

Wakefield Baptist Church

Annual Report

and

Accounts

for the period

6 April 2017 to 5 April 2018

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Annual Report

Section A - Reference and administration details

Charity name Wakefield Baptist Church

Registered charity number 1134998

Principal office Belle Isle Christian Centre
Belle Isle Avenue
Wakefield
WF1 5JY
01924-258680
email: michaelbradley@inventpartners.com

The following were Managing Trustees (ie Church Leadership Team) on 11 November 2018, being the date on which these Accounts were approved by the Community Council:-

Michael Norman Bradley	Deacon
Flora Catherine Davies	Deacon
Melanie Angela Neale	Deacon (appointed 20 May 2018)
Susan Jane Phillips	Deacon (appointed 20 May 2018)
David Andrew Taylor	Deacon
Andrew Willis	Deacon

The following were Managing Trustees during the actual financial year to which the Accounts relate, ie 6 Apr 2017 to 5 Apr 2018:

Michael Norman Bradley	Deacon
Flora Catherine Davies	Deacon (appointed 21 May 2017)
Helen Michelle Parsons	Deacon (resigned 20 May 2018)
David Andrew Taylor	Deacon (appointed 21 May 2017)
Andrew Willis	Deacon

The custodian trustee of the charity is the Yorkshire Baptist Association (Charity No 247173), 1 South Parade, Headingley, Leeds, LS6 3LF. Tel: 0113 278 4954.

Advisers:

Bank:

Triodos Bank
Brunel House
11 The Promenade
Clifton
Bristol
BS8 3FA

Independent Examiner:

Mr Nigel P L Wyatt B.Sc, FCA,
Wyatt & Co.,
Chartered Accountants,
125 Main Street,
Garforth,
Leeds LS25 1AF

Section B - Structure, governance and management

Type of governing document: Trust Deed, registered on 14 Jul 1843.
Approved Governing Document, registered 17 March 2010

How the charity is constituted: Registered as a charity

Organisational structure and decision making process:

WBC is a city wide community of Christians of a broadly evangelical nature committed to 'helping people follow Jesus'. Before God and one another, we have covenanted to help each other discern and do what God's will is for Christians in Wakefield. All members are encouraged to play a full part in the life and witness of the Church by undertaking such spiritual and practical tasks as are required for the furtherance of our vision and objective.

Members of the Church are accepted after having been publicly baptised on the profession of faith in Jesus Christ or, having followed other modes of baptism, and on profession of faith in Jesus Christ in the words of the WBC covenant. Those wishing to come into membership attend a course explaining the vision and practices of Wakefield Baptist Church and are then admitted to membership by vote of the existing members and on declaration of our covenant.

The final authority for any important decisions of the Church lies with the Community Council (Church Members meeting) which all members are encouraged to attend so that we might discern God's leading for us as a community. The Community Council normally meets bi-monthly, has responsibility for the overall policy of the Church, approving its Accounts and setting its annual budget, and deciding upon recommendations brought forward by the Church Leadership Team. Matters for discussion and reflection may be submitted to the Church Meeting by the Church Leadership Team for guidance, or may be raised by members in the Community Council for further consideration by the Team. Though the Constitution permits decisions to be made at Community Council by appropriate majorities, Wakefield Baptist Church seeks to make decisions by consensus wherever possible.

The members elect Trustees or Deacons, including an Administration Deacon and Finance Deacon, who together with any Minister are collectively known as the Church Leadership Team and are responsible for the day to day running of the church's work and witness, and its financial and legal affairs. The Church Leadership Team meets at least every six weeks and, subject to agreement of the Community Council, is responsible for:-

- ☐ developing proposals for the future strategic decisions of the Church
- ☐ making recommendations for Community Council approval
- ☐ ensuring that Community Council decisions are implemented
- ☐ maintaining oversight of ongoing developments in the life and witness of the Church.

At 5 Apr 2018 the Church employed one part-time minister, one part-time leader of its Farsi congregation, one part-time centre manager/church administrator, one part-time Night Shelter support worker and one part time leader of its twice weekly Drop In.

Method of selecting Trustees (ie Church Leadership Team):

Nominations are sought from present members of the Church. New trustees are elected following a vote of Church Members present at a subsequent Community Council meeting.

Policies and procedures for the induction and training of new trustees:

No formal induction or training currently takes place. The existing trustees seek to ensure that new trustees are made aware of any relevant policies and procedures.

Relationship with any related parties:

The Church is a member both of the Yorkshire Baptist Association (charity no 247173) a Company Limited by Guarantee; and of the Baptist Union of Great Britain (charity no 249635).

Safeguarding of children and vulnerable adults:

The Church has adopted the Baptist Union Guidelines on Safeguarding 'Safe to Grow' and has appointed advocates for children and young people, and for vulnerable adults. The BU Guidelines are readopted each year at a Community Council to ensure they are kept as current practice, and one of the Trustees has specific responsibility for safeguarding. The Church operates systems to ensure that all people working with children, young people and vulnerable adults are appropriately vetted with regard to the Disclosure and Barring Service.

Section C: Objects and activities

As a Christian Church the principal objective of Wakefield Baptist Church is the advancement of the Christian faith according to the principles of the Baptist denomination to include the advancement of education, community service and such other general charitable purposes in such parts of the United Kingdom and the world as the Church shall determine. All members are encouraged to take an appropriate part in the spiritual and practical tasks involved in the furtherance of this objective.

The Church occupies premises which are held by the Yorkshire Baptist Association as Custodian Trustee, on Trusts which are compatible with the above object.

When planning our activities the Church Leadership Team have considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. In order to achieve the principal objective which is set out above, the Church engages in a variety of activities both for its membership and to the community generally. The aim is to show the love of Jesus Christ in both word and deed and to bring people into a closer relationship with Jesus as living Lord. Our particular focus as a church community is on 'helping people follow Jesus'. We aim to encourage people to follow Jesus in ways which are authentic to them. We seek to worship and serve God through our involvement in and support of various activities not only within our church community, but also in the wider Wakefield community, and beyond in the UK and overseas.

Specifically, we seek to help one another follow Jesus Christ in the areas of spirituality, mission, justice and hospitality, expressing four dominant themes of radical Christian faith. We have identified many ways in which God has led us into expressing these core values in our church life, which have become the basis for teaching and action and the means by which we decide on priorities.

Summary of main activities:

We encourage each other to live balanced and healthy Christian lives, under three headings or 'menus', which are "Learning and Growing", "Serving" and "Worship":-

1. Learning and Growing We encourage each person to find a way to grow that is right for them. At WBC various groups meet at different times and venues and use different approaches to help each other grow in faith and discipleship. Regular small groups include fellowship and bible study groups meeting in members' homes, and spiritual formation and prayer groups. From time to time we also run short courses in discipleship, as well as baptismal and membership classes, and courses aimed at getting to grips with current issues or developing particular skills. The church employs a Youth Worker for the purpose of offering activities for young people which will encourage them in their growth to healthy maturity in all aspects of their lives including spiritual. Some such groups cater specifically for children and young people.

2. Serving Serving others is at the heart of what it means to be a Christian. There is a wide range of opportunities for members and the wider community to pursue individual gifts and interests

in the service of others. For several years the church has been contracted to Wakefield Metropolitan District Council to run an emergency night shelter for the homeless. In addition the church offers a Drop In for the homeless and vulnerably housed. Church members are frequently involved in advocacy for the homeless and also for asylum seekers. The Church has support groups for members working in Chad, Haiti, Brazil and South Sudan. All these activities are engaged in with the purpose of assisting the community and demonstrating the love of Jesus Christ.

3. Worship Regular worship is important for a healthy Christian life. At WBC we recognise that different people find different approaches to worship helpful; and we provide a number of different weekly worship services, both on Sundays and midweek, using a variety of styles of worship. Some of these offer the opportunity to take part in craft activities and/or discussion. The largest of our gatherings is on Sunday mornings and we include a full children's programme during this service, as well provision for toddlers and their parents. The church seeks to be a friendly and welcoming community and anybody is free to attend any of these times of worship.

WBC is a community of communities The people who make up Wakefield Baptist Church come from a wide variety of backgrounds, nationalities and ages. There are many different activities taking place each week so it is important that we have opportunities to meet together and function as a whole church. We organise several WBC community social events each year alongside seasonal celebrations; a pattern of daily community prayer is encouraged using a Daily Office, and we encourage members to participate in our bi-monthly Community Council meetings. On at least one Sunday every two months there is an open invitation to share a soup lunch together.

Achievements and Performance 2017-18

After three and a half years without a Minister the Church was delighted to induct Rev Kezia Robinson on 23 September 2017 as part time Minister and Team Leader at WBC. Although the shape and content of the Church's year of activities remained largely unchanged, the process continued of team building around her. Also, the Leadership Team began work in partnership with the Project Director of the London Institute for Contemporary Christianity to encourage a "Whole Life Disciplemaking Church".

Spirituality focus:-

The Farsi language worship service has continued to meet each Friday in good numbers. Alpha courses tailored for Farsi speakers have been held, and during the year several members of this congregation were baptised as Christian believers during Sunday morning services._

Renovare groups and house groups continued to give members a place for spiritual growth and accountability and our Tuesday Morning Fellowship, a worship group mainly though not exclusively for our older members and adherents, has continued to flourish and has grown in numbers.

Mission focus:-

The church again ran the Cold Weather Night Shelter during the winter, 2017/18 being the third winter of a three year contract signed with Wakefield Metropolitan District Council on 1 October 2015.

Justice focus:-

We continued during 2017/18 to provide hospitality on our premises for people with a range of needs: asylum seekers, homeless or vulnerably housed, and those with mental health or learning disabilities. Several asylum seekers have been supported through their cases and members of the Church have provided support and accommodation to destitute asylum seekers. Members of the church are also involved with an Asylum Seeker Drop In at the Quaker Meeting House which is run by Wakefield City of Sanctuary, and with activities for children at the Urban House Regional Dispersal Centre.

Funds have been used to help people with housing bonds, furniture, and living expenses. The church has given volunteering opportunities for a number of people to do painting, gardening, and cooking, as well as volunteer at the twice weekly Drop In, at the Night Shelter and in other ways.

Hospitality focus:-

The Drop In runs twice weekly as a place of welcome and practical help. A hot meal, showers, fresh clothes and washing facilities are offered at each session. These services are mainly accessed by the homeless but other people connected with the church also avail themselves of them. Our building is also well used by church and community groups both during the daytime and evenings. Groups include two choirs, U3A French, tap-dancing, Zumba and the Seventh Day Adventist Church. During the year a class offering English as a foreign language has also been allowed to use the building rent free.

Community organisation

The Church's Membership Roll was kept under review during the year, and at 5 April 2018 stood at 74.

Section D: Financial review

The accounts for 2017/18 are shown in the receipts and payments format. Full details of our income and expenditure for the year are shown on pages 10 to 13 of the Annual Report and Accounts.

Unrestricted Funds: The majority of our income comes from the regular voluntary offerings and donations made by members of the community, mainly by monthly standing orders, and rental income from building users. The majority of our expenditure is spent on staffing, grants to institutions and individuals, and maintenance of the building at Belle Isle Avenue.

In the year ending 5 Apr 2018 offering income rose by £20,275

Expenditure for the year was £122,320. The year ended with a current account surplus of £4,499

Restricted Funds: The funds show a deficit on the year of £2,352

At 5 Apr 2018 the overall cash balance was £159,743.

Reserves policy The Church Leadership Team is required to consider annually the level of reserves which the Church should maintain in order to be able to avoid sudden financial crises. Reserves equivalent to 6 month's budgeted spending were retained for this purpose. This amounts to £60K, an amount more than adequately covered by our cash balance.


Section E: Future plans

Efforts are progressing towards building a Team around Kezia Robinson. Funds will continue to be used to release members of the congregation with particular gifts and training in support of the Church's work in areas such as our twice weekly Drop In and our Farsi speaking congregation.

Section F: Declaration

The Church Leadership Team has approved the Annual Report contained on pages 2 to 8.

Signatures



Full Name Andrew Willis

Michael N Bradley

Position Finance Deacon

Deacon

Date 28.11.2018

Date 28.11.2018

(Signed on behalf of the Church Leadership Team, Wakefield Baptist Church)

Wakefield Baptist Church (1134998)
Financial Statement for the Year ended 5th April 2018

**Report of the Independent Examiner to the Deacons and the Members of
Wakefield Baptist Church**

I report on the accounts of the church for the year ended 5th April 2018, which are set out on the following pages.

Respective Responsibilities of Trustees and Examiner

The church's trustees are responsible for the preparation of the accounts. The Church's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 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 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 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:

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 to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Wyatt & Co
Chartered Accountants
125 Main Street
Garforth
LEEDS LS25 1AF

Nigel P L Wyatt B.Sc FCA

Dated: 4th December 2018


Receipts and payment Account	Restricted Funds	Unrestricted Fund	Total	Total
	2018	2018	2018	2017
	£	£	£	£
Voluntary income Receipts (Note 3)		87885.28	87885.28	67609.92
Rental Receipts (Note 4)		11409.50	11409.50	12626.84
Bank interest received (Note 5)		48.56	48.56	460.65
Night Shelter receipts (Note 6)	19739.75	0.00	19739.75	0.00
Funds as Agency collection			0.00	0.00
Other Miscellaneous receipts		4682.16	4682.16	2571.00
Feed in Tariff		2000.34	2000.34	1489.68
Donations towards Drop In		1054.00	1054.00	0.00
	<u>19739.75</u>	<u>107079.84</u>	<u>126819.59</u>	<u>84758.09</u>
Payments				
Stipend & other employment cost (Note 7)		41459.87	41459.87	25603.35
Mission (Note 8)		21949.53	21949.53	16273.66
Premises cost (Note 9)		24340.71	24340.71	38169.06
Admin & Office cost (Note 10)		5913.62	5913.62	6827.06
Church & Group activities Payment (Note 11)		13321.72	13321.72	6554.73
Night Shelter expenditure (Note 12) (Oct '16 – Mar '17)	12887.40	0.00	12887.40	11571.60
Funds as Agency Payments		1475.00	1475.00	0.00
Drop In cost		972.38	972.38	754.71
Interim Cost – Absence of substantive Minister			0.00	8632.84
	<u>12887.40</u>	<u>109432.83</u>	<u>122320.23</u>	<u>114387.01</u>
Surplus (deficit)	6852.35	-2352.99	4499.36	-29628.92
Opening balances (start year 6 th April)	6520.06	148723.80	155243.86	184872.78
Closing balances (end year 5 th April)	<u>13372.41</u>	<u>146370.81</u>	<u>159743.22</u>	<u>155243.86</u>


Statement of Assets & Liabilities as at 5th April 2018

	Restricted Funds 2018 £	Unrestricted Fund 2018 £	Total 2018 £	Total 2017 £
Petty cash / Debit card		65.54	65.54	133.00
Triodos Current Account		34350.70	34350.70	27325.49
Triodos Eco Account	11909.44	56113.46	68022.90	66368.84
COIF Deposit Account		55841.11	55841.11	55841.11
Triodos Charity Account	1462.97		1462.97	5575.42
Total Current Asset	<u>13372.41</u>	<u>146370.81</u>	<u>159743.22</u>	<u>155243.86</u>

Assets for Church use (Premises & Contents) (Note 14)		<u>2018</u>	<u>2017</u>
Liabilities – Current (Agency payment)	<u>0.00</u>	<u>0.00</u>	25.00
Liabilities – Long Term	280900.00	280900.00	Nil

The attached notes form part of these financial statements. The accounts and statement of assets and liabilities set out on pages 2 to 3 relating to the year ending 5th April 2018 were approved by the Church Leadership Team on 18th Nov 2018 and signed on their behalf.

Signature 
Name ANDREW WILLIS

Signature 
Name MICHAEL NORMAN BRADLEY

Notes to the Accounts

Note 1 – Wakefield Baptist Church (Registered Charity NO. 1134998) has been registered with the Charity Commission since 17th March 2010 – prior to that date it was an excepted charity and as such did not require individual registration.

Note 2 – The Charity Commission threshold for ‘accrual’ accounts is now £250k. As Wakefield Baptist Church’s income is around the £100k level, the Trustees have decided to continue using the simpler ‘Receipts and Payments’ format, and these accounts have been prepared on that basis in accordance with Charities Act 2011.

	Restricted Fund	Unrestricted Fund	Total	Total
	2018	2018	2018	2017
	£	£	£	£
<u>Note 3 – Voluntary Income Receipts</u>				
Weekly Offerings		5064.87	5064.87	3068.55
Bank Standing Orders		56278.56	56278.56	60529.47
Donations		2230.15	2230.15	2312.50
Fellowship Support		621.25	621.25	1391.00
Gift Aid Reclaim on offerings & standing orders		23690.45	23690.45	308.40
	<u>0.00</u>	<u>87885.28</u>	<u>87885.28</u>	<u>67609.92</u>
Other Miscellaneous Receipts		18.00	18.00	0.00
"- Church group activities		4664.16	4664.16	2571.00
-		0.00	0.00	0.00
	<u>0.00</u>	<u>4682.16</u>	<u>4682.16</u>	<u>2571.00</u>
<u>Note 4 – Rental Receipts</u>				
Cross Project – Lease		3703.50	3703.50	3522.00
Rent of Premises		7706.00	7706.00	9104.84
	<u>0.00</u>	<u>11409.50</u>	<u>11409.50</u>	<u>12626.84</u>
<u>Note 5 – Bank Interest Received</u>				
Triodos Bank Interest (Eco & Current Accounts)		48.56	48.56	56.97
COIF Charity Deposit Fund			0.00	403.68
Triodos Business Fixed Account			0.00	0.00
	<u>0.00</u>	<u>48.56</u>	<u>48.56</u>	<u>460.65</u>
<u>Note 6 – Night Shelter</u>				
Wakefield Metropolitan Council	19739.00		19739.00	0.00
Seed Money from WBC (Opening a dedicated account)	0.00		0.00	0.00
Donations	0.00		0.00	0.00
Bank interest	0.75		0.75	0.00
	<u>19739.75</u>	<u>0.00</u>	<u>19739.75</u>	<u>0.00</u>

Note 7 – Stipend & Other employment costs

Minister	13622.61	13622.61	14415.27
Pensions and PAYE/NI	15283.60	15283.60	0.00
Centre Manager	11929.66	11929.66	11188.08
Temporal Youth Worker	624.00	624.00	0.00
	<u>0.00</u>	<u>41459.87</u>	<u>41459.87</u>
			<u>25603.35</u>

Note 8 – Mission, Grant to Individuals & Organisations

YBA Home Mission	4000.08	4000.08	4000.08
BMS World Mission	3373.37	3373.37	3680.04
R & F Davies	395.00	395.00	1059.96
Mark & Andrea	1059.96	1059.96	0.00
Tim & Hannah	1000.00	1000.00	0.00
Farsi Sessions	6880.00	6880.00	3496.00
Guinebor II Hospital, Chad (BMS)		0.00	1059.96
Haiti	1000.00	1000.00	
Fellowship Support	4241.12	4241.12	2977.62
	<u>0.00</u>	<u>21949.53</u>	<u>21949.53</u>
			<u>16273.66</u>

Note 9 – Premises Costs

Building & Contents Insurance	2604.37	2604.37	3131.03
Heating, Lighting & Water	5095.15	5095.15	6823.58
Cleaning Costs – rooms & windows	3318.90	3318.90	3154.15
Supplies – paper towels, cleaning materials	1845.17	1845.17	1538.92
Premises Maintenance	6377.19	6377.19	14829.47
Redecoration	2988.44	2988.44	5532.89
Premises Spares	337.53	337.53	888.61
New equipment & furniture	1773.96	1773.96	2270.41
	<u>0.00</u>	<u>24340.71</u>	<u>24340.71</u>
			<u>38169.06</u>

Note 10 – Administration & Office Costs

Telephone & Broadband	1015.28	1015.28	425.76
Photocopier – Running cost	842.57	842.57	1768.46
Office /Worship Equipment	913.00	913.00	733.11
Office supplies & computer software	513.51	513.51	1111.34
Other Admin cost	731.86	731.86	1415.49
Payroll Agency fees	441.70	441.70	750.40
Bank Charges		0.00	0.00
Subscription to various Organisations	1455.70	1455.70	622.50
	<u>0.00</u>	<u>5913.62</u>	<u>5913.62</u>
			<u>6827.06</u>

Note 11 – Church & Group Activities – payments

Catering at Church events	1017.30	1017.30	1803.95
Tea & Coffee	1159.34	1159.34	973.02
Copyright licenses – music, videos etc	540.26	540.26	531.30
Training, Conference & Sabbatical expenses	9184.85	9184.85	2276.39
Expenses on external Church Speakers	64.45	64.45	564.50
Youth Work – Sunday School	1355.52	1355.52	405.57
	<u>0.00</u>	<u>13321.72</u>	<u>13321.72</u>
			<u>6554.73</u>

Note 12 – Night Shelter Expenditure (Oct '17 – Mar '18)

Shelter Co-Ordinator wages & on cost	10706.03		10706.03	10965.32
Employer & on cost (Refund of seed money to WBC)			0.00	0.00
Volunteers expenses	1130.73		1130.73	99.56
Premises cost	147.00		147.00	0.00
Admin Cost			0.00	152.74
Equipment & Food	903.64		903.64	333.98
Room Hire & insurances			0.00	20.00
	<u>12887.40</u>	<u>0.00</u>	<u>12887.40</u>	<u>11571.60</u>

Note 13 – Movement of Restricted funds (Shelter)

<u>B/F</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfers</u>	<u>Balance</u>
£	£	£	£	£
<u>6520.06</u>	<u>19739.75</u>	<u>12887.40</u>	<u>0.00</u>	<u>13372.41</u>

Note 14 – Assets retained for Church use (Premises and Contents)

The Church is the beneficial owner of the Church Premises, the legal title to which is held by the Yorkshire Baptist Association as the Church's custodian trustee. (Charity number 247173). The Church premises are currently insured for £1,923,731 and the contents are insured for £92,339.

Note 15 - Long Term Liabilities - Pension Deficit

The Pension Deficit is a provision for past members of the scheme should the Church close. The amount currently is being paid off with monthly contributions which will reduce the balance year on year. This does not affect the current staff or future staff members