

ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST DECEMBER 2015

REIGATE PARK UNITED REFORMED CHURCH

CHARITY REGISTRATION NUMBER 1130103

REIGATE PARK CHURCH UNITED REFORMED CHURCH CHARITY REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31st DECEMBER 2015

This report includes information required by the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice for Accounting by Charities 2005 as applicable to charities entitled to prepare accounts on the receipts and payments basis.

ADMINISTRATIVE INFORMATION

Reigate Park United Reformed Church Charity is a local church of the United Reformed Church in Great Britain, and is a member church of Southern Synod of the Church. It was registered on 11th June 2009 as Charity Number 1130103.

Reigate Park Church is situated at Park Lane East, Reigate, Surrey, RH2 8BD.
Tel: 01737 249766 email office@reigateparkchurch.org The Church Office is normally open Monday – Friday 9 am – 1 pm.

The Independent Examiner is Mr Graham Aslet, Clay Hall, Clay Hall Lane, Reigate RH2 8LD

The members of the Elders' Meeting for the time being are recognised as the charity trustees.

The charity's Trustees are responsible for preparing the Annual Report and financial statements in accordance with applicable law and United Kingdom generally accepted Accounting Practice.

The Charities Act 2011 allows Trustees, where the income in any financial year does not exceed £250,000, to prepare a receipts and payments account and a statement of assets and liabilities instead of the statement of accounts on the usual true and fair basis. The Trustees have taken advantage of this discretion.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of Reigate Park Church and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of Reigate Park Church and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Those who served during 2015 were:

Susan Knight
Hannah Robertson
Jill Campbell
Jo Goldsmith
Peter Mercer

Shirley Harnett
Wendy Hopkins
Carol McNeill
Margaret Samuel
Lynne Skinner

George Watt
Hilarie Wilson
Richard Wilson

The Church building and the manse at 7 Priory Drive, Reigate, Surrey RH2 8AF are vested in Southern Synod Trust as trustees and held for the benefit of Reigate Park URC in accordance with the trusts applicable to URC properties.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The activities of Reigate Park United Reformed Church are overseen by the Elders' Meeting of the Church in accordance with the provisions of The Structure of the United Reformed Church determined by the General Assembly of the United Reformed Church, and supplemented by the rules of Reigate Park Church. The governing document of the registered charity is a statement adopted by the Church Meeting on 17th March 2009.

The Church Meeting consists of those persons who have been admitted to the full privileges and responsibilities of membership of the United Reformed Church and whose names are included on the

membership roll of such local church. The Church Meeting has the ultimate authority on the life and work of the Church. The Elders' Meeting is responsible for the financial administration of the Church, and the care and maintenance of Church premises and the manse, provide advice and recommendations to the Church Meeting whilst fulfilling their responsibilities as Trustees.

The members of the Elders' Meeting are the trustees of the registered charity during their period of service as Elders. Up to 12 members of Reigate Park Church can be nominated and elected by the members of Reigate Park Church at Church Meeting to be serving Elders. Elders serve for 3 years, retire by rotation and are eligible for re-election. There is normally a limit of three consecutive periods of service. The Elders' Meeting met 11 times during the year. The Elders are assisted in the administration of the Church and its property by committees established for:

Worship Group
Premises and Management Committee
Finance Committee
Media Group
World church and Mission
Youth Council

These committees report to Elders and Church Meeting at least annually. The Church Meeting met six times in 2015.

The Church has a full time Minister and employs three part time members of staff, the Minister's PA, Church & Community Manager and Caretaker. Details of the Church's Income and Expenditure and its assets at the year-end are given in the Financial Statements for the year.

Accounts for 2015 show a surplus in the General Fund of £2,611. The Trustees have designated £70,000 to hold in reserve for the 2015 financial year in accordance with the Reserves Policy. We received an additional £2,500 Gift Aid for 2014/15 under the HMRC GASDS scheme which allows us to claim on our weekly small cash donations. We have also received £12,680 in legacies and £2,855 in donations to purchase new lectern 'Falls'. Sadly we have had quite a number of funerals this year and £3451 was given to church funds in respect of these. The steps we took during 2015 to reduce the anticipated deficit included a successful TRIO campaign, reducing costs by changing our energy suppliers, re-arranging telephone contracts and fundraising. Offerings rose by about £1,000 mainly via envelope giving. Some in response to the TRIO campaign and some from our 40th anniversary celebrations. This increase, together with a £600 reduction M&M contribution, running cost savings, plus repairs being kept to a minimum, has resulted in our small surplus this year. We have received a grant from Surrey County Council for 50% of the cost for refurbishment of the downstairs rooms, and are therefore committed to spending the remaining half which will be £13,250. The expected deficit in 2016 of £22,000 will therefore be partly met by transfer from the Special Projects Fund. Church meeting has agreed to this commitment. A number of social and fundraising events are being planned next year for the church to embrace the Season of Invitation initiative.

OBJECTIVES AND ACTIVITIES

As a local congregation of the United Reformed Church, Reigate Park United Reformed Church seeks to advance the Christian religion through its activities and the facilities offered to the community by its building, and described more specifically in its mission statement which states:

Reigate Park Church is a family of people who seek to worship a loving and forgiving God and to discover how we belong to Him. Our aim is to explore what it means to have faith in Jesus living in today's world for ourselves and others. Therefore we try to be led by God's spirit to make all our services and meetings vibrant and relevant. We attempt to be a community which demonstrates Christ's care and love for all.

The Elders' Meeting is aware of the Charity Commission's guidance on public benefit in "The Advancement of Religion for the Public Benefit" and has regard to it in the administration of the Church.

The Elders' Meeting believes that the Church provides benefit to the public by:

- providing resources and facilities for public worship, pastoral care and spiritual, moral and intellectual development, both for the congregation and for anyone else who wishes to benefit from what the Church offers;
- promoting Christian values and service by members of the congregation to the community, for the benefit of individuals and society as a whole.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS

- 2015 saw the 40th Anniversary of our location at Park Lane East and throughout the year we had a variety of celebrations which included:
 - Mother's Day Service – all families who have had children baptised in the last 40 years at Reigate Park were invited to the service
 - Music Festival Service – linked to our 40th Anniversary
 - Church Weekend at home – a church weekend was held at Reigate Park Church rather than going away, which enabled more people to attend. It proved very successful.
 - Harvest Supper
 - 70's Night – a very enjoyable and successful evening with food and entertainment with a 70's theme.
 - A wonderful Service of Dedication took place to celebrate 40 years at Park Lane East led by Revd George Watt, with the Moderator of General Assembly Revd David Grosch-Miller preaching and a choir led by Angela Barker. The service was attended by the Worshipful the Mayor of Reigate & Banstead Councillor Mrs Joan Spiers and Revd David Owen, the first minister of the new church. The beautiful new set of pulpit and lectern falls on the theme of faith, hope and love were on show for the first time and Phillip Down was presented with a medallion for '70 years loyal service' as a church organist. The service was followed by a 'Bring & Share Lunch' when Revd David Skitt, a previous minister, was able to join.
 - Nativity Service – past children and staff from Junior Church were invited although the response was not as good as we had hoped.
 - Christmas Tree Festival – organisations from both within the church and outside produced Christmas Trees decorated to reflect their organisation.
 - To celebrate 40 years at Park Lane East a booklet 'FROM THE OLD UNTO THE NEW written by Eardley Bourne' was produced. It tells the story of how the decision was taken to move from Reigate High Street to Park Lane East and included illustrations from when building work began.
- Just before the schools finished for the Easter Break, Reigate Park Church hosted the Easter Experience for year 5's from 6 local schools on behalf of SparkFish, a local Christian schools work charity. This was attended by 450 children during three days. SparkFish also presented 'The Christmas Journey' for Year 2 children at Reigate Park Church over 4 days involving 6 schools and 276 children.
- Another successful Easter Workshop was held from 30th March to 2nd April. The theme was The Big Top which involved 44 helpers including 17 young people and attended by 89 local children.
- During Lent Reigate Park Church supported Crawley Open House by donating food, toiletries and cleaning materials.
- In June the annual North Downs Cluster walk (to the Mill Church, Reigate Heath) tea and service was hosted at Reigate Park Church.
- Reigate Park Church was used as a Polling Station for the first time.
- This year during Christian Aid Week only a few local roads were covered by a door to door collection, but a soup and sweet lunch was also held after a Sunday morning service.
- Junior Church continues to play an important role in the life of the Church with 37 leaders and helpers and 80 children and young people on the books. A varied and inspirational programme is offered by the leaders. Young people contribute to worship services through music, readings and taking up the collection. Special events such as an annual barbecue are held along with training sessions for leaders.
- Our Student Youth Worker finished his attachment with us in July and until that time worked closely with our Young People in Junior Church, organising regular socials, leading the

worship band and taking a group to Soul Survivor. He has continued to develop links with the local SparkFish schools initiative.

- Messy Church has been held on a Friday afternoon 5 times during 2015 .It has attracted people from the local area and other churches and has grown in numbers attracting between 40 and 60 children and adults.
- Reigate Park Church continues to support The Leprosy Mission, UNICEF, SparkFish, Reigate and Banstead Winter Night Shelter, Crawley Open House, Vellore, Welcare and Traidcraft.
- A successful Harvest Supper was held with a meal, a quiz and a presentation by Chris Connors the CEO of CoCo's Foundation. The proceeds of the evening were divided between CoCo's and Water Aid, these being our Harvest Charities voted for by the congregation.
- Reigate Park Church printed postcards publicising its Christmas Services which were distributed to local residents. Christmas was celebrated with a Christmas Messy Church, Crib Service, Christingle Service, and Midnight Communion on Christmas Eve and then of course a Christmas Day Family service. All the services were mainly well attended including a number of visitors. A special prayer tree displayed the names of people known to the congregation for whom prayers were said. Our Christmas Charities voted for by the congregation were St Catherine's Hospice and Winter Night Shelter.
- We have continued to develop links through Churches Together to encourage ecumenical outreach in the local area including taking part in the Church in the Park event in the summer.
- Relationships with the Church's Playgroup have strengthened and the Minister is chair of the Management Committee.
- The Church continues to support much valued organisations which meet on the premises in particular Conquest Art and the Contact Centre.
- Once again we were chosen as a venue for the Reigate and Redhill Music and Drama Festival with a number of Church members volunteering. We were delighted to host the Music Festival Service in May.
- On-Line communications continue to attract a growing number of people and organisations via the church website, Facebook, Twitter, Google Plus and the Surrey Mirror. This shows that Reigate Park Church has an important part to play in the community.
- Reigate Park Church encourages green thinking and holds an Eco-Friendly Church Award. As a church family we are actively encouraged to recycle and be generally eco-friendly.
- The church supports Fair Trade and to this end Traidcraft had a regular stall after church each month throughout the year and the church family were actively encouraged to support the Fairtrade activities including celebrating Fair Trade fortnight. Fair Trade tea and coffee are served at church events.
- Work has continued on maintaining the fabric of the church building and grounds. The Premises and Management Committee have prioritised those items which have been identified as needing addressing. Good progress has been made in addressing the issues raised in the Quinquennial report from February 2014.
- Looking back over 2015 we have benefited from a full time Minister at Reigate Park Church who is helping us to fulfill our aims and objectives and indeed build on them. The Church is assisted by the numerous volunteers who give tirelessly of their time and effort to ensure Reigate Park Church fulfills its place within the local community.
- And now as we begin 2016 we look towards completing our LMMR (Local Mission and Ministry Review) at which we envisage producing a 3-5 year strategic plan for Reigate Park Church. We are looking at organising both social and fundraising events during the coming year. We also hope to reach out further into the community to attract a wide range of new people into the premises and Church life. Having secured a 50% grant from Surrey County Council we are going to refurbish the downstairs rooms. We will be seeking to employ a part time youth worker paid for by existing funds and a grant.

This report was approved by the Elders' Meeting on 13th July 2016

This report is signed on its behalf by:

Susan Knight
Church Secretary

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 201

RECEIPTS AND PAYMENTS ACCOUNT

	<u>Note</u>	<u>Unrestricted Funds £</u>	<u>Designated Funds £</u>	<u>Restricted Funds £</u>	<u>This Year 2015 Total £</u>	<u>Last Year 2014 Total £</u>
RECEIPTS						
Offerings		82,598			82,598	81,552
Donations		4,324	9,800		14,124	11,070
Monies raised for outside causes	3			3,493	3,493	3,751
Gift Aid tax repayments		18,933	828		19,761	17,541
Church weekend				1,427	1,427	
Legacies			12,680		12,680	80
Property income from use of premises	4	27,444			27,444	29,063
Insurance Claim						1,024
Bank interest & investment income		324		93	417	423
Sundry income		1,406	500		1,906	1,221
Total receipts		135,029	23,808	5,013	163,850	145,725
PAYMENTS						
Ministry & Mission Fund		67,126			67,126	67,786
Ministers' Pension Fund						
Church running costs	5	50,621	130		50,751	54,290
Minister's and manse expenses	6	6,176			6,176	6,072
Programme activity costs	7	2,255	4,703	2,429	9,387	11,805
Support of outside causes		590		3,035	3,625	4,559
Maintenance and repairs		40	8,830		8,870	12,115
Sundry expenses		640		20	660	660
Special project payments			1,672		1,672	35,638
Total payments		127,448	15,335	5,484	148,267	192,925
NET RECEIPTS / (PAYMENTS)		7,581	8,473	-471	15,583	-47,200
TRANSFERS between funds						
Gross transfers between funds - in		249	5,535		5,784	
Gross transfers between funds - out		-5,535		-249	-5,784	
CASH FUNDS b/fwd 1 January		316	94,543	62,398	157,257	204,457
CASH FUNDS c/fwd 31 December	2	2,611	108,551	61,678	172,840	157,257
STATEMENT OF ASSETS AND LIABILITIES						
Monetary assets						
Charity Commissioners deposit					73,346	71,722
Charity Commissioners JMF					19,428	20,636
National Westminster current					21,558	25,088
Charities Aid Foundation current					57,124	38,322
Building Society Account					307	65
Petty Cash					91	102
Kitchen BS Account					986	1,322
Total monetary assets	8				172,840	157,257
Other assets						
None						
Liabilities						
Owing to outside causes				1,068		1,170

APPROVED by the Trustees on 28.08.16 and signed on their behalf by
G D Watt (Chair of Elders)

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2015

NOTES

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Charities Act 2011, using the Receipts and Payments basis available to small charities, and the United Reformed Church guidance.

2 FUND ACCOUNTING

UNRESTRICTED FUNDS may be used by the Church for any of its ordinary purposes.

An additional amount of Gift Aid was received for 2014/2015 of £2500 using the Gift Aid Small Donations Scheme

DESIGNATED FUNDS represent unrestricted funds set aside by the Church for specific designated purposes; they can be transferred back into general funds at the Church's decision.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Youth Worker Fund	5,293	5,477	4,703		6,067
Special Project Fund	17,928	16,182	2,612		31,498
Repairs & Renewals Fund		1,968	7,502	5,534	
Reserves	70,000				70,000
Kitchen Fund	1,322	181	518		985
Totals for designated funds	94,543	23,808	15,335	5,534	108,551

Gift Aid of £180 is included in the 'Youth Worker' Fund Receipts.

The 1970s night raised £1000 for the 'Repairs & Renewals' Fund

The Special Projects Fund benefitted from donations of £2,855 in respect of the new Lectern Falls and £12,680 in respect of Legacies received

£5534 has been transferred from General Funds to the Repairs & Renewals Fund to fund work carried out

RESTRICTED FUNDS represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent for the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance or that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

Fund name & purpose:	Balance b/fwd £	Receipts in year £	Payments in year £	Transfers for year £	Balance c/fwd £
Endowment Fund	40,000				40,000
The John Mercer Youth Fund	19,636	92	300		19,428
Benevolent Fund	66	591	350		307
Church Weekend	727	1,427	2,079		75
WWF Grant	800				800
Other Outside causes	1,170	2,902	2,754	-249	1,069
Totals for restricted funds	62,399	5,012	5,483	-249	61,678

3 MONIES RAISED FOR OUTSIDE CAUSES

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2015 Total £	Last Year 2014 Total £
Water Aid			378	378	
Co-Co's Foundation			378	378	
Leprosy Mission			451	451	
Unicef			263	263	
St Bedes School			249	249	
St Catherine's Hospice			519	519	
Winter Night Shelter			579	579	
Other outside causes			676	676	
Totals raised for outside causes			3,493	3,493	3,751

The monies raised for Outside Causes includes the Benevolent Fund

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2015

NOTES - continued

4 PROPERTY INCOME FROM USE OF PREMISES

Lettings	22,534			22,534	24,399
Church group contributions	4,910			4,910	4,664
Total property income	27,444			27,444	29,063

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2015 Total £	Last Year 2014 Total £
5 CHURCH RUNNING COSTS					
Utilities	7,599			7,599	8,682
Insurance	4,361			4,361	4,776
Minister's Personal Assistant	9,592			9,592	10,028
Church & Community Manager	11,453			11,453	11,814
Cleaning/caretaking	13,341			13,341	14,668
Stationery and photocopying	1,481			1,481	1,119
Pulpit supply	176			176	403
Purchase of equipment & sundries	1,466	130		1,596	1,566
Licences and music	848			848	797
Subs and Donations	303			303	435
Total church running costs	50,620	130		50,750	54,290

6 MINISTER'S AND MANSE EXPENSES

Utilities	1,485			1,485	1,386
Insurance	537			537	537
Council tax	2,729			2,729	2,677
Miscellaneous repairs					
Ministers expenses	1,425			1,425	1,472
Total minister's and manse expenses	6,176			6,176	6,072

7 PROGRAMME ACTIVITY COSTS

Childrens' activities	1,625			1,625	1,681
Youth Worker	81	4,703		4,784	9,004
Church Weekend			2,079	2,079	119
Benevolent Fund payments	50		350	400	500
SparkFish support	500			500	500
Total programme activity costs	2,256	4,703	2,429	9,388	11,804

8 MONETARY ASSETS

The church monies are not held in segregated accounts, except for the John Mercer Youth Fund, the Benevolent Fund and the Kitchen Fund.

The distribution of assets between funds is shown for illustrative purposes only.

£1,300 was transferred from the 'John Mercer' account to the COIF account in respect of donations made in this and past years

9 ASSETS USED FOR CHURCH PURPOSES

The church building and the manse at 7 Priory Drive are vested in URC Southern Synod Trust as trustees and are not church assets. They are held for the benefit of Reigate Park Church in accordance with the statutory trusts applicable to URC properties under the URC Acts.

There may be minor discrepancies and rounding errors in these accounts as the underlying records are kept in pence

FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2015

TREASURER'S STATEMENT

I have prepared the financial statements on pages 1 to 3 for the year ended 31 December 2015 from the accounting records of the Church.

Shirley Harnett

(signature)

Treasurer

28.08.16

(date)

INDEPENDENT EXAMINER'S REPORT

I report on the financial statements of REIGATE PARK UNITED REFORMED CHURCH for the year ended 31 December 2015, which are set out on Pages 1 to 3.

Respective responsibilities of Trustees and Examiner

The church is responsible for the preparation of the financial statements and considers that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

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

Basis of 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 church 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 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 statement 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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 financial statements to be reached.

Signed by the Independent Examiner:

G K Aslet

(signature)

28.08.16

(date)

Name and address of the Independent Examiner:

Graham Kenneth Aslet FIA

Clay Hall

Clayhall Lane

Reigate

Surrey RH2 8LD

Relevant Professional Body : Institute and Faculty of Actuaries