to purchase the new Manse building.

Analysis of movements in unrestricted funds

	Balance	Incoming	Resources	Other Recognised		Funds
	1.4.2021	resources	expended	gains	Transfers	31.3.2022
	£	£	£	£	£	£
General fund	1,869,126	169,344	(179,895)	156,823	26,011	2,041,409
Visiting speakers	317	-	(317)	-	-	-
CAP Job club	368	-	-	-	-	368
CCLI Licence	480	-	(735)	-	855	600
Building works	851	-	-	-	-	851
Salary expenditure	9,221	-	-	-	3,603	12,824
Accountancy fees	800	-	(2,220)	-	2,400	980
Insurance costs	750	-	(3,219)	-	3,000	531
Total	£1,881,913	£169,344	£(186,386)	£156,823	£35,869	£2,057,563

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.
Other runus	40010.

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 £16 (2021: £280) were due to the fund. They are included in other creditors.

At 31st March 2022 the charity had commitments under non-cancellable operating leases over the remaining 2 years of the lease totalling £2,294 (2021: 1/2 years £609.)

21. Profit on sale of Property

During the year the Charity sold the original Manse building on Valley Road with a realised gain of £156,823. Subsequently a new Manse building was purchased on Cooper Road. The new Manse building was purchased from the original sale proceeds, a loan from the Baptist Union and donations. The Property is held in Trust by the Baptist union and the loan secured on it.