

Filton Community Church

Charity registration number: 1093551

Annual Report and Accounts

For the year ended 30 April 2017

Filton Community Church - Annual Report for the year ended 30 April 2017

Trustees

Rev A. J. Matthews – period of office ends on 24 March 2018
Mrs J. E. Matthews – period of office ends on 24 March 2020
Mr M. R. Beaven – period of office ends on 24 March 2020
Mrs E. M. Beaven - period of office ended o 24 March 2019
Mr A. G. Popkin A.C.A. (Treasurer) – period of office ends on 24 March 2018

Registered address

66 Fourth Avenue
Filton
S. Gloucestershire
BS7 0RW

Bankers

HSBC
27 Gloucester Road North
Filton
S. Gloucestershire
BS7 0SQ

Treasurer

A. G. Popkin A.C.A.
66 Fourth Avenue
Filton
S. Gloucestershire
BS7 0RW

Legal Status

Filton Community Church is established as a trust. The trust was established by deed on 24 March 2002, and amended by a deed of variation dated 21 July 2002. The trust was confirmed as registered charity number 1093551 by the Charity Commissioners on 27 August 2002. The Charity Commissioners have also agreed to a subsequent amendment to the trust deed by deeds of variation dated 22 August 2004 and 17 September 2006, clarifying the basis on which trustees may be employed and confirming that they may benefit from the Fellowship Fund (see below) on the same basis as non-trustees.

In line with the Charity Commission's pro-forma trust deed, our trust deed authorises the body of trustees to make appointment of new trustees for a period of three years. New appointments are made at a formally convened meeting of the trustees. Retiring trustees are unable to vote for their own reappointment. The trust deed enables the trustees to make further regulations concerning the appointment (and removal) of trustees. The trustees are all long serving and familiar with the church and so no policy has been formally adopted for the induction and training of trustees.

The trustees typically meet formally one or two times each year. Interim decisions are made by discussion between the trustees outside the context of a formal meeting, and subsequently ratified at the next formal trustees meeting.

The trust deed permits any investments comprised in the trust fund to be held in the name of any clearing bank, any trust corporation or any stockbroking company which is a member of the Stock Exchange (or any subsidiary of such a stockbroking company), or any other entity (as long as the trustees unanimously agree that it is appropriate) as nominee for the trustees.

There are no specific restrictions within the trust deed on the way in which the charity can operate within its charitable objects.

During the year, Mr M Beaven and Mrs J Matthews retired as trustees, in line with the normal provisions for the retirement of trustees. They have been reappointed for a further period of three years.

Charitable objects

The trust deed defines the objects of Filton Community Church as follows:

- *the advancement of the Christian faith including missionary activities in the United Kingdom and overseas and also including but not limited to the planting of new churches and organisations of conareations;*
- *the relief of the poor and needy;*
- *the relief of the sick and elderly;*
- *the furtherance of religious or secular public education;*
- *other charitable purposes for the benefit of the community;*
- *such other charitable objects and for the benefit of such other charitable bodies and institutions as the trustees shall in their absolute discretion think fit.*

Policies adopted by the Trustees

Grant making policy

The trustees have decided that surpluses from Revive Charity Shop will mainly be used to "support projects in the local community, and people with life disrupting problems in Bristol and beyond", and this is advertised within the shop. Revive's activities are treated as a designated fund. Details of receipts and payments related to Revive are included within the enclosed notes to the accounts.

The trustees believe that God's plan is that we should each tithe, both individually and corporately. We have therefore decided in principle to give away a 10% tithe of all income to the general fund.

The trustees have decided to regularly set aside 5% of the general fund for general support and encouragement of individual members of the church fellowship as needs arise. This is called the 'fellowship fund'.

In each case where a gift is made, the trustees need to satisfy themselves that the gift is being used in a way which is consistent with Filton Community Church's charitable objects.

We occasionally make a request for the church to make additional gifts to support specific projects, for example two years ago we helped fund the building of a fresh water supply for a village in Sri Lanka. Often the funding raised in this way is matched with funds raised by Revive Charity Shop. We are aware of the potential problems caused by special collections for specified purposes, and are always careful to ensure that donors know that any excess received will be applied to our general fund. For this reason, this annual report does not separately account for special collections.

Details of such grants and gifts are included elsewhere in this annual report. Details of gifts to individuals have deliberately been kept anonymous, and this includes all gifts from the fellowship fund. Please contact the trustees if further information is required.

Child protection policy

A comprehensive Child Protection Policy was adopted during 2006, renewed in 2009 and again in 2012. All of the individuals who work with children have been trained, and the need to refresh training is kept under review. The Child Protection Policy is registered with the Churches Child Protection Advisory Service and has been sent to South Gloucestershire Social Services.

Investments policy

The trustees' investment policy is to hold money on deposit where appropriate. The charity's assets are currently invested entirely with their bank, and no change to this policy is currently envisaged.

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Reserves policy

Filton Community Church has no major capital assets, and no financial commitments other than the Revive leases and routine recurring expenditure which can be met from recurring income. The cash flow is kept under review, and experience has shown that our income sources are reliable. Therefore it is not exposed to many of the risks faced by other charities or businesses. Our annual income substantially exceeds our committed expenditure, which has enabled us to be generous with our grant making policy. However, we are currently accumulating a reserve to enable us to pursue potential capital projects which are considered from time to time. Sufficient bank balances are generally maintained to meet obligations falling due in the next three months.

Our main risks relate to people. If we were to lose a number of key individuals (whether paid or volunteers), it could be very hard to replace them. However, we have seen that God has supplied our needs over the years and we trust that He will continue to do so. We maintain insurance policies in relation to damage to buildings, contents and to both employees and the general public, and in respect of business continuity risks for Revive.

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Trustees' report on the year

Filton Community Church started in April 2000 with 11 adults, 1 young person, and 3 small children.

We originally started meeting at 98 Roycroft Road, in Tony and Jan's lounge, in April 2000. We moved on, and spent about a year meeting at the Scout Hut in Nutfield Grove, and for about two years at Filton Community Centre. In September 2003 we moved to Shield Road Primary School.

We sought to establish the young church on some key principles, and we sought to embody this in a statement of the vision for our church which seeks to be **God Centered, People Empowering and Purpose Driven**. This statement encapsulates values that we have been pursuing since we started.

New ministries which commenced, or developed significantly, and significant events during the year include:

- The 'North Bristol Foodbank' continues as one of the major ventures of the church. During the previous year this was established as an independent charity. Each year, the Foodbank as a whole is responsible for giving away over 40 tonnes of food. Both Filton Community Church, and Ebenezer Evangelical Church (another local church) each have the right via its trust deed to appoint up to 3 trustees. A further 3 trustees can also be appointed by the trustees of the Foodbank. As a consequence, Filton Community Church retains significant influence over the Foodbank.

- We are blessed to have people in our church from or currently living in a range of countries including South Korea, Sri Lanka, Nigeria, Tanzania and Malawi. This has enabled us to form links with those countries. We have supported ministries in these countries, or associated with these countries for a good number of years. The largest financial relationship is with Logos Church in Sri Lanka.

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Although we use the word 'member' in this report, as a church, we have decided against having a formal "membership" which can often be meaningless. Instead, our emphasis is on encouraging individuals to 'partner' with us – as demonstrated by faith in action.

Revive Charity Shop was opened in May 2002, as a bridge with the local community and in response to God's leading. It has proved to be very successful, and generates a healthy surplus. It has established a reputation as a cornerstone of the local community. We have had the privilege of giving away £8,586 in the year (prior year: £8,975), bringing the total giving by Revive since opening, 14 years ago, to £239,535 as at 30 April 2017. See Note 8 for further details.

Revive Charity Shop operates from two adjacent properties. Both have historically been subject to leases but at 30 April 2017 both leases had expired. At the time of signing these accounts, positive discussions to renew the leases were ongoing with the landlords.

Comments on our charitable objects and the public benefit requirement

All of the trustees have read and had regard to the Charity Commission guidance on "The advancement of religion for the public benefit" and "Charities and Public Benefit". We have borne it in mind when planning our activities for the year.

As a church, our objects include the advancement of the Christian faith. We have sought to achieve this through regular public worship and Bible teaching meetings on Sunday mornings, through encouraging our members to live out the principles described above and taught on Sundays, and through other activities which build bridges with people who would not otherwise associate themselves with the church.

More specifically:

- Our members are encouraged to talk openly about their faith with others;
- Revive Charity Shop is a bridge with the local community, a demonstration of Christian love in action and provides a range of benefits to the community;
- Our church employees and members provide practical advice and support to members of the wider community;
- We use most of the surpluses from Revive to support other charities, or charitable causes consistent with our objects. Most frequently, grants are made in connection with relief from poverty;
- We get involved in community projects. For example, we remain closely involved with North Bristol Foodbank. In addition to appointing trustees, a significant proportion of our fellowship regularly volunteer for the Foodbank; the Foodbank is provided with use of storage space at Revive free of charge and the shop space is used as one of the Foodbank outlets on Wednesday afternoons (when the shop would otherwise be closed);
- We support the advancement of education generally by providing grants to local schools and playgroups. We use opportunities such as Revive and the Foodbank to demonstrate and talk about God's love for people.

Revive is a major part of the church's ministry. Revive is run by paid and voluntary team members. Revive sells goods donated by the Community it serves, and uses some of the surplus to provide a resource to the local community and those with life disrupting problems.

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Relationships with other charities

As noted above, we have a close relationship with North Bristol Foodbank.

Filton Community Church does not have any other formal relationships with other charities, organisations or churches. However, we do have a number of informal relationships, including:

- Muller Foundation
- Amberley Road Baptist Church, Patchway
- Shield Road Primary School, Filton
- Ebenezer Church
- Southern Brooks Community Partnership
- Crisis Centre

Financial Review of the year

Total income from donations to the church was down £1074 (4%) on the prior year.

We also note that the church income is dependent on a small number of individuals. Typically about 50-55% of the income comes via 3 individuals.

Where possible, these planned gifts are made tax efficiently via Stewardship or the Charities Aid Foundation. We estimate that the income tax refund was worth about £4,000 (prior year: £4,400) during the year.

The income generated by Revive Charity Shop has decreased to £79,579 (prior year: £84,961). This decrease in income comes in a year when the cost base has also decreased to £64,264 (prior year: £67,036). The reasons for the changes are complex, but the main reason is considered to be increased local competition from other low priced shops in Filton. The shop continues to generate a healthy surplus and support the wider aims of the church.

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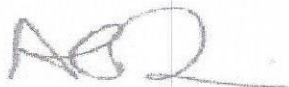
Statement of trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period. In preparing those financial statements, the trustees are required to:

- o select suitable accounting policies and then apply them consistently;
- o make judgements and estimates that are reasonable and prudent;
- o state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- o prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operational existence.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This annual report and accounts was adopted by the trustees on 23 February 2018.



Signed
A G Popkin
23 February 2018

Independent Examiner's Report to the Trustees of Filton Community Church (FCC)

Independent Examiner's Report on the Accounts for the year ended 30 April 2017

Report to the trustees of Filton Community Church (Registered charity number 1093551)

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 needed.

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 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 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 I do not express an audit opinion on the view given by the accounts.

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.

Signed



Mark Wakeling

Date:

26/2/18

The Wakeling Partnership
24 Ethelburt Avenue,
Southampton
SO16 3DD

Telephone: 0203-336-7460

Statement of financial activities

	Unrestricted fund	
	30 April 2017	30 April 2016
	£	£
Voluntary donations		
Revive	24,907	25,981
Total income	<u>79,579</u>	<u>84,961</u>
	104,487	110,943
Resources expended		
Church expenses (Note 5)	19,168	21,863
Revive expenses (Note 6)	64,264	67,036
Revive ministries and grants (Note 9)	8,586	8,975
Fellowship Fund	0	1,314
Tithe (Note 9)	7,470	8,161
Total expenditure	<u>99,488</u>	<u>107,349</u>
Net incoming resources	<u>4,999</u>	<u>3,593</u>

Statement of assets and liabilities

	30 April 2017	30 April 2016
	£	£
Fixed Assets		
Assets retained for Charity's own use (Note 2)	0	1,363
Current assets		
Cash at bank and in hand	49,081	44,082
Net assets	<u>49,081</u>	<u>45,445</u>
Represented by		
Total charity funds	<u>49,081</u>	<u>45,445</u>

The financial statements on pages 9 to 15 were approved by the trustees on 23 February 2018 and signed on their behalf by:



A. G. Popkin

Notes to the annual report

Note 1: Accounting policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared on a cash accounting basis. No accruals are maintained.
- b) Separate sub-categories of the general fund are maintained for designated funds related to Revive, the fellowship fund and tithes on the church's general income. A separate reserve is also maintained for any restricted funds, if they arise but no formal cash reserve is held. There are no capital endowment funds.
- c) Whilst the charity benefits from substantial donations of time by volunteers, any attempt to quantify the value of this time would be inherently unreliable. Therefore the income and expenditure in the accounts do not include this time.
- d) Whilst fixed assets are not consistent with cash accounting, a fixed asset register is maintained. Fixed assets are shown on the statement of assets and liabilities, and a separate equal and opposite reserve is maintained to ensure that the balance the statement of assets and liabilities. All assets costing more than £500 are capitalised. Depreciation is charged on a straight line basis over 3-5 years, with a full year's charge in the year first used. However, as the cost of the fixed asset is also charged to the income statement, the depreciation is booked to the fixed asset reserve and not to the income statement.
- e) The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

Note 2: Assets retained for charity's own use

	Church equipment £	Revive equipment £	Total £
Cost			
At 1 May 2016	9,063	18,281	27,344
Additions		0	0
Disposals	0	0	0
At 30 April 2017	9,063	18,281	27,344
Depreciation			
At 1 May 2016	(9,063)	(16,918)	(25,981)
Charge for the year	0	(1,363)	(1,363)
Disposals	0	0	0
At 30 April 2017	(9,063)	(18,281)	(27,344)
Net book value			
At 1 May 2016	0	1,363	1,363
At 30 April 2017	0	0	0

Note 3: Sources of income

Income is received from several different sources. The main source of income during the year was Revive, but this income is designated in its use. The income received can be summarised as follows:

	30 April 2017 £	30 April 2016 £
Regular bank standing orders	23,007	23,852
Sunday collections and ad hoc gifts	1,900	2,129
Revive shop takings	79,573	84,953
Bank interest	7	8
Total	104,487	110,943

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Note 4: Employee costs

	30 April 2017 £	30 April 2016 £
Salaries	48,632	52,160
Social security costs	0	1,947
Total	48,632	54,107

Employee costs are allocated between church expenses, Revive expenses and church ministries below. No employees earn more than £60,000.

The average number of full time equivalent employees for the year was 2.8 (prior year: 3.0 full time equivalent).

Note 5: Expenses – Church expenses

	30 April 2017 £	30 April 2016 £
Church leader	13,900	17,441
Rent - Shield Road	2,688	1,848
Stationery, videos, materials, books	45	49
Computer and sound equipment	678	63
Child/teen ministry	179	213
Child ministry - CCPAS	90	90
Small equipment and materials	10	227
Church catering	384	207
Insurance	233	225
Copyright licences	145	144
Evangelical Alliance annual subscription	60	60
Preaching fees and costs	360	375
Other expenses	12	176
Independent examiner costs	385	745
	19,168	21,863

Note: There are no church expenses which relate to fundraising. However, the Revive expenses could be viewed as fundraising trading.

Note 6: Expenses – Revive

	30 April 2017 £	30 April 2016 £
Rents	15,292	15,292
Telephone	897	630
Security and fire safety	459	504
Rates	0	1,715
Heat/light	1,825	1,568
Water/sewerage	1,275	2,551
Waste disposal	2,400	2,100
Wages (Trustees - Note 11)	4,529	6,286
Wages (other, including payroll bureau) (See Note 8)	31,374	30,379
Repairs and small improvements	0	622
Cleaning	158	180
Insurance	985	674
Performing Rights License	184	180
Tracts and posters	0	18
Gift aid system	473	422
Shop fittings and displays	1,743	1,409
Other Revive fixed assets	323	495
Sundries	595	403
Other shop costs	0	74
Postage and stationery	1,751	1,533
Total	64,264	67,036

Note 7: Lease obligations

At the year end the Trust had total outstanding aggregate commitments for future minimum lease payments under non cancellable operating leases on the Revive shops, which fall due as follows:

	30 April 2017 £	30 April 2016 £
Within one year	9,292	9,292
In the second to fifth years inclusive	0	9,292
	9,292	18,584

Note: The Shield Road licence is not included in the figures above as it is not strictly a lease, and we are able to terminate it at very short notice.

As at 30 April 2017, all leases had expired. At the time of signing these accounts, discussions with landlords were ongoing and the expectation is that leases will be renewed with modest rent increases.

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Note 8: Gifts, tithes and grants from Revive

	30 April 2017 £	30 April 2016 £
Fellowship fund	0	1,314
Tithe (10% of general income)		
Logos church, Sri Lanka	5,520	6,111
United Christian Broadcasting	0	100
Korean conference	750	750
Open Doors	1,200	1,200
Total tithe	7,470	8,161
Ministries of FCC funded by Revive		
Heatwave		
Christmas Giveaway		
Revive Christian Healing		
Fashion show		
Logos church, Sri Lanka		
Foodbank		
Akash Evening		
Third party projects benefiting the local community and people with life disrupting problems		
Logos church, Sri Lanka	0	1,017
Shield Road Primary School	500	200
Local playgroups	1,075	1,000
The Noise' Bristol community action day	0	750
Crisis Centre	2,000	2,000
Other	0	69
Community work in Nigeria	300	750
Community work in Malawi	1,536	1,000
Forever Angels (Tanzania)	0	500
Philippines hurricane crisis	500	0
Family support (to individuals)	2,675	1,689
Total gifts and ministries funded by Revive	8,586	8,975

See the description of policies on page 4 for the Trustee's policy on tithing.

Note 9: Related party transactions

The trustees and their close relatives or dependents are 'related parties' and we are required to disclose transactions during the accounting period with such individuals. The Charity Commission has agreed that the Trust Deed will enable us to employ trustees where appropriate.

As the main purpose of Revive is as a bridge between Filton Community Church and the local community, it was essential to employ only people who shared a commitment to that vision. During the year we employed Becky Matthews as shop manager, and Jan Matthews continued to work in the shop on reduced hours. Total wages to Becky Matthews were £19,808 (prior year £20,000), and total wages paid to Jan Matthews were £4,333 (prior year £4,279).

The trustees had long before decided on the plan to pay a fair salary to Tony Matthews in relation to his ongoing role as senior spiritual leader of the church. Total payments made to Tony Matthews during the year were £13,704 (prior year £18,501). An interest free loan of £500 has also been paid to Tony Matthews which approximates to the expenses which he incurs personally, on behalf of the church, prior to being reimbursed.

No payments or expenses were paid to any other trustees for their role as trustees, nor were any payments made to associates or related parties during the year.

Note 10: Contingent liabilities

The Trust operates Revive Charity Shop from leased premises. When the lease expires there is an obligation to return the premises to the landlords in equivalent condition to when the lease commenced. We generally consider that we maintain the building in a better state of repair than when we entered into the lease. However, there have been some alterations which would need to be reinstated. We have received an estimate of approximately £1,000 for these reinstatement costs.