

HEADLEY PARK CHURCH TRUSTEES
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 March 2022

HEADLEY PARK CHURCH

CONTENTS OF THE FINANCIAL STATEMENTS

For the year ended 31 March 2022

| | Page |
|-------------------------------------|------|
| Report of the Trustees | 3 |
| Independent Examiner's Report | 9 |
| Statement of Receipts and Payments | 10 |
| Statement of Assets and Liabilities | 11 |
| Notes to the Financial Statements | 12 |

HEADLEY PARK CHURCH

REPORT OF THE TRUSTEES

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1178587

Principal address

St Peter's Rise
Headley Park
Bristol
BS13 7LZ

The Managing Trustees that have served since 1st April 2021 are:

| | |
|-----------------------|--------------------------------------|
| <i>Senior Pastor:</i> | Neil Todman |
| Pastor: | Simon Dowland |
| Elder: | Daniel Brown |
| | Peter Foster |
| Deacons: | Mark Hodges (resigned 29 Jan 2022) |
| | Amy Rees |
| | Luke Dyer |
| | Peter Foster |
| | Claire Brown(resigned 29 Jan 2022) |
| | Helen Bainbridge |
| | Andrew Tancell (elected 20 Mar 2022) |
| | Paul Barnes |
| | Vicki Baker |
| | Sam Pibworth (elected 21 Sept 2021) |

BANKERS

Lloyds Bank plc
Knowle Branch
Bristol

Independent Examiner

Roberta Sunderland ACMA
50 Guest Avenue
Bristol
BS16 7GA

HEADLEY PARK CHURCH
REPORT OF THE TRUSTEES CONTINUED

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Documents

Headley Park Church Constitution' and 'Headley Park Church Handbook' both of which were adopted on 15 April 2018. This constitutes an incorporated charity.

Recruitment and appointment of new trustees

The method of admission to membership to Headley Park Church (hereinafter referred to as "HPC") and appointment as a Deacon or Elder is set out in the Church Rules. At HPC the managing trustees consist of the Senior Pastor, Elders and Deacons who have been elected by those people who have been admitted into full membership of the church. All those who are able to agree with our basis of faith and submit to the church rules are encouraged to apply to become members of the church. All persons who have been full members for at least six months are able to apply for any vacancies on the diaconate that arise from time to time. The managing trustees are responsible for making decisions on all matters of general concern and importance to the church, including deciding how the funds are to be spent.

The managing trustees have formed sub-teams of Deacons to investigate matters in relation to property, finance and administration and then make recommendations to the managing trustees, who will decide how to act.

The Elders retain spiritual oversight of the church, in accordance with the church rules.

The managing trustees met eleven times during the year.

AIM AND PURPOSES

Headley Park Church (HPC) exists to advance the Christian faith primarily but not exclusively within Bristol and the surrounding neighbourhood and to undertake such other charitable purposes that further the work of the Church.

Our aim is to transform lives and communities for Jesus.

OBJECTIVES AND ACTIVITIES

HPC is a Bible-centred, family church looking to serve people. We believe that Jesus is the Son of God and that His death and resurrection are good news for everyone who trusts in him. We aim to live out our faith in Christ in the community around us and we welcome as many people as possible to join in any of our regular activities, regardless of belief or background.

REPORT OF THE TRUSTEES CONTINUED

When planning our activities for the year, the church has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our community through:

Worship and prayer, learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the local community

Missionary and outreach work

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Trustees confirm that they have had regard to the guidance on public benefit published by the Charity Commission. The main achievements of the charity during the year were:

Worship and Prayer

HPC has continued to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our services provide an opportunity to hear a message from the Bible in a way that is inspiring and encouraging. During our morning services we focus on the Good News of Jesus and how it is relevant to 21st Century life. Our evening services provide an opportunity for people to consider how the Bible can be applied to their day-to-day lives.

During the pandemic we created ways for people to access our services online and these have continued. This has proved to be beneficial to the elderly and infirm particularly. We have also offered a CD and DVD service for those unable to access online content. These have either been posted with a personalised card or hand delivered by a member of the staff team. The advantage of hand delivery has meant personal contact between a vulnerable adult and a member of the staff team on a weekly basis. This has enabled us to strengthen links with those in the community accessing this service and to address practical needs as they have come up.

Since the outbreak of the pandemic the church has grown by more than 60 people. We have welcomed people of all ages, but have seen a particular growth in the number of those from other countries and those with children. We now have over 50 children in our Sunday children's and youth groups.

We have continued to provide enriching activities for young people in the local community and have continued to provide opportunities for teenagers to express their faith. We have fully integrated the young people into the life of the church. Some use their musical talents; some work with younger children; some operate the AV equipment; some welcome newcomers to the services. We have used online platforms to offer opportunities for children who are still shielding to have weekly contact with their friends.

The church is very much at the heart of the local community at Christmas time. Due to the outbreak of the omicron variant many people choose to watch our Christmas services at home again this year. More than 300 watched online. However it was good to be able to open our building to those unable to watch online and to have a good number of people in the building too.

REPORT OF THE TRUSTEES CONTINUED

The church places an important emphasis on prayer. We hold daily prayer meetings on Zoom. These are attended by a wide range of people at very different stages of life, including some elderly people who struggle to attend in-person events and those in their workplaces who can join in from there.

We know that many people struggle with their mental health. As a church we employ a counsellor to run sessions on Tuesdays. These are free of charge to those who need them. We also have close links with a local home for adults with learning difficulties. Several of these adults regularly attend services and other activities at HPC.

We also offer support to a number of other local churches to enable them to hold worship services by providing speakers. We also have church leaders on two governing boards for local schools and one of the pastors delivers a weekly assembly in Cheddar Grove Primary School.

The Church Premises

The church premises are used nearly every day by church and community groups. On Mondays we have an over 60s club (regularly attended by more than 50 OAPs). On Tuesdays and Thursdays we have a “music with mummies” group run by a local entrepreneur. On Tuesdays Alcoholics Anonymous use our community hall in the evening. On Fridays we have a toddler group in the mornings and run a variety of youth clubs in the evenings (regularly attended by over 70 children and teenagers from the local community). Saturdays the community hall is often rented for children’s parties or the main building for breakfasts or brunches which are very popular with men and women living locally. Sundays church is busy all day. We have two services and numerous groups for children, from babies through to those in college or VI form.

Pastoral Care

We have two kitchens that meet the stringent health and safety requirements and we have ensured that we have sufficient members who have the relevant certification. This allows us to offer lunches and allow members of the community to use the building for birthday parties and other community events.

REPORT OF THE TRUSTEES CONTINUED

Mission and Evangelism

Many of the activities identified above would also form part of our evangelism strategy.

We have held special services around Easter and Christmas that have proved very popular with the local community. We ran three services aimed at those outside of the church in the build up to Easter called “undefeated”. One was from a local mum who had lost her son when he was aged 12. Another was from a local man who was in the army, but had PTSD and ended up homeless. Another was from an Olympian who also was on the International Olympic Committee and organised the games in 2012 and 2016. Each one shared how their faith helped them be undefeated even when life was hard.

We distributed information leaflets and Christmas cards to update the community about what is going on in the church and this keeps people informed of matters affecting our Church.

We packed “Presents for Prisoners” at Christmas time, so those in jail locally get at least one gift to open.

Staffing

The church had two workers back from three years studying in the Middle East who assisted greatly with administration, finance, the CD and DVD ministry, filming and editing all the Real Life Story YouTube content (currently viewed more than 2500 people), and working in a variety of children’s groups.

Outside relationships

The church is a member of the FIEC and adopts the FIEC Basis of Faith as its own. We are also part of the South West gospel partnership, where one of the pastors heads-up youth work across the region and serves on the SWGP board. The same pastor also is the leader of Contagious West (a residential week for over 100 teenagers)

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our Deacons who have worked tirelessly on behalf of the church and for their invaluable contribution to our ministry as Trustees of the charity. We also want to acknowledge all the work done by other volunteers as the church has come out of the pandemic and many of our church ministries have returned to normal.

Financial review

Income this year was £208,165.62 and payments were £179,650.33. We are thankful for the generous gifts of our members and congregation in a year that was difficult for many. Expenses were reduced due to not being able to hold many of our normal activities. The trustees intend to use a majority of the surplus for a training fund for a trainee pastor.

Reserves policy

It is HPC policy to maintain a balance on unrestricted funds (if possible) which equates to three months' voluntary income, approximately £30,000 to cover emergency situations that may arise from time to time.

Principal funding sources

The charity is mainly dependent on the generosity of individuals and trusts and the associated Gift Aid to continue its work.

ON BEHALF OF THE BOARD OF TRUSTEES:

A handwritten signature in black ink, appearing to read 'A. Tancell', written over a horizontal dotted line.

Signed: Andrew Tancell, Chair of Trustees

Date: 09/01/2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADLEY PARK CHURCH

I report on the accounts for the year ended 31 March 2022 set out on pages 10-12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 required.

It is my responsibility to:

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

Basis of the independent examiner's report

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 you as 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act 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.



Roberta Sunderland ACMA
50 Guest Avenue
Bristol
BS16 7GA

Date 14/12/2022

HEADLEY PARK CHURCH

STATEMENT OF RECEIPTS AND PAYMENTS for the year ended 31 March 2022

| | Unrestricted funds | Restricted funds | 2022 TOTAL FUNDS | 2021 TOTAL FUNDS |
|---|-----------------------|---------------------|---------------------|---------------------|
| Note | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Voluntary income | 140,035.17 | 9,787.88 | 149,823.05 | 147,235.00 |
| Gift aid and tax recovered | 31,321.88 | 1,576.91 | 32,898.79 | 34,955.00 |
| Rental income | 29,332.50 | 0.00 | 29,332.50 | 23,830.00 |
| Adventurers income | 0.00 | 0.00 | 0.00 | 0.00 |
| HP Tots | 508.76 | 0.00 | 508.76 | 0.00 |
| Youth groups income | 1,169.00 | 0.00 | 1,169.00 | 0.00 |
| Other groups | 497.65 | 0.00 | 497.65 | 68.00 |
| Coffee Stop income | 1,554.13 | 0.00 | 1,554.13 | 100.00 |
| Resources income | 0.00 | 0.00 | 0.00 | 0.00 |
| Other Income | 4,117.06 | 0.00 | 4,117.06 | 4,660.00 |
| Sub Total | 208,536.15 | 11,364.79 | 219,900.94 | 210,848.00 |
| Assets and investments sales etc | | | | |
| Interest free loans received | 0.00 | 0.00 | 0.00 | 0.00 |
| Sale of land | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL RECEIPTS | 208,536.15 | 11,364.79 | 219,900.94 | 210,848.00 |
| PAYMENTS | | | | |
| Charitable activities | | | | |
| Buildings | 23,237.51 | 0.00 | 23,237.51 | 18,733.00 |
| Employment costs | 88,525.08 | 0.00 | 88,525.08 | 86,158.00 |
| Furniture & Equipment | 9,802.57 | 0.00 | 9,802.57 | 6,761.00 |
| Guest speakers | 456.70 | 0.00 | 456.70 | 225.00 |
| Hospitality | 2,358.28 | 0.00 | 2,358.28 | 2.00 |
| Mission | 32,704.54 | 0.00 | 32,704.54 | 30,930.00 |
| Other expenses | 0.00 | 9,726.04 | 9,726.04 | 4,107.00 |
| Outreach | 2,833.19 | 0.00 | 2,833.19 | 2,725.00 |
| Publicity | 1,788.67 | 0.00 | 1,788.67 | 889.00 |
| Utilities | 8,637.17 | 0.00 | 8,637.17 | 7,722.00 |
| Gifts made | 0.00 | 0.00 | 0.00 | 0.00 |
| Youth groups | 4,578.29 | 0.00 | 4,578.29 | 816.00 |
| Coffee stop | 910.67 | 0.00 | 910.67 | 486.00 |
| Adventurers | 439.99 | 0.00 | 439.99 | 0.00 |
| Management & Administration | 0.00 | 0.00 | 0.00 | 0.00 |
| Support costs | 3,176.30 | 0.00 | 3,176.30 | 2,659.00 |
| Bank charges | 201.37 | 0.00 | 201.37 | 169.00 |
| Adjustment | 0.00 | 0.00 | 0.00 | 0.00 |
| Sub Total | 179,650.33 | 9,726.04 | 189,376.37 | 162,382.00 |
| Assets and investments purchases etc | | | | |
| Interest free loan repaid | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Total payments | 179,650.33 | 9,726.04 | 189,376.37 | 167,382.00 |
| NET RECEIPTS(PAYMENTS) | 28,885.82 | 1,638.75 | 30,524.57 | 43,466.00 |
| Total funds brought forward | 175,226.33 | 5,525.00 | 180,751.33 | 132,285.00 |
| TOTAL FUNDS CARRIED FORWARD | 204,112.15 | 7,163.75 | 211,275.90 | 132,285.00 |

HEADLEY PARK CHURCH

STATEMENT OF ASSETS AND LIABILITIES at 31 March 2022

| | Note | 2022 Total Funds £ |
|-----------------------------------|------|--------------------------|
| CURRENT ASSETS | | |
| Cash - Lloyds TSB Current Account | | 66,191.10 |
| Kingdom Bank Saving Account | | 145,084.80 |
| NET ASSETS | | <u>211,276</u> |
| FUNDS | | |
| Unrestricted funds | | 204,112.15 |
| Restricted funds | | 7,163.75 |
| TOTAL FUNDS | | <u>211,275.90</u> |
| OTHER ASSETS | | |
| Gift aid recoverable | | - |
| TOTAL | | <u>-</u> |
| LIABILITIES | | |
| Interest free loan | | - |
| TOTAL | | <u>-</u> |

The financial statements were approved by the Board of Trustees on
09/01/2023 and signed by



.....
Amy Rees

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared in accordance Section 133 of the Charities Act 2011 on a receipts and payments basis. All donations and other income are accounted for when received and tax refunds under gift aid are credited to the respective funds as and when the tax refunds are received. All expenditure is accounted for when paid.

Fund accounting

Restricted funds comprise amounts received for special purposes and used for those purposes during the year or held for those purposes at the balance sheet date. The use of donations and grants received for a specific purpose is restricted to that purpose.

Taxation

The Trust is a Registered Charity and accordingly is exempt from taxation on its income and gains which are all used for charitable purposes.

2. TRUSTEES' EXPENSES AND REMUNERATION

Remuneration of Managing Trustees is permitted and regulated by the Governing Document. The following Trustees were employed by the Trust and received remuneration (taxable pay) and expenses from the Trust for the year ended 31 March 2022 of:

| Trustees | 2022 Salary £ |
|------------------|------------------------------|
| Neil Todman | 37,420.49 |
| Simon Dowland | 31,778.04 |
| Helen Bainbridge | 8,370.80 |

3. TANGIBLE FIXED ASSETS

Tangible fixed assets were not capitalised, being written off in the Statement of Receipts and Payments in the year of purchase.

HEADLEY PARK CHURCH

4. RESTRICTED FUNDS

| | <i>Balance brought forward £</i> | <i>Receipts in year £</i> | <i>Payments in year £</i> | <i>Balance carried forward £</i> |
|---------------------------------------|--------------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Charitable Activities – Other: | | | | |
| Specific gifts | 5,525 | 11,364.79 | 9,726.04 | 7,163.75 |
| | 5,525 | 11,364.79 | 9,726.04 | 7,163.75 |

Description of restricted funds

The specific gifts fund represents donations where the donor has expressed a wish that the donation be used for a specific purpose within the church.

5. UNRESTRICTED FUNDS

| | <i>Balance brought forward £</i> | <i>Receipts in year £</i> | <i>Payments in year £</i> | <i>Balance carried forward £</i> |
|--------------|--------------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| General fund | 175,266.33 | 208,536.15 | 179,650.33 | 204,112.15 |