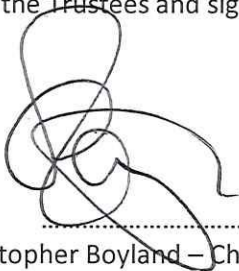


Brentwood Baptist Church
Annual Report and Accounts
For the year ending 31st December 2017



Registered Charity No. 1130944
Accounts Prepared by
Derek Saxby, Finance Administrator (2017)

Approved by the Trustees and signed on their behalf by:


10/5/18
Christopher Boyland – Church Secretary

Trustees

Rev John Prothero – Minister (to end August 2017)
Christopher Boyland - Secretary
Geoffrey Care
Nicholas Gaughan - Treasurer
Godfried Williams
Joshua Waldock
Trevor Boyland
Eric Baldwin – (from January 2018)
Christopher Cundy – (from January 2018)

Address

91 Kings Road,
Brentwood,
Essex,
CM14 4DR

**Independent
Examiner**

Shaun De Boo
Chartered Accountant

Bankers

National Westminster Bank Plc,
46 High Street,
Brentwood,
Essex,
CM14 4AL

CAF Bank Ltd,
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent,
ME19 4JQ

Church Objectives

The Church operates under its own Constitution and is a member of the Baptist Union of Great Britain and the Eastern Baptist Association. It is also a registered charity within the United Kingdom.

The principal purpose of the Church is the advancement of the Christian faith according to the principles of the Baptist denomination. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

The Church is a member of Churches Together – Brentwood and as a Member of the Baptist Union the Church subscribes to the Union's Declaration of Principle which is: -

1. "That our Lord and Saviour Jesus Christ, God manifest in the flesh, is the sole and absolute authority in all matters pertaining to faith and practice, as revealed in the Holy Scriptures, and that each church has liberty, under the guidance of the Holy Spirit, to interpret and administer His laws.
2. That Christian Baptism is the immersion in water into the name of the Father, the Son and Holy Spirit, of those who have professed repentance towards God and faith in our Lord Jesus Christ who died for our sins according to the Scriptures; was buried, and rose again on the third day.
3. That it is the duty of every disciple to bear personal witness to the gospel of Jesus Christ, and to take part in the evangelisation of the world."

Organisational Structure

The Church is administered by the Managing Trustees which, during 2017, were the Minister and Deacons as elected by the Church membership in accordance with the Church Constitution. The Deacons hold a monthly Diaconate meeting and a meeting of all Church members is held every two months.

Review of Activities

Central to the work and witness of the Church is the provision of regular public services of Christian worship. In 2017 these took place at 10.30 on Sunday mornings and once a month on Sunday afternoons and at other times. There is a full children's programme during the 10.30am service for ages 0-14 years which runs concurrently with the morning service. Activity groups for a range of young people and adults are provided by members and/or outside organisations. A selection of Church events held, are as follows;



Palm Sunday and Easter Sunday are two very significant and important dates in the life of the Church. They mark the crucifixion and subsequent resurrection of Jesus Christ. The services this year were marked by various groups making cardboard palm leaves that the congregation could walk during the Palm Sunday service. The Church was decorated with bunches of lilies which filled the Church with their fragrance. A white cloth was draped over the cross additional crosses were made to symbolise the three crosses at Calvary.

The Church continued its financial support of overseas missionaries by organising a Thai Curry Night, during September, to fundraise for the work of missionaries in Thailand. Approximately 50 people attended who made donations to the work of the missionaries and in return received a three course Thai meal which included a vegetarian option. At the end of the evening videos were shown containing promotional information and a personalised message. Over £300 was raised from the evening, which was subsequently donated.





A successful summer 'Holiday Bible Club' was also run for five days this year with over 50 local children between the ages of 5 and 11 attending each day. Our Children's and Youth worker also supports our neighbourhood Primary and Senior schools, helping with lunch time clubs, assemblies and the mentoring of children. Additional, week day

after school, activities have been launched for those of school age ranging from fun activities to a home work club. Residential trips were organised, in conjunction with other Churches, to Christian events such as Soul Survivor and Warrior Camp.

The Church has continued its involvement with the local community through taking a major part in events such as 'Lighting Up Brentwood', a council run event as well as the 'Walk of Witness' and 'On the Move'. At Christmas we also organised a Christmas eve Sunday morning service for our neighbours in Railway Square and carols at the Swan public house. On Christmas Day the Church hosted Christmas day celebrations and invited people to attend from across the community. This event was provided for those who otherwise did not have any other plans, particularly those that would have been lonely. The day commenced with a traditional 10.30am Christmas service, followed by tea, coffee and a musical interlude. A three-course meal was then served with entertainment in-between courses, including quizzes and pass-the-parcel. A very generous visit from Santa Claus saw that everyone received a gift. This was then followed by the Queen's speech and an afternoon of fun-filled games and entertainment.



Public Benefit

Having regard for the Charity Commission's guidance on public benefit, all our activities are open to anyone who wishes to attend. Through our work we are providing a benefit to the public through: -

- The provision of church buildings and worship services.
- Contributing to the spiritual and moral education of children and young people (pre-school, pre-teen and teen).
- Carrying out, as a practical expression of religious beliefs, opportunities to support, encourage and walk with varying age groups through friendship and practical help where possible.
- Providing comfort to the bereaved and less able.

Financial Review

Total regular giving rose by £10,140.43 (12.6%) to £90,822.81 compared to £80,682.38 in 2016. The total yearly receipts were £135,872.33 compared to £107,134.10 for 2016. Receipts from contributions towards Church expenses have continued to increase being £4,873.20 more than in 2016.

The total yearly payments for all funds were £134,487.12, compared to £128,877.77 for the previous year. This was largely a result of significant repairs, redecoration and renovation of the Church buildings.

Receipts were in excess of payments in 2017 by £1,385.21 for the combined funds.

Reserves Policy

In line with Charity Commission and Baptist Union guidelines the reserve policy is to allow funds to be available for two different possible situations: -

- a) To quickly meet an unexpected or significant expenditure.
- b) To cover an unexpected significant short fall in income.

In either case the trustees believe the Church should have sufficient reserves to be able to meet its obligations and consider that, as a minimum, the cash balances held in the unrestricted General Fund should be £30,000 which has been achieved this year.

Baptist Union Defined Benefit (DB) Pension Plan

The Church is a member of the Baptist Union Defined Benefit (DB) Pension Plan which closed to new members in 2011 and benefits in respect of service prior to 1 January 2012 are provided through it. The main benefits for pre-2012 service was a defined benefit pension of one eightieth of Final Minimum Pensionable Income for each year of Pensionable Service, together with additional pension in respect of premiums paid on pensionable income in excess of minimum pensionable income.

A formal valuation of the Defined Benefit (DB) Plan was performed at 31 December 2013 by a professionally qualified actuary using the Projected Unit Method. The market value of the DB Plan assets at the valuation date was £162 million. The valuation of the DB Plan revealed a deficit of assets compared with the value of liabilities of £84 million (equivalent to a past service funding level of 66%). As a result of the valuation, it was agreed to increase the standard rate of deficiency contributions from Churches and other employers involved in the DB Plan from 11% of pensionable income / minimum pensionable income to be based on a 12% rate from 1 January 2016. The contributions are based on the Church's position at March 2015. The recovery plan envisages deficiency contributions continuing until 30th June 2035.

As there are many contributing employers participating in the plan, the Church is unable to identify its share of the underlying assets and liabilities of the scheme. Accordingly, due to the nature of the scheme, the receipts and payments charge for the period represents the employer contributions payable. The total pension cost for the Church was £4,291.20 for 2017.

To ensure payment of the deficiency contributions until 30th June 2035, the Trustees agreed to transfer the sum of £82,000 from the General Fund into a Designated Fund during 2017. This sum will be reduced by the additional payments made to fund the deficit.

Church Organisations

Several Church organisations hold relatively small amounts of cash, held with their own records, for refreshments, craft materials, donations to good causes and small birthday gifts etc. At the end of 2017 the total amount for all groups was less than £1,100 (less than 1% of the Church receipts)

Statement of Financial Activities

| | Unrestricted Funds | Restricted Funds | Total Funds | Prior year total funds |
|--|-----------------------|---------------------|----------------|---------------------------|
| Incoming resources | | | | |
| Incoming resources from generated funds | 1,362 | 0 | 1,362 | 0 |
| Voluntary income | 107,522 | 323 | 107,845 | 94,074 |
| Activities for generating funds | 4,603 | 0 | 4,603 | 0 |
| Investment income | 1,080 | 0 | 1,080 | 899 |
| Other incoming resources | 20,982 | 0 | 20,982 | 12,161 |
| Total incoming resources | 135,550 | 323 | 135,872 | 107,134 |
| Resources used | | | | |
| Cost of generating funds | | | | |
| Charitable activities | 132,635 | 1,853 | 134,487 | 128,878 |
| Total resources used | 132,635 | 1,853 | 134,487 | 128,878 |
| Net incoming / outgoing resources before transfer | 2,915 | (1,530) | 1,385 | (21,744) |
| Transfers | | | | |
| Gross transfers between funds - in | 86,291 | 1,264 | 87,555 | 0 |
| Gross transfers between funds - out | (87,555) | 0 | (87,555) | 0 |
| Net incoming / outgoing before other gains / losses | 1,651 | (266) | 1,385 | (21,744) |
| Represented by | | | | |
| Unrestricted | | | | |
| General fund | 97,950 | 0 | 97,950 | 174,008 |
| Designated | | | | |
| BU Defined Benefit Pension | 77,709 | 0 | 77,709 | 0 |
| Restricted | | | | |
| Agency collection | 0 | (500) | (500) | (500) |
| Communion Fund | 0 | (946) | (946) | (680) |

Statement of assets and liabilities

Fixed assets

Equipment

Church Contents - furniture, computer equipment etc.
Insurance value £136,363 (£130,849 – 2016)

Vehicles

Ford Transit mini bus 2000 my – 15 seater
Valuation £1,000

Manse

Church manse at 16 Doddinghurst Road, Brentwood, CM15 9EH
Insurance value £381,874 (£294,033 – 2016)

| Current Assets | This Year | Last Year |
|---|----------------|----------------|
| NatWest Bank (4) | 4,456 | 4,433 |
| CAFcash | 7,151 | 6,868 |
| CAFcash gold | 12,821 | 12,812 |
| Cash in hand | 0 | 0 |
| CAF platinum | 43,708 | 78,630 |
| Julian Hodge Bank | 71,078 | 70,084 |
| United Trust bank | 35,000 | 0 |
| Total for Current assets | 174,213 | 172,828 |
| Liabilities | | |
| Provision | | |
| BU Defined Benefit Pension (Designated) | (82,000) | 0 |
| General fund (Unrestricted) | 82,000 | 0 |
| Total for Liabilities | 0 | 0 |
| Grand total | 174,213 | 172,828 |

Fund movement by type

| | Opening | Incoming | Outgoing | Transfers | Gains / Losses | Closing |
|--|----------------|----------------|----------------|-----------------|-------------------|----------------|
| Communion - Communion Fund | | | | | | |
| Restricted | (680) | 323 | 1,853 | 1,264 | 0 | (946) |
| Sub-total for Communion | (680) | 323 | 1,853 | 1,264 | 0 | (946) |
| Pension - BU Defined Benefit Pension Scheme | | | | | | |
| Designated | 0 | 0 | 0 | 77,709 | 0 | 77,709 |
| Sub-total for Pension | 0 | 0 | 0 | 77,709 | 0 | 77,709 |
| General - General fund | | | | | | |
| Unrestricted | 174,008 | 135,550 | 132,635 | (78,973) | 0 | 97,950 |
| Sub-total for General | 174,008 | 135,550 | 132,635 | (78,973) | 0 | 97,950 |
| Grand total | 173,328 | 135,873 | 134,488 | 0 | 0 | 174,713 |

Analysis of income and expenditure

Incoming resources from generated funds

| | Unrestricted | This Year | Last Year |
|--------------|--------------|--------------|-----------|
| Manse Income | 1,362 | 1,362 | 0 |
| Total | 1,362 | 1,362 | 0 |

Incoming resources from generated funds - Voluntary income

| | Unrestricted | Restricted | This Year | Last Year |
|----------------------------|----------------|------------|----------------|---------------|
| Regular Giving | 90,500 | 323 | 90,823 | 80,682 |
| Income tax recovered | 16,777 | 0 | 16,777 | 13,391 |
| Family Church & Youth Work | 245 | 0 | 245 | 0 |
| Total | 107,522 | 323 | 107,845 | 94,074 |

Incoming resources from generated funds - Activities for generating funds

| | Unrestricted | This Year | Last Year |
|---------------|--------------|--------------|-----------|
| Sale of books | 368 | 368 | 0 |
| Rental Income | 4,235 | 4,235 | 0 |
| Total | 4,603 | 4,603 | 0 |

Incoming resources from generated funds - Investment income

| | Unrestricted | This Year | Last Year |
|-------------------|--------------|-----------|-----------|
| Interest received | 1,080 | 1,080 | 899 |
| Total | 1,080 | 1,080 | 899 |

Other incoming resources

| | Unrestricted | This Year | Last Year |
|-------------------------------|--------------|-----------|-----------|
| Church expenses contributions | 11,492 | 11,492 | 10,854 |
| Use of Minibus | 268 | 268 | 280 |
| Soul Survivor | 1,888 | 1,888 | 1,028 |
| Donations and Grant | 7,334 | 7,334 | 0 |
| Total | 20,982 | 20,982 | 12,161 |

Charitable activities

| | Unrestricted | Restricted | This Year | Last Year |
|----------------------------------|--------------|------------|-----------|-----------|
| Minister's salary, pension etc. | 26,794 | 0 | 26,794 | 36,336 |
| Minister's expenses | 4,684 | 0 | 4,684 | 7,083 |
| Children/Youth Worker's salary | 24,201 | 0 | 24,201 | 24,031 |
| Children/Youth Worker's expenses | 319 | 0 | 319 | 497 |
| Cleaning | 4,711 | 0 | 4,711 | 3,281 |
| Administrator's salary | 10,366 | 0 | 10,366 | 10,015 |
| Utilities | 5,084 | 0 | 5,084 | 5,509 |
| Speakers' fees | 1,231 | 0 | 1,231 | 661 |
| Insurance | 2,530 | 0 | 2,530 | 2,515 |
| Church repairs & maintenance | 29,317 | 0 | 29,317 | 14,871 |
| Manse repairs & maintenance | 0 | 0 | 0 | 996 |
| Printing & Copying | 1,503 | 0 | 1,503 | 1,526 |
| Youth/family church | 408 | 0 | 408 | 29 |
| Administration costs | 3,686 | 0 | 3,686 | 3,269 |
| Minibus | 1,329 | 0 | 1,329 | 1,097 |
| Outreach | 2,877 | 0 | 2,877 | 1,872 |
| Equipment | 1,140 | 0 | 1,140 | 1,354 |
| Donations from the church | 8,766 | 0 | 8,766 | 10,200 |
| Sundries | 190 | 0 | 190 | 89 |
| Sundries gifts | 56 | 0 | 56 | 70 |
| Training | 829 | 0 | 829 | 558 |
| Resources/Books | 540 | 0 | 540 | 970 |
| Communion Fund | 0 | 1,853 | 1,853 | 832 |
| Soul Survivor | 2,076 | 0 | 2,076 | 1,218 |
| Total | 132,635 | 1,853 | 134,487 | 128,878 |

Agency payments (Restricted)

During the year the Church receives in offerings money identified specifically for other charities, which the Church supports. These are not shown in the Church's funds but are recorded separately as Agency payments in the accounts and passed directly to the identified charity. During 2017 the following amounts were received and passed on to other charities in this way: -

| | <u>2017</u> | <u>2016</u> |
|---------------------------------------|-----------------|-----------------|
| Baptist Men's Movement Operation Agri | 100.00 | 100.00 |
| Baptist Missionary Society | 662.52 | 205.00 |
| Baptist Missionary Society (Relief) | 150.00 | 622.50 |
| Baptist Union Home Mission | 205.00 | 290.50 |
| Carlisle Flood Appeal | 0.00 | 1,257.50 |
| John Prothero | 544.00 | 0.00 |
| Soul Survivor (support for Sam Moore) | 0.00 | 6,000.00 |
| Spurgeons Child Care | 0.00 | 25.00 |
| St Francis Hospice | 130.00 | 0.00 |
| Thank offering | 517.34 | 1,334.90 |
| Total | <u>2,308.86</u> | <u>9,835.40</u> |

Payments to Trustees

Direct payments to employees: -

Rev. John Prothero £19,470.16 (Net salary plus employer payments and utility costs for 8 months)

The Minister acts as one of the Church's trustees and receives remuneration and other benefits (as shown above) in respect of his services. Also provided is the provision of a manse, which is owned by the Church, and the associated costs.

Joshua Waldock – Youth Worker £22,721.88 (Net salary plus employer payments)

The Youth Worker acts as one of the Church's trustees and receives remuneration (as shown above) in respect of his services. Apart from normal expenses he receives no other remuneration for his employment.

Payments to individuals and companies in which a Trustee has an interest.

Trevor Boyland (Director) and Christopher Boyland (Company Secretary) Promega Systems Ltd for services and as purchase agent. £2,542.70

Nicholas Gaughan, relative of the Church administrator, who received a net administrator's salary of £7,115.40 which included employer payments.

Other Trustees were reimbursed for purchases, supported by receipts, made on behalf of the Church for Church activities. These are not considered benefits and are not included here.

Notes to the Accounts

1. **Basis of the accounts:** These accounts have been based on "receipts and payments" in accordance with section 133 of the Charities Act 2011.
2. **Preparation of accounts:** These accounts have been prepared in line with the requirements of the Charities Statement of Recommended Practice (FRS 102) effective the 1st January 2015 and the Charity Commission for England and Wales - Receipts and Payments Accounts Introductory Notes (cc16b) dated January 2017.
3. **Stated sums:** If not otherwise stated, all sums are rounded to the nearest £.
4. **NatWest:** Balance at 31 December 2016 increased by £768.04 to reflect Gift Aid Tax refund for 2016 and claimed in December 2016 but not received until January 2017.

Independent examiner's report to the Trustees of Brentwood Baptist Church.

I report on the accounts of Brentwood Baptist Church for the year ended the 31st December 2017, which is set out on in this report, page numbers 5 to 13.

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act.
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 general Directions given by the Charity Commission. 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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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



Shaun De Boo
Chartered Accountant
Address: 40 Sebastian Avenue,
Shenfield,
Essex,
CM15 8PW

Date: 13 May 2018