

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2018

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

Information

Trustees Report

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Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES Mark Hayton (Minister and Lead Elder)
Steve Johnson (Elder)
Roger Bedford (Elder)

REGISTERED ADDRESS 55, The Ferns,
Larkfield,
Aylesford,
Kent,
ME20 6NE.

INDEPENDENT EXAMINER Lisa Darby
Stewardship,
1, Lamb's Passage,
London,
EC1Y 8AB.

BANKERS Barclays Bank
Shawbrook Bank
Kingdom Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2018

AIM

The primary aim of Larkfield Community Church is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their ministry for the glory of God.

OBJECTIVES

The principle objectives of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

The Church is a member of the Evangelical Alliance and has a longstanding relationship with "Assemblies of God (AoG) UK"; a Christian organisation that pursues similar objectives in the UK and overseas. The Church works with AoG in assisting other Churches and receives voluntary help itself where needed. During the year, 3 % of Church offerings have been given to help the objectives of AoG, which can best be done on a larger scale than Larkfield Community Church could do independently. The Church is also an active member of the local ecumenical group, Churches Together in Malling.

Directions relating to the Charity are made by the Trustees who are also the Church Elders. They meet at least bi-monthly to receive reports and financial statements detailing the opportunities and risks the Church faces, enabling them to plan or curtail activities accordingly. The Elders together with their wives, the Treasurer/Administrator and the Children and Youth Leaders form the Church Leadership Team responsible for governing the life and teaching of the Church. Day to day decisions on expenditure and activities are decided by the Trustees. The powers of appointment or removal of Trustees rests with the Trustees. Trustees are selected from the Church, since this means the Trustee body is whole heartedly involved in seeing the mission of the Church worked out in practice. The Church has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation and is reviewed annually by the Church Safeguarding Lead.

The Lead Elder (Ministerial status with the AoG) is in receipt of a full work pension. He has agreed with the other Trustees to serve the Church in a voluntary capacity and thus allow funds to be directed where needed.

Since September 2015 the Church has employed an experienced Youth Worker on a PAYE part time basis (20 hours per week) to provide youth work within the Church and in some local Primary and Secondary Schools (clubs, activities, assemblies, mentoring). Following a period of maternity leave the Youth Worker resigned in September 2018. The role was covered by volunteers until a new Youth Worker was appointed in January 2019 under the same conditions. Due to a potential conflict of interest the Lead Elder took no part in the appointment process of the new Youth Worker and the Charity Commission was informed.

From January 2016 the Church combined the Treasurer and Administration role and employed someone on a PAYE part time basis (8 hours per week) to fulfil this function.

Also From January 2016 the Church employed a Caretaker/Cleaner on a PAYE part time basis (8 hours per week) to clean and service the church building (The Dorcas Centre).

From March 2018 the Church employed an experienced Children's Leader on a PAYE part time basis (10 hours per week) to fulfil this function.

It is the work of every member of the Church, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through being 'salt and light' in their community, amongst the people they interact with every day; by praying, by visiting the sick and others in need, in being involved in training others, in public teaching and worship, and also in administration. The financial resources of the Church are given by the members and their private assets and equipment are regularly used in the work of the Church. Much of this work is done privately, without recognition, and the hours and value of that time cannot be quantified.

ACHIEVEMENTS AND PERFORMANCE

The Church met in Lunsford Primary School hall on the Brookfield School Site each Sunday morning for sung worship, prayer and bible teaching, including bespoke teaching groups called, '7 Up, J Team and J Tots' for teenagers, juniors and toddlers respectively. A crèche facility was also available. Some Church members also met mid-week in someone's home called, 'House Group' for further fellowship, prayer and bible teaching. Through the lighter months the Church held several additional evening services that included worship, teaching, prayer and a light meal. The Church continued to build on a strong relationship with the 3 Primary Schools that are on the site and, as in previous years, helped them to raise funds at their annual summer fetes.

The Church lease a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the School site for use during the week. This building was derelict, but has been completely restored by the Church. It is maintained by a part-time paid Caretaker/Cleaner and volunteers from the Church. Mid-week Church activities included:

- Men's/Women's breakfasts (every other month) – free breakfast and guest speaker.
- A popular mid-week breakfast club called 'Brekkie Time' - free bacon roll/toast and drink; this is a 'drop in' club for parents and children who attend the on-site Schools.
- A mid-week Morning Prayer group.
- A Food Bank (see below).
- A lunch time club called, 'Kingsquad' for the children of Brookfield Junior School.
- A Youth Group on a Friday called, 'Boost' for school years 7-9 and 'Haribos' for those in school year 10 and upwards.
- An Alpha Course – a 16 week course held midweek mornings exploring the basics of Christian Faith.

The Dorcas Centre was also made available for use free of charge to the Schools on the site and other community groups such as a Child Minders weekly coffee morning, a weekly elderly 'craft and chat' group and the Girl Guides.

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The Church partnered with and gave some funding and/or volunteers to:

- Just One – an outreach event at Gillingham Football Ground (over 5000 people in attendance) led by internationally renowned evangelist Canon J. John and sponsored by many churches across Kent.
- Churches and Schools Together (CAST) – 3 church members volunteer/work for this charity that provide lunch clubs, student mentoring schemes and prayer/reflection spaces in local Secondary Schools.
- The Family Trust – 3 Church members work for this Charity in providing lunch time / after school Christian clubs and assemblies in Primary Schools.
- Street Pastors – 2 Church members are Street Pastors in Maidstone.
- A newspaper publication called, 'New Life' (50 copies per month) of uplifting stories for inmates of HMP Elmley.
- Dynamic Future Together Community Interest Company - a not for profit company who use the Dorcas Centre free of charge to provide, 'Let's do Lunch', a lunch club for senior citizens. At least 7 Church members regularly volunteer with this work alongside people from other Churches and the community.
- Trussell Trust Food Bank – in February 2015 the Church joined a successful Medway Food Bank scheme and appointed a volunteer Centre Manager and several volunteer staff who provide emergency food on a voucher scheme basis to those in financial crisis.
- Maidstone Christian Cancer Care Support Group that offers both practical and prayer support to people (not just Christians) living with cancer.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for the Church are to remain the same, however through 2018 the Trustees, following an approach by the Anglican Church, have explored the opportunity to meet in the larger Larkfield Parish Church building to facilitate further church growth. Significant investment would need to be made to make the building multi-functional and fit for purpose e.g. running water, heating, lighting, toilets, kitchen and a children's area. Following initial positive responses between Churches a Working Party was set up of members from both Churches to explore the options. Alas, the parish church council decided ultimately they did not want to make any changes and negotiations ended. The search for a larger building facility continues.

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FINANCIAL REVIEW

Finances required to fund the activities are raised through regular giving and one off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme. Church membership continues to increase and its members continue to give generously enabling the Church to have the confidence to use some of its surplus reserves to fulfil its vision.

General Fund receipts for the year were **£41,053** (2017: £44,670) with General fund expenditure amounting to **£38,079** (2017: £38,321) resulting in a surplus for the year of **£2974**. Funds carried forward at the year-end (excluding the below) amounted to **£23,469**.

In the final quarter of the year the Church received **£105,929 from Manna Trust** which was a third share from the sale of a property called Elmcroft held in Trust by their 'Mother' Church (originally Manna Christian Fellowship, now called The Life Church, Maidstone).

Originally 4 AoG churches made up Manna, namely, Bearsted Community Church (now Connect Church), The Life Church, Grace Community Church and Larkfield Community Church. The longstanding agreement between the churches was that when Elmcroft was sold the proceeds would be divided equally between the 4 churches. Just prior to the sale money being received however Connect Church formerly ceased being an AoG church and joined another network of churches. This resulted in the money from Elmcroft temporarily being divided 3 ways (excluding Connect Church) until their position was clarified. In January 2019 each church gave Connect Church their entitled share (£26482 each). Effectively each church benefitted from the sale of Elmcroft by **£79,446**.

The Trustees decided to invest this Elmcroft money and consider it as part of their 'Vision Fund'. Considering this and the fact that offerings were slightly down on 2017, the Trustees decided not to set aside their usual 10% of the Churches annual income in 2018 into their vision fund.

The Trustees have set a policy of retaining £5,000 reserves, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the Trustees on the basis of need and fulfilment of the charitable objectives. There are no upper or lower limits of support. They are generally reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the Churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the Trustees in conjunction with volunteers responsible for the area of activity.

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STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. 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. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

Approved by the Board of Trustees on:18th October 2019.....

and signed on its behalf by:

.....

Mark Hayton MA

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2018 on pages 8 to 11 following.

Responsibilities and basis of report

As the charity trustees 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 charity'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 charity 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.

Lisa Darby ACA

22-Oct-19

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

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS

FOR THE PERIOD 1ST JANUARY 2018 to

31ST DECEMBER 2018

PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson

Treasurer for Accounting Year

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE PERIOD 1ST JANUARY 2018 to 31ST DECEMBER 2018

	Unrestricted 2018	Designated 2018	Total Funds 2018	Unrestricted 2017	Designated 2017	Total Funds 2017
Receipts						
<i>Voluntary Receipts</i>						
Offerings and Donations	4,076.46	-	4,076.46	7,076.10	-	7,076.10
Gift Aid Donations	26,013.35	-	26,013.35	28,099.78	-	28,099.78
Tax Refunds under Gift Aid	8,090.91	-	8,090.91	8,371.18	-	8,371.18
Total	38,180.72	-	38,180.72	43,547.06	-	43,547.06
Other Receipts						
Interest received	-	63.25	63.25	-	-	-
Manna Trust Sale of Property	-	105,928.60	105,928.60	-	-	-
Other	2,872.06		2,872.06	1,123.20		1,123.20
Total Receipts	£ 41,052.78	£ 105,991.85	£ 147,044.63	£ 44,670.26	£ -	£ 44,670.26
Payments						
Payments in furtherance of Church's objectives						
Direct Costs	36,145.37	-	36,145.37	36,366.86	-	£36,366.86
Individuals	816.99	-	816.99		-	£0.00
Grants Paid	1,117.00	-	1,117.00	1,954.00	-	£1,954.00
Total Payments	£ 38,079.36	£ -	£ 38,079.36	£ 38,320.86	£ -	£ 38,320.86
Net Receipts / (Payments) before Transfers	£ 2,973.42	£ 105,991.85	£ 108,965.27	£ 6,349.40	£ -	£ 6,349.40
Balance at 31 December 2017	12,041.73	8,463.00	20,504.73	9,625.33	4,530.00	14,155.33
Net Movement in Funds 2018	2,973.42	105,991.85	108,965.27	6,349.40	-	6,349.40
Transfers in Funds	(4,477.00)	4,477.00	-	(3,933.00)	3,933.00	-
Balance at 31 December 2018	£ 10,538.15	£ 118,931.85	£ 129,470.00	£ 12,041.73	£ 8,463.00	£ 20,504.73

Designated Funds

The Trustees have set aside 10% of the Churches annual income since 2016 as a 'Vision Fund' to help finance the purchase of a church building or to plant a church should either of those opportunities arise in the future. The income received from the sale of Elmcroft is included as part of this 'Vision Fund'.

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ASSETS AND LIABILITIES AS AT 31st DECEMBER 2018

	Insurance Value 2018	Insurance Value 2017
1. FIXED ASSETS		
The values of the assets owned or leased are:		
Leasehold Building	£108,183.00	£98,125.00
Moveable Contents	£26,651.00	£10,078.00
Total	<u>£134,834.00</u>	<u>£108,203.00</u>

The property and contents are part of the charity's general funds

	2018 £	2017 £
2. BANK AND CASH BALANCES		
Held at Bank	23,466.14	20,361.30
Cash Float	2.01	143.43
Funds On Deposit until 29/11/2019	50,000.00	
Deposit Account	56,001.85	
	<u>£129,470.00</u>	<u>£20,504.73</u>

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

Gift Aid recovery not yet received	3,945.08	4,459.39
	<u>£ 3,945.08</u>	<u>£ 4,459.39</u>

Liabilities

Independent Examination Fee	500.00	500.00
Connect Church Share Payment 2019	26,482.00	
	<u>£26,982.00</u>	<u>£500.00</u>

The other assets and liabilities, with the exception of the 'Connect Church Share Payment 2019', are part of the charity's general funds. The Connect Share Payment 2019 is to be paid from the designated funds.

NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2018 TO 31st DECEMBER 2018

1. Accounting Policies

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

2. Direct Costs	General Funds		General Funds	
	2018		2017	
	£		£	
Property Rent/Lease	3,094.00		2,825.00	
Gas/Electricity	992.00		663.01	
Insurance / Licences	1,233.75		1,160.84	
Subscriptions	1,883.92		1,597.42	
Mission and Ministry	4,070.27		3,898.77	
Conference and Courses	2,727.59		1,436.16	
Church Activities	477.21		209.75	
Equipment / Furnishing	1,660.47		152.27	
Administration	6,539.91		5,727.04	
CAST Project	-		-	
Youth Work	4,801.48		12,774.15	
Childrens work	3,452.94		410.43	
Maintenance (Dorcas)	5,084.40		5,345.41	
Other Costs	127.43		166.61	
		£36,145.37		£36,366.86
3. Grants Paid				
Individuals		816.99		
Institutions		1,117.00		1,954.00
Total		£38,079.36		£38,320.86

LARKFIELD COMMUNITY CHURCH

NOTES TO THE ACCOUNTS FOR THE PERIOD 1st JANUARY 2018 TO 31st DECEMBER 2018

4. Employees

The Church employs three part time members of staff.

- Youth pastor
- Treasurer
- Caretaker

5. Payments to Trustees

No payments were made to trustees in their role as trustee.

5. Events since year end

Laura Arnold was appointed January 2019 as the new Youth Pastor following a resignation in 2018.

The Charity Commission have been notified as she is a connected person to the Trustee, Mark Hayton, but Mark Hayton was not involved in her appointment.

The accounts were approved by the Trustees and signed by them on 18th October 2019.

Roger Bedford (Trustee)

Steven Johnson (Trustee)

Mark Hayton (Trustee)