

**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31<sup>ST</sup> DECEMBER 2016**

**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 2016**

This report includes information required by the Charities (Accounts and Reports) Regulations 2008 and the Statement of Recommended Practice for Accounting by Charities 2015 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 11<sup>th</sup> 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](mailto:office@reigateparkchurch.org) The Church Office is normally open Monday – Friday 9 am – 1 pm.

The Independent Examiner is Mr Keith Halstead MA (Oxon) FCA 60 Woodcote Hurst, Epsom Surrey KT18 7DT.

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.

Trustees receive advice and training on all matters necessary to enable them to perform their duties. The Trustees are aware of their responsibilities for assessing and managing the risks faced by the church and continue to implement plans to mitigate those risks. The principal risks to the finances and continuity of the church are the church buildings. This is addressed by a regular programme of maintenance and improvement.

Those who served during 2016 were:

Jo Goldsmith  
Wendy Hopkins  
Susan Knight  
David Mercer

Christina Papworth  
Hannah Robertson  
Margaret Samuel  
Lynne Skinner

George Watt  
Peter Whipps  
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 two 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:

Finance Committee  
Premises and Management Committee  
Media Group  
Social and Fundraising Committee  
Worship Group

These committees report to Elders and Church Meeting at least annually. The Church Meeting met six times in 2016.

The Church had a full time Minister paid from the URC central Ministry and Mission Fund and employed three part time members of staff, the Minister's PA, Church & Community Manager and Caretaker (for the first 4 months). A contractor was used for cleaning and caretaking for the last eight months of the year. 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 2016 show a surplus in the General Fund of £32. The Trustees have designated £70,000 to hold in reserve for the 2016 financial year in accordance with the Reserves Policy (The equivalent of four months general running costs, three month's salary costs and likely capital expenditure.) RPC received a £660 reduction in its M&M contribution. The refurbishment of the downstairs rooms was carried out using the grant from Surrey County Council for 50% of the cost and RPC funded the remaining half being £13,250. The church also received a grant from the URC Southern Synod Manse Fund of £1,000 and a £5,000 legacy. The resignation of the caretaker was unforeseen and resulted in additional repairs of £7k to Church House being undertaken so that it would be fit for renting out. Lettings income from Church House is expected to be a welcome boost to Church Funds enabling it to aim to balance Income and Expenditure in 2017. The caretaker's salary costs have been re-directed to contractors to fulfil caretaking and cleaning duties. The World Wildlife Fund (WWF) grant of £800 was used for energy saving lightbulbs in the Park Room. A number of social and fundraising events are being planned next year for the church to raise funds for future repairs and maintenance of the church buildings.

## **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**

- 2016 saw the conclusion of the Local Ministry and Mission Review (LMMR) which had begun in 2015. 6 Priorities were identified and accepted at a Church Meeting on 17 April 2016 following discussion at a special café Church event in February. Work was begun on these:
  1. Address the reasons for falling attendance at Sunday service
  2. Encourage more people to volunteer, to spread the workload of the many jobs that are central to the life of the church
  3. Review the pastoral care system and ensure that it is understood
  4. Clarify the expectations regarding the appointment of a new youth worker.
  5. Improve communications with the large number of organisations and groups that use the premises
  6. Encourage awareness of how the church's environmental footprint could be reduced.
- 2016 saw a number of special events some well established plus a few new ones.
  - A special service to celebrate UNICEF which we have been supporting for many years.
  - One of the venues for the Redhill and Reigate Music and Drama Festival.
  - Welcoming Reigate Methodist Church for our Maundy Thursday Service and joining with them for Good Friday.
  - On Easter Sunday Mr John Ellis, Moderator of General Assembly was guest preacher.
  - In June a Royal Tea Party was held to which neighbours were also invited.
  - In October a Songs of Praise and Tea was held and was well received.
  - Harvest Supper and Harvest Festival supporting Water Aid and Kent Air Ambulance
  - Jenny Hawke, daughter of the late Eddie Askew came and gave an inspirational talk about The Leprosy Mission. There was a generous retiring collection of £340 and it was decided to collect used stamps for TLM.
  - There was a good number of children involved in the Nativity Service which was greatly appreciated by the Congregation.
  - For the Carol Service Mrs Angela Barker led an augmented Choir.
  - As part of our Christmas Services £1,111.64 was raised for our Christmas Charities – CoCo's Foundation and Jenna's Wish.
- Once more the Church hosted the Easter Experience for year 5's from 5 local schools on behalf of SparkFish, a local Christian schools work charity. This was attended by 600 children over three days. SparkFish also presented 'The Christmas Journey' for Year 2 children at Reigate Park Church over 5 days involving 9 schools and almost 500 children. A number of Church members volunteered for these alongside people from other local churches.
- Another successful Easter Workshop was held from 29<sup>th</sup> March to 1<sup>st</sup> April. The theme was Cops and Robbers based on the life of Joseph which involved 39 helpers including 9 young people. Numbers were considerably down with only 41 children. But both the young people and helpers had an enjoyable time.
- Reigate Park Church now regularly supports CoCo's foundation with a monthly collection of clothes. Also in the autumn there was a collection of clothing and bedding for Crawley Open House.

- Although numbers have dropped, Junior Church remains an important part of the life of the Church with 28 leaders and helpers and 60 children and young people on the books. A varied and inspirational programme is offered by the leaders. The annual barbecue took place in July and Safeguarding Training was held for leaders.
- Messy Church has been held on Friday afternoons 6 times during 2016 .It has attracted people from the local area and other churches. 98 children and 55 adults attended for one or more of these events and it is supported by 16 helpers.
- Reigate Park Church continued to support Christian Aid with a soup and sweet lunch, collection during Christian Aid Week and a road collection. - £410.50, Road collection of £34.41 and Haiti appeal £275.
- Other charities supported included The Leprosy Mission, UNICEF, SparkFish, Homestart (gifts for children donated by the congregation), Traidcraft (monthly stall) and East Surrey Winter Night Shelter (members volunteering).
- Relationships with Reigate Park Playgroup remain strong. The Playgroup have faced a number of challenges with low numbers and financial pressures.
- The Church continues to support much valued organisations which meet on the premises in particular Conquest Art and the Contact Centre. The premises are well used by the community including Uniformed Organisations (Brownies, Scouts, Cubs, Beavers and Trefoil Guild) and the University of the Third Age.
- 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.
- The Church magazine, The Record, made a welcome return in October with the appointment of a new editor.
- Work has continued on maintaining the fabric of the church building and grounds. The refurbishment of the downstairs rooms with new windows, flooring, curtains and decoration has transformed that part of the building.
- The Minister assumed the role of Surrey and Sussex Synod Area Leader in February and was one of the Synod Area representatives who attended the General Assembly meeting in Southport in July.
- We were sorry to lose two Ministers through retirement from the North Downs Cluster – Revd John Joseph from Redhill URC and Revd David Skitt from Oxted and Marsh Green.
- Looking back over 2016 we have benefited from a full time Minister at Reigate Park Church who is helping us to fulfil 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 fulfils its place within the local community.
- The priorities for 2017 will focus on the items identified in the LMMR: growing the congregation and Junior Church, encouraging volunteering, developing discipleship through small groups, enhancing pastoral care, appointing a sessional youth worker, reaching out to those who use the premises, becoming an eco-church and installing solar panels.

This report was approved by the Elders' Meeting on 14 June 2017

This report is signed on its behalf by:

Revd George Watt  
Minister and Trustee

## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

## RECEIPTS AND PAYMENTS ACCOUNT

	<u>Note</u>	<u>Unrestricted Funds £</u>	<u>Designated Funds £</u>	<u>Restricted Funds £</u>	<u>This Year 2016 Total £</u>	<u>Last Year 2015 Total £</u>
<b>RECEIPTS</b>						
Offerings		81,990			81,990	82,598
Donations		3,106	1,097		4,203	14,124
Monies raised for outside causes	3			2,603	2,603	3,493
Gift Aid tax repayments		17,713			17,713	19,761
Church weekend					-	1,427
Legacies			5,000		5,000	12,680
Property income from use of premises	4	33,735			33,735	27,444
Insurance Claim					-	-
Bank interest & investment income		460		83	543	417
Sundry income		1,673	14,250		15,923	1,906
<b>Total receipts</b>		<b>138,677</b>	<b>20,347</b>	<b>2,686</b>	<b>161,710</b>	<b>163,850</b>
<b>PAYMENTS</b>						
Ministry & Mission Fund		66,466			66,466	67,126
Ministers' Pension Fund					-	-
Church running costs	5	55,665	95		55,760	50,751
Minister's and manse expenses	6	5,225			5,225	6,176
Programme activity costs	7	1,944		580	2,524	9,387
Support of outside causes		150		1,891	2,041	3,625
Maintenance and repairs			41,052	799	41,851	8,870
Sundry expenses		1,307			1,307	660
Special project payments			76		76	1,672
<b>Total payments</b>		<b>130,757</b>	<b>41,223</b>	<b>3,270</b>	<b>175,250</b>	<b>148,267</b>
<b>NET RECEIPTS / (PAYMENTS)</b>		<b>7,920</b>	<b>-20,876</b>	<b>-584</b>	<b>-13,540</b>	<b>15,583</b>
<b>TRANSFERS between funds</b>						
Gross transfers between funds - in			26,802		26,802	5,784
Gross transfers between funds - out		-10,500	-16,302		-26,802	-5,784
<b>CASH FUNDS b/fwd 1 January</b>		<b>2,612</b>	<b>108,550</b>	<b>61,678</b>	<b>172,840</b>	<b>157,257</b>
<b>CASH FUNDS c/fwd 31 December</b>	<b>2</b>	<b>32</b>	<b>98,174</b>	<b>61,094</b>	<b>159,300</b>	<b>172,840</b>

## STATEMENT OF ASSETS AND LIABILITIES

## Monetary assets

Charity Commissioners deposit					33,611	73,346
Charity Commissioners JMF					19,511	19,428
Cambridge & counties Bank					50,194	-
National Westminster current					10,925	21,558
Charities Aid Foundation current					43,751	57,124
Building Society Account					157	307
Petty Cash					124	91
Kitchen BS Account					1,027	986
<b>Total monetary assets</b>	<b>8</b>				<b>159,300</b>	<b>172,840</b>

## Other assets

None

## Liabilities

Owing to outside causes				<b>1,400</b>		<b>1,068</b>
-------------------------	--	--	--	--------------	--	--------------

APPROVED by the Trustees on 14 June 2017 and signed on their behalf by  
George Watt - Minister and Trustee

## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

## 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.

**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.

<b>Fund name &amp; purpose:</b>	<b>Balance b/fwd £</b>	<b>Receipts in year £</b>	<b>Payments in year £</b>	<b>Transfers for year £</b>	<b>Balance c/fwd £</b>
Youth Worker Fund	6,067	462			6,529
Special Project Fund	31,498	5,000	77	-16,302	20,119
Repairs & Maintenance Fund	-	14,750	41,052	26,802	500
Reserves	70,000				70,000
Kitchen Fund	985	135	94		1,026
<b>Totals for designated funds</b>	<b>108,550</b>	<b>20,347</b>	<b>41,223</b>	<b>10,500</b>	<b>98,174</b>

Gift Aid of £98.50 is included in the 'Youth Worker' Fund Receipts.

A grant of £500 was received towards the cost of an outside access ramp which is scheduled for 2017.

A grant of £13,250 was received from SCC for the re-furbishment of downstairs rooms

A grant of £1,000 was received from URC for maintenance of the Manse

£10,500 was transferred from the General Fund and £16,302 from the Special Projects Fund to Repairs & Maintenance

Repairs to the downstairs rooms were £26.5k and Church House were £7k

**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 on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

<b>Fund name &amp; purpose:</b>	<b>Balance b/fwd £</b>	<b>Receipts in year £</b>	<b>Payments in year £</b>	<b>Transfers for year £</b>	<b>Balance c/fwd £</b>
Endowment Fund	40,000				40,000
The John Mercer Youth Fund	19,428	83			19,511
Benevolent Fund	307	380	530		157
Church Weekend	75		50		25
WWF Grant	800		800		-
Outside causes	1,069	2,223	1,891		1,401
<b>Totals for restricted funds</b>	<b>61,679</b>	<b>2,686</b>	<b>3,271</b>	<b>-</b>	<b>61,094</b>

**Endowment Fund**

- Capital can only be used in accordance with the terms of the former Kingswood Congregational Chapel Fund and interest used for the maintenance and upkeep of buildings

**John Mercer Youth Fund**

- to provide grants to young people to assist them to take part in activities which will help them to develop educationally, socially and spiritually. The Capital is £17,694.31

**Benevolent Fund**

- to assist people in straitened circumstances.

**Church Weekend**

- to hold monies collected for this event

**World Wildlife Fund Grant**

- This was a one off grant to use towards environmental projects

**Outside causes**

- to support outside causes as they arise.

## FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2016

## NOTES - continued

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2016 Total £	Last Year 2015 Total £
<b>3 MONIES RAISED FOR OUTSIDE CAUSES</b>					
Water Aid			228	228	378
Co-Co's Foundation			283	283	378
Leprosy Mission			64	64	451
Unicef			679	679	263
St Bedes School			149	149	249
St Catherine's Hospice			233	233	519
Jenna's Wish			283	283	-
Christian Aid Haiti Appeal			275	275	-
Other outside causes			409	409	1,255
<b>Totals raised for outside causes</b>			<b>2,603</b>	<b>2,603</b>	<b>3,493</b>

The monies raised for Outside Causes includes the Benevolent Fund

<b>4 PROPERTY INCOME FROM USE OF PREMISES</b>					
Lettings	25,557			25,557	22,534
Rental Church House	3,400			3,400	-
Church group contributions	4,778			4,778	4,910
<b>Total property income</b>	<b>33,735</b>			<b>33,735</b>	<b>27,444</b>

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	This Year 2016 Total £	Last Year 2015 Total £
<b>5 CHURCH RUNNING COSTS</b>					
Utilities	8,269			8,269	7,599
Insurance	4,970			4,970	4,361
Minister's Personal Assistant	9,682			9,682	9,592
Church & Community Manager	11,614			11,614	11,453
Cleaning/caretaking	16,184			16,184	13,341
Stationery and photocopying	1,481			1,481	1,481
Pulpit supply	90			90	176
Purchase of equipment & sundries	968	95		1,063	1,596
Licences and music	1,632			1,632	848
Subs and Donations	775			775	303
<b>Total church running costs</b>	<b>55,665</b>	<b>95</b>		<b>55,760</b>	<b>50,750</b>

<b>6 MINISTER'S AND MANSE EXPENSES</b>					
Utilities	536			536	1,485
Insurance	569			569	537
Council tax	2,821			2,821	2,729
Miscellaneous repairs				-	-
Ministers expenses	1,299			1,299	1,425
<b>Total minister's and manse expenses</b>	<b>5,225</b>			<b>5,225</b>	<b>6,176</b>

<b>7 PROGRAMME ACTIVITY COSTS</b>					
Childrens' activities	1,569			1,569	1,625
Youth Worker				-	4,784
Church Weekend			50	50	2,079
Benevolent Fund payments			530	530	400
SparkFish support	375			375	500
<b>Total programme activity costs</b>	<b>1,944</b>		<b>580</b>	<b>2,524</b>	<b>9,388</b>

**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.

**ASSETS USED FOR CHURCH PURPOSES**

- 9 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 2016**

**TREASURER'S STATEMENT**

I have prepared the financial statements on pages 1 to 3 for the year ended 31 December 2016 from the accounting records of the Church.

**Shirley Harnett**

(signature)

**Treasurer**

**15 June 2017**

(date)

**INDEPENDENT EXAMINER'S REPORT**

I report on the financial statements of REIGATE PARK UNITED REFORMED CHURCH for the year ended 31 December 2016, which are set out on Pages 1 to 3.

**Respective responsibilities of Trustees and Examiner**

The Trustees are responsible for the preparation of the financial statements and consider 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:

**K Halstead**

(signature)

**15 June 2017**

(date)

Name and address of the Independent Examiner:

**Keith Halstead**

60 Woodcote Hurst

Epsom

Surrey

KT18 7DT

Relevant Professional Body : Institute of Chartered Accountants in England & Wales