

WOOLWICH COMMUNITY CHURCH  
Annual Report and Financial Statements  
of the Trustees of the Church

For the year ended 31 May 2017

**Chair of Trustees**  
Leslie Smith

**Bank:**  
Barclays Bank, Welling

**Independent Examiner:**  
Ms. Sue Peach

**Charity Number:**  
1157291

**WOOLWICH COMMUNITY CHURCH  
(REG. CHARITY TO 1157291)**

**TRUSTEES ANNUAL REPORT**

**FOR THE PERIOD 1ST JUNE 2015 TO 31ST MAY 2017**

**Woolwich Community Church**

The Church is a registered charity which operates principally in the Woolwich area of South East London within the borough of Royal Greenwich. Its main area of activity is on the Woolwich Common Estate, and our membership is principally drawn from the SE18 area.

The Church is a Charitable Incorporated Organisation and is registered with the Charity Commissioners. The Church's governing document is its Constitution.

Woolwich Community Church's principal registered address as a Charity is 28 Kinlet Road, Shooters Hill, SE18 3BY.

**The Aims of Woolwich Community Church**

The aims and objectives of the Church are as set out in our Constitution - namely:-

The advancement of the Christian faith for the public benefit as set out in the Basis of Faith statement of the Evangelical Alliance UK.

Seek new followers and converts

Provide a place of Christian worship

Raise awareness and understanding of Christian belief and practice through the production of documents, instruction and study

Undertake Missionary and outreach work in the local community and further afield including overseas - particularly amongst people affected by poverty or natural disaster.

**Management of the Church**

**Trustees**

The Church has an active Board of Trustees who provide the overall management of the Charity in terms of governance, financial oversight, review of decision making and risk management. The Trustees have a broad range of skills and experience which include those of legal, financial, human resources, planning and administration.

The Church has the following Trustees:-

Leslie Smith	Chair of Trustees
Tania Smith	Trustee
Neena Samuel	Trustee and Secretary to the Trustees
Debo Oluwatuminu	Trustee
Michael Temperley	Trustee and Finance Officer

All of the above have been Trustees for the whole year.

The Charity can have up to 12 Trustees. New Trustees are appointed by the Board of Trustees. Each Trustee is appointed for a specific time period. Neena Samuel and Tania Smith were appointed for 2 years initially and were re-appointed at the start of the current year. Debo Oluwatuminu was appointed for 3 three years initially and was re-appointed as from June 2017.

The Trustees generally meet quarterly unless there are urgent matters requiring they meet sooner. In line with the Church's constitution some Trustee decisions are agreed using electronic communication i.e. email.

The Trustees will also approve documents and policies that impact on the operation and governance of the charity including Child Protection, Health and Safety and Reserves policy.

#### **Church Leadership Team**

The Leadership Team (TLT) provide the spiritual, ministry, strategic and operational leadership of the Church.

The Leadership Team (TLT) would normally consist of the Pastor of the Church and other senior members of the congregation. However, following the departure of our pastor the Leadership of the Church was undertaken by the remainder of the Leadership Team, which comprised 5 senior members of the Church, whilst a recruitment process was undertaken.

#### **Where We Meet**

The Church uses Woolwich Common Community Centre as its main place for work, church services and meetings. We enjoy a good working relationship with the Centre management. The Centre management is looking to refurbish the building in partnership with Greenwich Council but the process has been slow and we await further developments.

The Church also uses other buildings and Church's as needed for outreach and services. Some meetings are held in the homes of congregation members.

### **Church Membership**

The Church aims to provide a completely open and welcoming environment to newcomers and visitors at all of our activities. The aim is also to be locally based and the majority of the congregation do generally live locally.

Numbers vary from week to week - the average attending each Sunday morning being around 60 out of a total membership of around 90. We have considerable turnover of membership due to the nature of the area and this makes the greeting of new people important and we are often saying goodbye to old friends.

Our services are lively and of "Pentecostal" in style. The members are from a very wide ethnic mix typical of this area and there is a wide age range including very young children through to those of 80 and over.

### **Website and emails**

During the year the new website and email was developed and launched for the congregation. This will be developed further this year.

### **Pioneer**

During the year the Church decided to join with the Pioneer church network and to come under their overall umbrella. The Pioneer network is a "light touch" organisation of churches and linking with them will provide us with far greater resources and support. We have known many of the Pioneer leadership team for many years since the days when we were part of Ichthus Christian Fellowship and we believe that this linkage will be beneficial to our work in WCC.

The church is planning a joint weekend away with one of the local Pioneer churches (The Well) in October 2017 at Ashburnham, Sussex.

### **Main Activities During the Year**

Woolwich Community Church (CT) holds a range of activities. These include regular Sunday morning services, larger celebrations, house groups, children and youth work, bible studies and prayer meetings. Some of our meetings draw people from different churches.

We have previously taken part in some CT activities and our aim is to strengthen those links again when CT are able to be more active. We joined in the Silent March of Witness to Woolwich Town Centre with other churches on Easter Sunday.

The Church aims to provide a range of outreach activities to the local area including in Woolwich Town Centre and larger scale celebrations. On top of the usual more organised outreach events some of our church members have had chance encounters with people who were clearly seeking the Lord .



A number of the members of the Church undertake prison visits and also provide ongoing contact and support to those men when they are released. In some cases ongoing pastoral contact and support may continue for several years.

We are active supporters of the Greenwich churches foodbank through collecting food and one of our members is a regular volunteer.

As the Syrian refugee crisis has developed and once again we have practically involved in helping those refugees by collecting winter and summer clothing which are then despatched via the Samara appeal and we made a significant gift using some of our Missions Funds. As in previous years we have also taken part in the Samaritan's Purse "shoe box" appeal which sends gifts and toys to needy children at Christmas.

The Church maintains a **Pastoral Fund** which is available as loans or gifts to church members and non-members who are experiencing financial hardship. These loans and gifts are on a strictly confidential basis and the decision is made by the Leadership Team. As the gifts and loans from the Pastoral Fund need to be made on a confidential basis it is possible that these may include Trustees - however the Trustees themselves do not decide on which loans/gifts to be made. The Pastoral Fund is a Restricted Fund and is accounted for separately within the Church's accounts.

### **Employees**

The Church has previously had a full time pastor (Vance Olson) and a part time Youth Worker (Kelly Cotterell).

Towards the end of the previous year Vance said informed the Church he and his family would be moving back to Canada and this took place at the end of June 2016. This led to a need for a new Church leader.

Average employee numbers over the year were 0.3 fte due to the vacancy of the Pastor post for most of the year.

### **Pastor Vacancy**

The departure of the Pastor meant that the Leadership Team had to take on the full leadership of the Church - which worked well. The Team set up a Pastor Finding Group led by one of our Trustees - Tania Smith. The Group went through a thorough process of seeking the views of the congregation on their wants and vision for a new Pastor and the qualities and skills and vision that person should have. The Group also spoke to other churches on how they had gone about searching for and appointing a new leader.

The process took around 9 months and we were pleased to be able to appoint a new Pastor in June 2017. Our new Pastor is Kelly Cotterell (previously our Youth Worker) and we thank God for that appointment.

Throughout this time the Leadership Team met with the Trustees and the congregation to provide reassurance that the spiritual leadership and practical administration of the Church were being maintained. The Leadership Team were also keen to ensure that the members of the Church were kept informed through our weekly bulletin and information evenings.

### **Workplace Pension**

The Church will have to provide a Workplace Pension for its employees as from 1st August 2017. The options were laid out in a report to the Trustees who then selected NEST to be the Pension Provider. NEST are used by many charities and similar organisations.

The rest of the Church's work is undertaken by members on a volunteer basis who provide everything from welcoming and stewardship, worship leading, maintaining the website, setting up and maintaining the P.A. systems and sound desk, making teas and coffees, children and youth work, service leading, service administration, leading services and meeting, finance and setting up and setting down everything every Sunday. The Church could not function without them and the Leadership Team and Trustees are very grateful for all their work.

### **Financial Review**

The Church had a financial surplus of £22,000 for the year which was mainly due to savings on salaries following the departure of Pastor Olson - partly offset by the ongoing commitments for his previous tenancy for a period of a few months until it could be terminated. The appointment of Pastor Kelly will bring that salary saving to an end.

The Church's main source of funds is from its congregation members with occasional gifts from others. Many members give a regular gift using the principle of tithing (1/10 of their income). Members are encouraged to use the Gift Aid scheme for their giving which will allow the Church to reclaim tax paid on that gift income from HMRC. Gift Aid claims are made quarterly.

The gifts income from members is mainly used to provide salaries for employees and rent and hall hire charges. Further details are provided within the accounts.

The Church has a current account with Barclays Bank. In view of the very low returns available on deposit accounts currently - around 0.5% - the Church does not have any funds in a deposit or investment account. This will be reviewed if interest rates increase.

The Church's insurances are provided via Kingdom Bank and these have been renewed for 2017/18.

The Church has an agreed Reserves policy based on an assessment of the main risks to its financial stability. The assessment allows for risks due to a reduction in giving by Church Members, unexpected expenditure, and temporary cash flow issues. The policy also allows for the Church's position of renting property rather than owning which reduces the risk of unexpected high levels of property and maintenance related expenditure.

The policy effectively allows for a reserve to cover one month's gift income from members, plus an amount (£1,000) for unexpected expenditure which could not be deferred. The policy will be reviewed as required and the required balance compared to the free actual funds available.

**Declaration**

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the charity's trustees

Signature 

Full name Leslie Smith

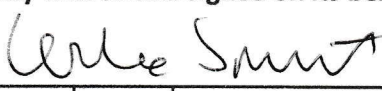
Position Chair of Trustees

Date 9th November 2017



WOOLWICH COMMUNITY CHURCH						Prev Year 2015/16
RECEIPTS & PAYMENTS ACCOUNT FOR THE FINANCIAL YEAR ENDED 31ST MAY 2017						
	Notes	Unrestricted funds	Designated - Funds Missions	Restricted Funds	Total	Total
<b>Receipts</b>		£	£	£	£	
Gift Aid Giving	2 (i)	45,380			45,380	46,627
Non Gift Aid Giving	2 (i)	10,195			10,195	13,036
Gift Aid Tax Refund		11,668			11,668	11,752
Transfers to Missions	2 (ii)	(1,370)	1,370		0	0
Transfers to Pastoral Fund					0	0
<b>Specific Giving</b>						
Children & Youth	2 (iii)				0	0
Pastoral Fund	2 (iii)			540	540	2,330
Missions			100		100	200
<b>Misc</b>		932			932	2,842
<b>TOTAL RECEIPTS</b>		<b>66,805</b>	<b>1,470</b>	<b>540</b>	<b>68,815</b>	<b>76,787</b>
<b>Payments</b>						
People Costs	5	8,701			8,701	35,437
Media		277			277	835
Admin		1,070			1,070	2,436
Property	6	32,347			32,347	22,218
Misc		1,159			1,159	1,341
<b>Loan Repayments</b>	4				0	2,440
Children & Youth	2 (iii)	1,252		413	1,665	276
Pastoral Fund	2 (iii)			305	305	4,150
<b>Missions</b>						
Overseas	2 (ii)		1,000		1,000	1,523
Local outreach	2 (ii)		200		200	740
<b>TOTAL PAYMENTS</b>		<b>44,806</b>	<b>1,200</b>	<b>718</b>	<b>46,724</b>	<b>71,396</b>
<b>NET RECEIPTS</b>		<b>21,999</b>	<b>270</b>	<b>(178)</b>	<b>22,091</b>	<b>5,391</b>
<b>Balances Brought Forward</b>		<b>14,313</b>	<b>5,730</b>	<b>420</b>	<b>20,463</b>	<b>0</b>
<b>Balances Carried Forward 31 May</b>		<b>36,312</b>	<b>6,000</b>	<b>242</b>	<b>42,554</b>	<b>5,391</b>
Page 1	The notes on pages 1-4 form part of these accounts					



WOOLWICH COMMUNITY CHURCH						Prev Year 2015/16
STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST MAY 2017						
	Notes	Unrestricted funds	Designated - Funds Missions	Restricted Funds	Total	Total
<b>ASSETS</b>						
<b>Cash Funds</b>		£	£	£	£	
Cash Balances			0	0	0	125
Bank Current Account		36,312	6,000	242	42,554	20,338
<b>Total Cash Funds</b>		<b>36,312</b>	<b>6,000</b>	<b>242</b>	<b>42,554</b>	<b>20,463</b>
<b>Other monetary assets</b>						
Rental deposit - Hillingdon Avenue		0	0	0	0	2,492
Estimated gift aid tax refund due	8	979	0	0	979	1,110
<b>Total Monetary Assets</b>		<b>979</b>	<b>0</b>	<b>0</b>	<b>979</b>	<b>3,602</b>
<b>LIABILITIES</b>						
Property	9	864	0	0	864	1,201
Amounts due to HMRC	10	120	0	0	120	953
<b>Total Liabilities</b>		<b>984</b>	<b>0</b>	<b>0</b>	<b>984</b>	<b>2,154</b>
<b>Contingent Liabilities</b>						
Estimated cost of early termination of rental agreement for Hillingdon Avenue		0	0	0	0	7,020
Approved by Woolwich Community Church and signed on its behalf by Leslie Smith						
						
Page 2		The notes on pages 1 to 4 form part of these accounts				

# WOOLWICH COMMUNITY CHURCH

## NOTES TO FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31ST MAY 2017

### 1 ACCOUNTING POLICIES

The Financial Statements have been prepared in accordance with the Charities Act 2011 and on the receipts and payments basis.

### 2 ANALYSIS OF FUND MOVEMENTS FOR THE YEAR

- (i) **UNRESTRICTED FUNDS** may be used by the Church for any of its ordinary purposes. The movements in the fund are shown in the Receipts and Payments Account
- (ii) **DESIGNATED FUNDS** represent sums set aside, out of ordinary unrestricted funds, for specific designated purposes, but can be transferred back into general funds at any time. Currently 5% of general giving is being transferred to Missions up to a balance of £6,000

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Missions	Outreach home and abroad	£5,730	£1,470	£1,200	£6,000

- (iii) **RESTRICTED FUNDS** represent donations and gifts received for a specific purpose. The funds may only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund and cannot be absorbed into General Funds.

FUND NAME	PURPOSE	Bal B/f	Receipts	Payments	Bal 31st May
Children/Youth	For work with children and youth in the Church	£413	£0	£413	£0
Pastoral Fund	Relief of financial hardship	£7	£540	£305	£242
		£420	£540	£718	£242

### 3 Analysis of Receipts and Payments Items

These are shown in the Receipts and Payments Account on Page 1

### 4 Loans Taken and Repaid. No loans were taken and there are no loans outstanding.

### 5 PEOPLE COSTS - consists of:-

<b>Paid Employees</b>		
Gross salaries and wages		£7,701
Employer's National Insurance costs (small employer scheme)		£0
		<b>£7,701</b>
Visiting preachers		£1,000
Volunteers expenses		£0
<b>Total People Costs</b>		<b>£8,701</b>
Average number of employees		0.3

### 6 PROPERTY COSTS - Consist of costs for:-

Woolwich Common Community Centre hire charge	£12,562
Rent for 113 Hillingdon Avenue - The church had undertaken to take the property (2 year agreement) on behalf of Pastor Olson - to be paid from his net salary. When Pastor Olson left unexpectedly before the end of the 2 years the church was required to pay the rent & Council Tax bill for several months until the property could be relet.	£19,101
Other - including celebrations	£684
	<b>£32,347</b>

- 7 **Payments to Trustees** - No expenses were paid to Trustees, however as the Church Leadership Team make confidential payments from the Pastoral Fund it is possible that such payments may include a Trustee(s).
- 8 **Gift Aid** tax refund due for May 2017
- 9 **Rent** due for use of Woolwich Common Community Centre for May 2017
- 10 Amount due to HMRC for payroll deductions but not yet paid over. No employer's NI cost is shown due to the £2,000 credit for small employers.

## **Independent Examiner's Report to the Trustees of Woolwich Community Church**

I report on the accounts of the church for the year ended 31 May 2017, which are set out on pages 1 to 4.

### **Respective responsibilities of the Church's Trustees and examiner**

The Church's Trustees are responsible for the preparation of the accounts. The 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 needed. It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5) (b) of the 2011 Act; and
- 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 Commissioners. 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 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 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 2011 Act; and
- to prepare accounts which accord with the accounting records and 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.

### **Ms. Sue Peach**

Independent Examiner

Relevant Professional Qualification: CPFA

Address 4 Kirk Lane  
Plumstead  
SE18 3AD

Date 14<sup>th</sup> October 2017