



**Registered Charity Number - 1134242**

**Penzance Baptist Church**

**Trustees Annual Report, Auditor Examination and Accounts**

**For the year ended 31st December 2018**

**PENZANCE BAPTIST CHURCH**

**TRUSTEES ANNUAL REPORT, ACCOUNTS and  
INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

# **Penzance Baptist Church**

**Report of the Trustees for the year 01/01/2018 - 31/12/2018**

## **Reference and Administration Details**

<b>Charity Name</b>	Penzance Baptist Church
<b>Charity Registration Number</b>	1134242
<b>Charity's Principal Address</b>	Clarence Street Penzance TR18 2NY Cornwall

## **Board of Trustees**

<i>(Name)</i>	<i>(Office)</i>
Mark Fretwell	Deacon
Ralph Hammond	Deacon
Melvin Polglase	Deacon
Robert Price	Deacon
John Rubens	Elder
Jonathan Stobbs	Minister

## **Independent Examiner**

Rev. Michael Coles (BSc)  
14 Pengarth Road  
Falmouth  
TR11 2TY  
Cornwall

## **Bank**

Lloyds Penzance  
P.O. Box 8  
Market House  
Penzance  
Cornwall  
TR18 2TN

## **Structure, Governance and Management**

The governing document of the Penzance Baptist Church as a charity is the Constitution for Grace Baptist Church Charities approved on 1 January 2007, and then adopted as the charity was registered on 10 February 2010. Penzance Baptist Church as a charity is constituted as an association, and the way in which the trustees are selected and appointed is through the means of the church members' meeting.

## **Objectives and Activities**

The principal object of the church is the advancement of the Christian faith according to Baptist principals in accordance with the church's Basis of Faith. The church may also carry out other charitable purposes in the United Kingdom and/or other parts of the world.

In relation to these objects, our main activities are Sunday services (morning and evening), mid-week Bible studies and prayer meetings, evangelistic activities in the community, children's club, Parent and Toddler group, promotion of mission and matters of social concern, and various informal get-togethers to consider the Christian faith.

## **Achievements and Performance**

Owing to the spiritual nature of the church's objectives it is difficult to quantify achievements; however, in the past year a full program and range of activities has been undertaken.

We employ a Pastor who conducts the majority of both Sunday Services, as well as mid-week meetings. The weekly program of the church is busy with regular meetings and activities. The Pastor also takes services around the country at different churches and conferences throughout the year. There is a leadership team which consists of Elders and Deacons. The Elders meet regularly to oversee the ongoing life of the church and apart from the Pastor, the other Elder takes a proportion of the Sunday Services and mid-week meetings. We also invite a number of men from associated churches to take services for specific occasions. Throughout the summer months the church drew many visitors from around the country and the world. In August, PBC provides lunches on Sunday for those who have come to the morning service. Generally, the church has continued to see new people attending the services at various times from the locality.

During the year under review, the church has continued to support Phil and Lydia Evans who have been set aside as missionaries to Latvia. They are working alongside Mezciems International Baptist Church in Riga. As a church, PBC is committed to underwriting their future support both pastorally and financially.

The church has held a number of invitational meals and fellowship lunches for the church and those from the community who responded to invitations, as well as a 'Lunch and Listen' monthly meal for over 50's.

The Parent and Toddler group '*Toddliwinks*', is recognised in the community as an excellent group. The group has a constant attendance of existing and new parents/guardians, and works a

waiting list when interest surpasses the necessary ratios. There is also the *KiC Club* which is a youth group for the 5+ age group.

PBC has good relationships with a number of local schools. There have been a number of school visits to the church itself looking at the history and practice of the Baptist Church. Our Pastor and Elder have taken assemblies and lessons in local primary and secondary schools.

PBC has held regular Open Days and Outreach events at the church that have encouraged people from the local community to come and see what is happening at Clarence Street. Christmas events included singing carols in a local shopping centre, a Christmas service in a local residential home, a tea with carols and regular services across the season.

The church had a number of special services in the year including a Thanksgiving service marking the 216<sup>th</sup> anniversary of the church, and its presence in the community for that time.

## **Financial Review**

### **Reserves**

The Church has adopted a policy of seeking to hold reserves equivalent to three months regular expenditure, presently a reserve of £17,800. The current total reserve at 31<sup>st</sup> December 2018 is £9,771.

### **Risk Management**

The trustees have identified the major risks to which the charity is exposed. These have been reviewed and the trustees are satisfied that adequate systems of control have been established to mitigate these risks.

### **Annual Return Figures**

Income for 2018 - **£65,987**

Expenditure for 2018 - **£82,698**

## **Other Optional Information**

### **Public Benefit**

The trustees have considered the guidance produced by the Charity Commission on the provision of public benefit and they confirm that public benefit has been provided by:

- Promoting the whole mission of the church through the activities for individuals, parents and toddlers, and the elderly.
- Providing regular public worship that is open to all
- Conducting pastoral work including visiting the sick and the bereaved
- Teaching Christianity through sermons, courses, and small groups
- Providing a youth club with a Christian Ethos
- Distributing evangelistic materials
- Taking part in community events

**Declaration**

The trustees declare that they have approved the trustees' report above.  
Signed on behalf of the charity's trustees:

**Signature (s)**



**Rev. Jonathan Stobbs**  
**Chair**



**Mr. John Rubens**  
**Trustee**

**Position**

**Date - 29<sup>th</sup> April 2019**

## Independent Examiner's Report to the members/trustees of Penzance Baptist Church

I report on the accounts for the year ended 31st December 2018

Respective responsibilities of the Trustees and Independent Examiner

The trustees of the charity are responsible for the preparation of the accounts. They 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 section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of Independent Examiner's Statement

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 the management committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

1. which give me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with s.130 of the 2011 Act; or to prepare accounts which accord with these accounting records 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.

Michael C Coles B Sc  
14 Pengarth Road  
Falmouth  
TR11 2TY  
(Fully trained HMIT) *date*

  
24.4.19

**PENZANCE BAPTIST CHURCH**

**RECEIPTS AND PAYMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

	Notes	Unrestricted Funds	Restricted Funds	2018 £	2017 £
<b>Receipts</b>					
<i>Voluntary receipts</i>					
Grants and gifts received	2(a)	<u>52,462</u>	<u>5,383</u>	57,845	82,715
<i>Other receipts</i>					
Rent – 13 Castle Road	2(b)	<u>8,140</u>	-	8,140	10,200
Total receipts		<u>60,604</u>	<u>5,383</u>	65,987	92,915
<b>Payments</b>					
<i>Payments in furtherance of the church's objectives</i>					
Direct charitable costs	3	4,101	-	4,101	3,812
Mission Support	3	1,217	9,025	10,242	18,624
Support costs	3	<u>66,032</u>	<u>336</u>	<u>66,368</u>	<u>84,300</u>
		71,350	9,361	80,711	106,736
<i>Governance costs</i>		<u>1,987</u>	-	<u>1,987</u>	<u>1,514</u>
Total payments		<u>73,337</u>	<u>9,361</u>	82,698	108,250
Net Receipts/(Payments)		(12,733)	(3,978)	(16,711)	(15,335)
Transfer between funds		8,675	(8,675)	-	-
<b>Net movement in funds</b>		<b>(4,058)</b>	<b>(12,653)</b>	<b>(16,711)</b>	<b>(15,335)</b>
Balances 1 January 2018		32,387	(5,905)	26,482	41,817
<b>Balances 31 December 2018</b>		<b><u>28,329</u></b>	<b><u>(18,558)</u></b>	<b><u>9,771</u></b>	<b><u>26,482</u></b>



**PENZANCE BAPTIST CHURCH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS AT 31 DECEMBER 2018**

1. Fixed Assets

<i>The value of the assets owned are:</i>	£
Plant/machinery/equipment	<u>20,000</u>
	20,000

The Freehold property known as Penzance Baptist Church premises at Clarence Street, together with associated fixtures and fittings are the subject of a separate independent trust held for the exclusive use of the Church. The Church assumes responsibility for all maintenance and running costs.

The Freehold property known as 13 Castle Road, Penzance is the subject of a separate independent trust held for the exclusive use of the Church.

2. Bank and Cash Balances

	2018	2017
<i>Held at Bank</i>	£	£
Lloyds Bank	5,826	21,917
 <i>Cash float</i>		
Petty Cash	<u>5,826</u>	<u>21,917</u>

3. Other Assets and Liabilities

	2018
	£
<i>Debts due to the church</i>	
Income tax recoverable	3,945
Other debtors and prepayments	<u>-----</u>
	3,945
 <i>Liabilities due by the church</i>	
	17

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

by

The notes on pages 9 -10 form part of these accounts.

**PENZANCE BAPTIST CHURCH**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2018**

**1. Accounting Policies**

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

**2. Incoming Resources**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<i>(a) Voluntary receipts</i>				
Grants and gifts received	44,395	5,383	49,778	76,779
Tax recovered	8,069		8,069	5,936
	52,464	5,383	57,847	82,715
 <i>(b) Other incoming resources</i>				
Rent from 13 Castle Road	8,140	-	8,140	10,200
	60,604	5,383	65,987	92,915

**3. Charitable Activity Costs**

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<i>Direct charitable costs</i>				
Sunday School & Young People	57	-	57	30
Women's Fellowship	-	-	-	120
Local evangelism	1,704	-	1,704	3,106
Audio Ministry & web site	2,357	-	2,357	556
	4,118	-	4,118	3,812
<i>Less: Creditors</i>	(17)		(17)	
	4,101		4,101	
 <i>Mission Support</i>				
UK Mission	1,217	600	1,817	2,033
Overseas Mission	-	8,425	8,425	16,591
	1,217	9,025	9,025	18,624

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
<i>Support Costs</i>				
Ministry costs	45,762	-	45,762	44,360
Property & Repairs	19,264	-	19,264	11,045
Refurbishment		336	336	19,651
Equipment purchases	59	-	59	7,456
Other administration	947	-	947	1,785
	<u>66,032</u>	<u>336</u>	<u>66,368</u>	<u>84,301</u>

#### 4. Employees

The church had two employees (2017: 1 employee) whose remuneration and expenses were not in excess of £50,000. No remuneration or trustee expenses were paid to any other trustee during the year nor to any person connected to them.