

# Windsor Fellowship Trust

Charity No: 1166996

Trustees' Report and Accounts

For the period ended 30<sup>th</sup> September 2017



# Windsor Fellowship Church

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## **Windsor Fellowship Trust**

### **Charity Information**

Charity Registration No:	1166996
Governing document:	Constitution dated 31 <sup>st</sup> March 2016
Principal Address:	6 Hunters Mews Alma Road Windsor SL4 3SL
Treasurer:	Mr A Felce
Trustees:	Rev. S. Allberry (chair) Rev. F. Orr-Ewing Rev. W. Stileman Mrs A. Felce Mrs J. Hopkins
Bankers:	Metro Bank
Independent Examiner:	Ruth Smith CA Stewardship 1 Lamb's Passage London EC1Y 8AB

## **Windsor Fellowship Trust**

### **Trustees' report for the period ended 30<sup>th</sup> September 2017**

The Trustees have pleasure in submitting their Annual Report and accounts for the period ended 30<sup>th</sup> September 2017. The Fellowship is a Charitable Incorporated Organisation and is governed by its constitution. It was registered with the Charity Commission on 9<sup>th</sup> May 2016.

#### **Objectives and activities**

The purpose of the CIO is the advancement of the Christian faith in accordance with the Basis of Faith with such other charitable purposes, as shall facilitate the work of the Fellowship.

The vision of the Windsor Fellowship Church is that they:

**Exist for the honour of God and for the love of Windsor**

#### **For the honour of God**

Church is more about people than it is about the building, the primary aim of the Windsor Fellowship Church is to communicate the Christian faith to people. Either to Christians, who we want to help grow and mature in their knowledge and love of Jesus and their works of service that God has prepared in advance for them to do. We also want to reach out to those who don't follow Jesus so that many more people can come to know the life, joy, and hope that is to be found in him. How are we doing this?

#### **With God's word:**

God builds his church, through His Word, empowered by the Holy Spirit. During Sunday services we teach the Bible from the front and often have some time for discussion. We also have 2 Sunday School groups for primary aged children so they can explore what God's Word says to them. Additionally, we have 4 mid-week Bible study groups so we can help each other to apply what God says to our lives. We also have a fortnightly group for young people to meet to discuss the questions they have in relation to their faith and following the Lord Jesus Christ.

#### **For the love of Windsor**

We don't just want to help Christians to grow and mature in their faith, we also want non-Christians to feel they can explore questions of the Christian faith in a safe and clear way. We have started a mid-week "Beer & Bibles" group in a local pub so that squaddies from the local barracks can explore questions of faith in an environment they feel comfortable in.

Additionally, we want to care for those suffering. We have encouraged members of the church family to help volunteer at the local food share, we have also developed links with Compassion UK to sponsor underprivileged and needy children around the world. Also, we have developed a partnership with a charity in the Lebanon to send out clothes to refugees.

We want to encourage each member of the church family to be creative in how they care for the world they live in and to share the unique gospel message of the Lord Jesus Christ.

#### **Achievement and performance**

The Windsor Fellowship Church started from scratch in 2014 with a core group of around 20. By September 2016 this number had grown to approximately 40, with one child of creche or primary age.

By the end of this, first reporting period, by God's grace the church has grown in unity, godliness and in number to around 80 people, including 15 children of creche and primary age. Whilst we'd love to have a large church, 'success' is not measured simply in numerical growth. The church's faithfulness rather than our fruitfulness is a much better measure of 'success'. Below are some highlights of the year:

### **Appointment of a Senior Minister**

In October 2016 Rev. Pete Matthew was appointed as the first full time member of our ministry team. Pete is heading up the day to day running of the church and is responsible for the teaching and direction of the Windsor Fellowship Church as it fulfils its vision to honour God and love Windsor. He is ably supported by a core team consisting of 5 couples within the church family.

The Windsor Fellowship Trust has bought a property to house the Senior Minister and his family.

### **Sunday School and Youth Work**

During the last 12 months we have grown from not having a Sunday School to now requiring 2 separate primary aged groups in addition to the creche. This growth has been driven by a number of families joining the church family.

We also have up to 10 teenagers on a Sunday. To help them we held a 7-week mid-week course for them to explore whatever questions they may have about the Christian faith. We have also recently started a fortnightly after church on Sunday group for them to spend time building relationships with each other and to discuss the sermon, or other issues they may have.

### **Church Family**

There have been several difficult situations that various members of the church family have faced and it has been very encouraging to see how others within the church have provided, cared and looked after those facing these challenges. There is an active sense that the church is operating as a family. This has been enhanced through various social occasions during the last year.

### **Outreach to others**

We have held numerous events for non-regulars, for instance a series of "Thank God for..." family fun activity afternoons. Additionally, during the Christmas period we held a "Carols... in a pub!" event in the Windsor town centre, as well as the more traditional All Age Nativity and Carol services.

We have distributed flyers on several occasions to let the local community know who we are and about our events.

### **Affiliation and Support**

The Windsor Fellowship Church is working towards a Bishop's Mission Order to operate with the Church of England.

### **Public Benefit**

In planning activities the Trustees have applied the guidance on public benefit issued by the Charity Commission. The following activities illustrate how the public benefit test is met.

- The Windsor Fellowship Church provides many opportunities for people to find out about the Christian faith if they are interested. All the Church's services are open to the public and the

website carries full details of service times. Also on the website are open resources about the faith (such as the sermons preached in the church).

- The Church endeavours to help those who attend in the conduct of their daily lives. For example, the Church's teaching aims to strengthen their relationships (marriage, parenting, commitment to elderly or frail members); to serve others in the community (pastoral visiting, care for those in need, acts of service more generally); and to prepare them for life as good citizens and participants in the community. The Church tries to prevent people from becoming socially isolated, providing opportunities for church members to meet each other's emotional, mental and social needs.
- A major focus of the Church is the wellbeing of the young people attending, enhancing their capacity to relate to people across different generations (and from different social backgrounds), and offering activities which build their character, resilience, enjoyment of the world around them, friendships with each other, and willingness to serve those around them.
- The Church strives to contribute to community cohesion, by reaching out to those who are otherwise marginalised, excluded or vulnerable, and in breaking down cultural barriers, as for example through supporting the Dedworth food share, and sending clothes to refugees in the Lebanon.

### **Legal and Administrative details**

The legal and administrative details required by law are set out on page 1 and form part of this report.

### **Financial Review**

The Church is financially dependent on the voluntary support of its members. Total receipts for the period amounted to £152,860; expenditure in the period totalled £95,961, leaving a surplus of £57,170.

The purchase of a residential property was financed by a loan, details of which are included in the accounts.

### **Structure and Management**

The Trustees (who are also the members of the CIO) are aware of the objectives and activities of the Church. All Trustees seek to keep abreast of relevant legislation and good practice. On appointment Trustees are given copies of the Annual Report and accounts, the Constitution, and all the Church's policy documents. The Trustees make all policy decisions. Day to day decisions are made by the Senior Minister with the support of the Core Team, but only within the boundaries defined by the Trustees. Two of the Core Team are also Trustees of the Windsor Fellowship Trust, Mrs A. Felce and Mrs J. Hopkins.

The Trustees who served throughout this period are listed on page 2.

### **Reserves Policy**

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately three months' unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to manage in the event of a sudden fall in income. The balance held as unrestricted funds at 30<sup>th</sup> September 2017 was £56,895; budgeted 3 months' cash payments total £24,621. The Trustees consider that the currently higher level of reserves is appropriate as the Church grows and develops plans for future activities.

## **Risk Management**

The Trustees have adopted a Safeguarding Policy. To ensure the implementation of this policy the Trustees have also appointed a coordinator and have organised safeguarding training for volunteers. Every leader working with persons under 18 is checked by the Disclosures and Barring Service and the Church conducts a thorough recruitment process to ensure the suitability of volunteers and the safety of children and vulnerable adults.

The Trustees recognise that other key risks facing the Church are:

### **Financial**

- a) There is a risk that people leave the church and our income doesn't meet our costs. This is mitigated by our reserves in the short term, and also by a proactive approach to making the church family aware of our needs through an annual business meeting and annual Vision Dinner.
- b) The purchase of the pastor's home in February 2017 was 100% financed by a private loan from one of our members, initially for a 3 year term. As a newly created CIO, we were unable to obtain a commercial mortgage because we lacked a 2 year trading history. The plan is for this loan to be refinanced commercially upon maturity, but this is of course impossible to guarantee in advance. To mitigate the risk, the provider of the loan is prepared to act as a "lender of last resort".

Incapacity of the Senior Minister – There is a risk that if the Senior Minister is unable to work the ministry would be severely affected. The church being led by a Core Team, rather than just one person mitigates this risk. It is also mitigated by a growing Ministry Team who are being trained to preach sermons and to lead various areas of ministry. If the Senior Minister were unable to work on a permanent basis, a long-term solution would be for the Trustees to find and appoint a suitable replacement.

### **Going concern**

The Trustees have reviewed the circumstances of the Windsor Fellowship Trust and consider that adequate resources continue to be available to fund the activities for the foreseeable future. The Trustees are of the view that the charity is a going concern.

### **Trustees' Responsibilities**

Charity law requires Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **Approval**

This report was approved by the Trustees on 13 March 2018 and signed on their behalf by:

J. Hopkins

**Independent Examiner's Report  
to the Trustees of Windsor Fellowship Trust**

I report to the trustees on my examination of the accounts of the Windsor Fellowship Trust (the Trust) for the period from incorporation on 9 May 2016 to 30 September 2017 on pages 8 to 10 following.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Ruth Smith CA

27 March 2018

For and on behalf of:  
Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

# WINDSOR FELLOWSHIP TRUST

## RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD FROM INCORPORATION ON 9 MAY 2016  
TO 30 SEPTEMBER 2017

Receipts	Notes	Unrestricted funds £	Restricted fund for house purchase £	Other restricted funds £	Totals £
<i>Voluntary receipts</i>					
Funds transferred from St Mary's Maidenhead		54,758	-	-	54,758
Grants and gifts received		82,165	-	250	82,415
Tax refunds under Gift Aid		14,441	-	25	14,466
		151,365	-	275	151,640
<i>Other receipts</i>					
Loan for purchase of Minister's home		-	728,016	-	728,016
Other		1,221	-	-	1,221
Total Receipts		152,585	728,016	275	880,877
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct costs	2	95,691	-	-	95,691
Purchase of Minister's home		-	728,016	-	728,016
Total Payments		95,691	728,016	-	823,707
<b>Net Receipts before transfers</b>		56,895	-	275	57,170
Transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		56,895	-	275	57,170
Balances at 9 May 2016		-	-	-	-
<b>Balances at 30 September 2017</b>		56,895	-	275	57,170

The notes on page 10 form part of these accounts.



**WINDSOR FELLOWSHIP TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AT 30 SEPTEMBER 2017**

**1. Fixed Assets**

	£
The value of the assets owned are:	
Freehold building (Minister's home) at cost	728,016
Freehold building (Minister's home) improvements at cost	12,753
	<u>740,769</u>

**2. Bank & Cash Balances**

	£
Held at Bank	57,170
	<u>57,170</u>

**3. Other Assets & Liabilities**

<i>Assets</i>	£
Gift aid tax recovery not yet received	2,714
	<u>2,714</u>
<i>Liabilities</i>	
Unbilled fee for Independent Examination	720
Accrued loan interest payable	13,313
	<u>14,033</u>

**4. Loan secured by mortgage on freehold building**

Repayable on 23 February 2020 with interest at 3% per annum.	<u>728,016</u>
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This loan to the Trust has been made by family relative of a Trustee.

As there is potential for a technical conflict of interest in borrowing from a relative of a Trustee, Charity Commission advice was sought and the Charity Commission confirmed on 22 September 2017 that the arrangements were satisfactory.

No guarantees have been made, which result in an outstanding potential liability as at the period-end date.

Other than the loan disclosed above, there are no outstanding debts at the date of the statement of assets and liabilities, which are owed and which are secured by an express charge on any of the assets of the CIO.

Except where indicated from the statement of receipts and payments or above, all the assets and liabilities are in respect of the charity's unrestricted funds

The accounts were approved by the trustees and signed on their behalf on 13 March 2018

by J. Hopkins  
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The notes on page 10 form part of these accounts.

# WINDSOR FELLOWSHIP TRUST

## NOTES TO THE ACCOUNTS

FOR THE PERIOD FROM INCORPORATION ON 9 MAY 2016 TO 30 SEPTEMBER 2017

### 1. Accounting Policies

The accounts have been prepared on a receipts and payments basis with a statement of assets and liabilities.

2. Direct costs	General Funds £	Restricted Funds £	Total 2017 £
Employment costs (Note 3)	35,111	-	35,111
Minister's expenses	5,261	-	5,261
Property costs (Note 4)	48,297	-	48,297
Insurance	194	-	194
Events	2,003	-	2,003
Support services	4,825	-	4,825
	<u>95,691</u>	<u>-</u>	<u>95,691</u>

### 3. Employees and Trustees

The charity has one employee, to whom the employment costs above refer.

Other than £84 reimbursement of church expenses paid to one trustee, no amounts were paid or are payable to any trustee or to any person connected to them.

4. Property costs	2017 £
Costs associated with acquisition and improvement of freehold property	12,753
Rent of housing for minister	24,335
Rent of Windsor Youth Centre for Sunday meetings	6,375
Maintenance	2,250
Council tax and utilities	2,585
	<u>48,297</u>

### 5. Movement of Restricted Funds

	Receipts £	Payments £	Transfers £	Balance at 30 Sept 2017 £
Mission Funds	275	-	-	275
	<u>275</u>	<u>-</u>	<u>-</u>	<u>275</u>

### 6. Designated Funds

	Receipts £	Payments £	Transfers £	Balance at 30 Sept 2017 £
Mission Support	-	-	9,661	9,661
	<u>-</u>	<u>-</u>	<u>9,661</u>	<u>9,661</u>

At year end 10% of unrestricted income has been designated for mission support.