

Trustees' Annual Report

For the period from 1st January 2018 to 31st December 2018

Cosham Baptist Church

Charity Number : 1126959

Registered Address:

Cosham Baptist Church

48 Havant Road

Cosham

Portsmouth

Hampshire

PO2 6QZ

Trustee Name	Office (if any)	Dates acted if not whole year	Name of person (or body) entitled to appoint Trustee (if any)
Simon Ford	Minister		Church members
Alun Davies	Secretary	Resigned during 2018	Church members
Kevin Tutte	Treasurer		Church members
Carol Fair		Resigned during 2018	Church members
Alison Williams			Church members
David Rogers			Church members
Joy Chester			Church members
Sam Amponsah			Church members
Fran Barnes			Church members
Ekua Mills-Robertson			Church members
Gill Parmee			Church members
Jerilyn Swaffer			Church members
Katherine Taylor			Church members

Property Trustees:

The Baptist Union Corporation Limited

Baptist House

129 Broadway

Didcot

Oxfordshire

OX11 8RT

Independent Examiner:

Mr Graham Woodyet
47 Miller Drive
Fareham
Hampshire
PO16 7LY

Structure, Governance and Management:

Cosham Baptist Church is a charitable unincorporated association governed by its constitutional (approved governing) documents.

The church is a member of the Baptist Union of Great Britain (BUGB) and of the Southern Counties Baptist Association (SCBA) and supports the activities and funds of both these.

Church Membership is open to all who:

- Accept the beliefs of the church;
- Meet the church's qualification on Baptism;
- Commit themselves to serving Christ within the church and beyond;
- Abide by the decisions of the Church Members' Meeting;
- Acknowledge their responsibilities as church members;
- Have their membership application accepted by the Church Members' Meeting

The usual mode of entry into church membership is following baptism by immersion upon personal profession of faith. However Cosham Baptist Church has an open membership policy, so that persons seeking membership who have not been baptised in the manner described may at the discretion of the of the Church Members' Meeting be accepted into full membership based on their own public profession of faith.

Ministers (who are also Trustees) are called (elected) by a majority vote of church members and serve until they resign or are voted out by church members at an extraordinary church members meeting. Church Deacons (who are also Trustees) are elected from the church members by secret ballot at the church's Annual General Meeting and serve for three year periods before needing re-election.

All new Trustees are given a copy of the Charity Commissioners current leaflet/guide on being a charity trustee and relevant BUGB/SCBA guidance. They are entitled should they wish to attend a training day at the church's expense to further clarify their knowledge. The Trustees meet once per month to review the activities of the church and make decisions regarding the church's activities.

Ordinary Church Members' Meetings are held at regular intervals on not less than four occasions in any calendar year and normally bimonthly. These are an opportunity to consider and review routine matters associated with the life of the Church including issues related to church membership.

One Ordinary Church members meeting each year includes the Annual Church members meeting for the church members to receive annual accounts and reports, to appoint Auditors or Independent Examiners and to consider proposals for the strategy and vision of the church in the coming year.

An Extraordinary (Special) Church members' Meeting can be convened when necessary to consider the appointment or dismissal of a Minister, matters related to the purchase, sale, lease, mortgage or redevelopment of church property or matters considered by the Charity Trustees to be of sufficient importance to require the calling of a Special members' Meeting.

Summary of the Objects of the Charity set out in the Governing document:

The principle purpose of the Church is the advancement of the Christian faith according to the principals 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.

Summary of the main activities undertaken for the public benefit in relation to these objects:

Fulfilling the purposes, the church engages in a range of activities including:

- Regular public worship, prayer, Bible study, preaching and teaching
- Baptism as defined in the Baptist Union's Declaration of Principle.
- The Communion of the Lord's Supper which will normally be observed at least once a month.
- Evangelism and mission locally, regionally, nationally and internationally.
- The Teaching, encouragement, welcome and inclusion of young people.
- The nurture and growth of Christian Disciples
- Education and training for Christian and community services
- Giving pastoral care and encouraging others to do likewise
- Supporting and encouraging charitable action in the UK and abroad
- Encouraging relationships with other Baptist churches, other denominational churches and Christians in general

Summary of the main achievements of the charity during 2018

Most of the year was spent seeking a replacement for Jim Thomas who resigned in the previous year. After considering several candidates, the church called, with an overwhelming majority, the Reverend Wayne Dulson to join the church as co-Pastor.

The calling of Wayne will result in an increase in Church expenditure in 2019 (eg the extra salary, the cost of Wayne's move from his present location, Loughton Essex to Cosham, the need for the Church to provide a Manse for him and his family to live in, the cost of housing Wayne's family temporarily whilst a suitable property for a Manse was sought, the cost of the Manse purchase (The previous Manse having been sold many years ago to fund an expansion to the church property and the previous Minister electing to live in his own house))

Financial Review 2018

Our overall income for the year 1st January 2018 to 31st December 2018 was £299,462 balanced against an expenditure of £212,742. The main source of income for the church remained the generous voluntary giving of its members. Most of this came from regular standing orders which amounted to £96,348 over the year, an increase of almost £1,000 on last year. Church collections resulted in a further sum of £33,900, £6,795 lower than last year. This enabled a claim for Gift Aid of £25,020 over the year, almost £4,000 lower than last year. Hall lettings contributed a smaller though not insignificant income of £21,308.

Expenditure on salaries was low this year as we were only employing one minister while searching for a second one. This enabled us to build up a financial reserve which could be used later for the costs involved in calling a new minister.

We had a special appeal for funds for a deposit to purchase a new manse which raised donations of £59,680. An additional Gift Aid claim of £10,613 was made related to these donations. We have negotiated a loan from the Baptist Union Corporation to finance the remaining cost of purchasing a manse to house our new second minister. Late in 2018 we arranged to purchase a suitable property, but the purchase had not been completed by the end of 2018.

The Children, Youth and Families organisations operate a separate bank account, but their overall accounts are integrated within the main church account. Overall income from these organisations in 2018 was £24,782, mainly from fees paid by parents for their children to attend the various after school clubs, Music Makers and camps. Expenditure was £18,962, mainly for food, resources and site hire for camps.

As of the 31st of December 2018, the Church Development Fund (restricted fund) held a total of £31,744. We also held £68,713 in a manse purchase fund (restricted fund), resulting from gifts given by church members to finance the purchase of a new manse. A further £2,970 remained in our Mission Reserve Fund. This fund was designated by the Leadership Team some years ago to support specific needs of Missionaries both home and overseas as the occasion arose. There is also a designated fund for the Children, Youth and Families organisations which contained £14,653. There remained in our General Funds the sum of £79,505.

The Trustees therefore believe that there are adequate funds to cover any outstanding debts at the end of 2018.

The Trustees considered the extra expenditure associated with the calling of the Revd Wayne Dulson and believe that the increase can be achieved by the increase in giving by the church membership without threatening the aims of the charity.

Brief Statement of the Charity's Policy on Reserves

The Trustees have recently reviewed our policy on reserves. We currently have a reserve target of £40,000 which we are comfortably exceeding. This would be sufficient to enable a controlled closure over a period of three months in the event of a sudden complete cessation of income. Although we would need to give some members of staff more than three months' notice, the Trustees considered that a sudden complete cessation of income was an unlikely scenario. It would be more likely that there would be a gradual loss of income and, in these circumstances, reserves would be needed to give us time to tailor our spending to the new circumstances. The other risks which we considered might require use of our reserves were unexpected problems with the building requiring urgent work to make it safe or a requirement for significant unexpected expenditure. The Trustees considered that as we are now about to employ a second minister and take on a loan for a new manse that it would be prudent to increase our reserve target to £45,000. At the end of 2018 we held £79,505 in our general fund, more than sufficient to cover our reserves target.

Public Benefit

The Trustees acknowledge their awareness of the Charity Commission's public benefit guidance and have taken it into account when making decisions to which the guidance is relevant. The Trustees are unaware of any departures from the guidance that they have had to make during 2018. Copies of the latest issues of the relevant Charity Commission's guidance documents are held on a shared drive accessible by all Trustees.

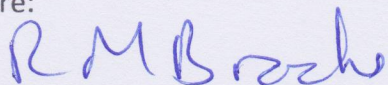
Other local benefits

When not required for use by the church in promoting the Christian message, we regularly help local bodies by hiring the church rooms out to at least 36 other local bodies which include the NHS, Dementia Action Alliance, Mediation sessions, One-to-One contact time for various local social services, University of the 3rd Age etc. In addition, the church provides a regular meeting place, coffee morning and dinner for a group of senior local residents.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

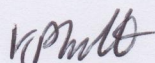
Signature:



Richard Brooks (Church Secretary)

Date: 9th Apr 2019

Signature:



Kevin Tutte (Church Treasurer)

Date 9/2/19

Cosham Baptist Church

Balance Sheet detailed

		As at 31/12/2018	As at 31/12/2017
Fixed assets			
	1401: The Link Centre	513,916.29	513,916.29
	Total Fixed assets	513,916.29	513,916.29
Current assets			
	1500: CAF Gold Savings Account	48,765.79	48,730.08
	1501: Portman current a/c	—	—
	1502: Barclays Bank current a/c	131,469.59	52,215.72
	1503: Portman deposit a/c 1	—	—
	1504: Church Weekend Account	—	—
	1506: Petty Cash	117.20	84.45
	1511: Year End Debtors	—	—
	1512: CYF Lloyds	14,677.03	7,023.30
	1513: CYF PayPal	212.42	2,755.98
	Z05: Accounts Receivable	4,924.87	346.33
	Total Current assets	200,166.90	111,155.86
Liabilities			
	1611: Un-cleared cheques at year-end	—	—
	1612: SCBA Development Loan	—	—
	1613: Particular Baptist Fund Loan	—	—
	1614: Baptist Union Corporation Loan	—	—
	1615: Baptist Building Fund Loan	—	—
	Z04: Accounts Payable	2,291.32	—
	Total Liabilities	2,291.32	—
	Net Asset surplus (deficit)	711,791.87	625,072.15
Reserves			
	Excess / (deficit) to date	86,719.72	—
	Z01: Starting balances	625,072.15	625,072.15
	Total Reserves	711,791.87	625,072.15

**As at
31/12/2018**

**As at
31/12/2017**

Represented by Funds		
Unrestricted	637,214.56	616,310.36
Designated	14,653.99	8,761.79
Restricted	59,923.32	—
Endowment	—	—
Total	711,791.87	625,072.15

Cosham Baptist Church

Analysis of receipts and payments

Selected period: 01 January 2018 to 31 December 2018

	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
Receipts						
<i>Donations and legacies</i>						
1101 - Standing Orders	96,348	—	—	—	96,348	95,441
1102 - Envelope scheme	—	—	—	—	—	—
1103 - Gift Aid and GASDS received	35,633	—	—	—	35,633	29,085
1104 - Sunday school "Snail" collect	—	—	—	—	—	—
1105 - Church collections	33,900	—	—	—	33,900	40,695
1107 - Covenanted giving	—	—	—	—	—	—
1108 - Youth Account	—	—	—	—	—	—
1114 - Fellowship Fund Donations	1,010	—	—	—	1,010	802
1132 - African Bible Translators	—	—	—	—	—	1,300
1133 - TEAR Fund offerings	—	—	—	—	—	—
1134 - BMS Birthday Scheme	524	—	—	—	524	515
1135 - General Mission Giving	1,934	—	—	—	1,934	1,227
1136 - Prior Support for AIM ministry	—	—	—	—	—	—
1137 - Hannah Mills support for Moorlands Bible	—	—	—	—	—	—
1139 - Harvest India	—	—	—	—	—	—
1140 - Phatfish	—	—	—	—	—	—
1141 - Simons Sabbatical Donations	—	—	—	—	—	—
1142 - Kevin Mills Spurgeons College	—	—	—	—	—	—
1143 - Sarah Thomas Moorlands College	—	—	—	—	—	—
1144 - Chris Tutte Training	—	—	—	—	—	—
1145 - Vanessa Music Makers Family Project	2,935	—	—	—	2,935	3,750
1173 - Grants received	—	—	—	—	—	—
1174 - Legacies and Church Development	—	—	—	—	—	—
1175 - Thanksgiving Gift Days	—	—	—	—	—	—
1176 - Manse Purchase and Church Development fu	—	—	59,680	—	59,680	500
1177 - Church Weekend Receipts	—	—	—	—	—	—
1178 - Transfer of CYF Account to Finance Co-Or	—	—	—	—	—	—
1184 - CYF Sundry donations	—	916	—	—	916	2,375
1186 - CYF General Income	—	1,400	—	—	1,400	1,600
<i>Donations and legacies Totals</i>	172,285	2,316	59,680	—	234,281	177,293
<i>Income from charitable activities</i>						
1110 - Wedding and funeral fees	434	—	—	—	434	250
1111 - Fees - weddings etc	—	—	—	—	—	—
1117 - Photocopier donations	36	—	—	—	36	180
1138 - Tony Campolo Receipts	—	—	—	—	—	—
1180 - CYF Music Maker Attendance Fees	17	13,454	—	—	13,471	13,639
1181 - CYF Payments for Children/Youth Clubs	—	2,043	—	—	2,043	2,363
1182 - CYF Payments for Activities, Events, Wee	—	6,043	—	—	6,043	10,132
1183 - CYF Payments for football team	—	191	—	—	191	392
1185 - CD MM Project	—	732	—	—	732	2,297
1187 - Adult Ministries	56	—	—	—	56	—

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
Income from charitable activities Totals	544	22,465	—	—	23,010	29,256
Other trading activities						
1112 - Book stall sales	—	—	—	—	—	—
1113 - Hall lettings	21,308	—	—	—	21,308	18,203
1171 - Fund raising income	—	—	—	—	—	—
1172 - Appeals	—	—	—	—	—	—
Other trading activities Totals	21,308	—	—	—	21,308	18,203
Investments						
1121 - Interest received	35	—	—	—	35	24
Investments Totals	35	—	—	—	35	24
Other income						
1106 - Sundry donations	319	—	—	—	319	6,036
1109 - PCC	—	—	—	—	—	—
1115 - Refunds	442	—	—	—	442	—
1116 - Bethany Care	2,412	—	—	—	2,412	1,558
1131 - Feed in Tariff from Solar Panels	286	—	—	—	286	—
1179 - CAST	—	—	500	—	500	—
Other income Totals	3,461	—	500	—	3,961	7,595
Receipts Grand totals	197,634	24,782	60,180	—	282,596	232,373

Payments

Costs of generating funds

1340 - Baptist Building Loan	—	—	—	—	—	—
1360 - Phatfish	—	—	—	—	—	—
1368 - Training	1,081	—	—	—	1,081	2,363
1364 - Simon's long service remuneration	13,920	—	—	—	13,920	13,920
Costs of generating funds Totals	15,001	—	—	—	15,001	16,283

Expenditure on charitable activities

1300 - Car Expenses	654	—	—	—	654	—
1301 - Salaries & Expenses	51,535	—	—	—	51,535	97,536
1302 - NI employer and employee	8,595	—	—	—	8,595	—
1303 - Pension Contributions	5,313	—	—	—	5,313	4,847
1304 - Tax	9,128	—	—	—	9,128	—
1305 - Guests Speakers Fees	2,152	—	—	—	2,152	1,267
1306 - Fellowship Support Fund	406	—	—	—	406	310
1307 - Simon Heating allowance	159	—	—	—	159	426
1308 - Wayne Heating allowance	—	—	—	—	—	360
1309 - Simon Book Allowance	163	—	—	—	163	185
1310 - Jim Book Allowance	—	—	—	—	—	—
1311 - Resource Centre & Literature	—	—	—	—	—	—
1312 - IT and AV Equipment	276	—	—	—	276	—
1313 - Mission Outreach (+Alpha)	934	—	—	—	934	585
1315 - Children and Families Work	343	—	—	—	343	505
1316 - Youth	—	—	—	—	—	857
1317 - Music and Worship	224	—	—	—	224	147
1318 - Floral/Banner Display	—	—	—	—	—	—

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	Unrestricted	Designated	Restricted	Endowment	This year	Total Last year
1319 - Catering and Kitchen supplies	1,171	—	—	—	1,171	1,522
1320 - Bookstall expenses	—	—	—	—	—	—
1321 - Administrator's Salary & Exps	—	—	—	—	—	—
1322 - Fees/Del Exps/Licences	3,391	—	—	—	3,391	4,316
1323 - Stationery, office supplies, publicity	758	—	—	—	758	879
1324 - Photocopier Costs	1,357	—	—	—	1,357	1,533
1325 - Telephone	511	—	—	—	511	402
1326 - CBC Non-Domestic Rates	186	—	—	—	186	256
1327 - Insurances	3,989	—	—	—	3,989	3,741
1328 - Heating/light/water	10,428	—	—	—	10,428	9,173
1329 - Office Equipment	—	—	—	—	—	—
1330 - Bethany care Expenses	905	—	—	—	905	969
1331 - Repairs and renewals	3,866	—	—	—	3,866	4,295
1332 - Cleaning	14,142	—	—	—	14,142	13,576
1333 - Church Development	9,348	—	—	—	9,348	54,904
1334 - Church Dev Loan Repayment	—	—	—	—	—	—
1335 - Alarm & Security	535	—	—	—	535	512
1336 - Particular Baptist Fund repaym	—	—	—	—	—	—
1337 - SCBA Loan repayment	—	—	—	—	—	—
1338 - BU Corp Loan repayment	—	—	—	—	—	—
1339 - Baptist Building Fund repaymen	—	—	—	—	—	—
1341 - BMS	8,570	—	—	—	8,570	8,074
1342 - BMS Birthday Scheme	524	—	—	—	524	515
1343 - Home Mission	8,080	—	—	—	8,080	8,604
1344 - Church of the Year Donation	—	—	—	—	—	—
1345 - Spurgeon's College Donations	—	—	—	—	—	—
1346 - Other Mission Giving	2,711	—	—	—	2,711	2,292
1347 - Solent Youth for Christ	—	—	—	—	—	20
1348 - African Bible Translators	—	—	—	—	—	1,800
1349 - Tim and Hannah Flatman Mission support	600	—	—	—	600	—
1350 - Partners in Mission	—	—	—	—	—	—
1351 - BU subscriptions	658	—	—	—	658	—
1352 - TEAR Fund donations	—	—	—	—	—	—
1353 - Evangelical Alliance Subscript	—	—	—	—	—	—
1354 - Prior support to AIM Intl	—	—	—	—	—	—
1355 - Hannah Mills	—	—	—	—	—	—
1356 - Tracey Ansell	—	—	—	—	—	—
1357 - Tony Campolo	—	—	—	—	—	—
1358 - Harvest India Expenses	—	—	—	—	—	—
1359 - Portsmouth Food Bank	240	—	—	—	240	240
1361 - Bank charges	—	—	—	—	—	—
1362 - Church Weekend	—	—	—	—	—	—
1363 - Manse/Relocation Fund	590	—	—	—	590	—
1366 - Kevin Mills - Spurgeons College	—	—	—	—	—	—
1367 - Sarah Thomas - Moorlands College	—	—	—	—	—	—
1369 - Music Makers Family Project	6,899	—	—	—	6,899	7,020
1371 - Legal fees	—	—	—	—	—	—
1372 - Architects fees	—	—	—	—	—	—
1381 - Deprec - office eqpt	—	—	—	—	—	—
1382 - CYF Activities, venue hire, events ticke	—	4,547	—	—	4,547	9,060
1383 - CYF Love gifts	—	—	—	—	—	2,525
1384 - CYF Mission giving	—	1,644	—	—	1,644	1,672
1385 - CYF Computer, software, websites	—	72	—	—	72	288
1386 - CYF resources, props, decorations	—	2,028	—	—	2,028	3,468
1387 - CYF food and catering	—	5,492	—	—	5,492	4,270
1388 - CYF Football team expenses	—	55	—	—	55	404

There may be minor discrepancies in the totals if the pence are not being shown

	Unrestricted	Designated	Restricted	Endowment	Total	
					This year	Last year
1389 - CYF Insurance	—	—	—	—	—	98
1390 - CYF Transport costs	—	898	—	—	898	181
1391 - CYF Ministerial expenses	—	120	—	—	120	95
1392 - CYF Visiting Speakers	—	—	—	—	—	—
1393 - CYF Music Maker Project	—	60	—	—	60	4,169
1394 - CYF Stationery and publicity	—	264	—	—	264	283
1395 - CYF Sundries	—	2,675	—	—	2,675	3,870
1396 - CYF General Expenses	—	1,003	—	—	1,003	222
1397 - CYF	—	—	—	—	—	—
1398 - CYF PayPal fees	—	98	—	—	98	121
1399 - CAST expenses and equipment	—	—	256	—	256	—
1400 - Wayne Dulson Heating allowance	—	—	—	—	—	—
1701 - Wayne Dulson Book allowance	—	—	—	—	—	—
Expenditure on charitable activities Totals	159,354	18,962	256	—	178,573	262,412
Other expenditure						
1314 - Sundry Items	2,302	—	—	—	2,302	4,560
1365 - Health and Safety	—	—	—	—	—	—
Other expenditure Totals	2,302	—	—	—	2,302	4,560
Payments Grand totals	176,658	18,962	256	—	195,877	283,257

There may be minor discrepancies in the totals if the pence are not being shown

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COSHAM BAPTIST CHURCH

I am reporting on the accounts of the Trust for the year ended 31 December 2018, which show an excess of income over expenditure for the year of £86,719 and net assets of £711,791.

The charity's trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required and have elected that the accounts for the year should be examined by an Independent Examiner rather than be subject to Audit.

Responsibilities of the Trustees and the Independent Examiner

It is my responsibility as the Independent Examiner to examine the accounts under the provisions of the Charities Act 1993 and report whether there are any matters which have come to my attention.

Basis of Independent Examiner's Report

My examination included

- a review of the systems in place for controlling income and expenditure
- a review of the accounting records
- comparison of the accounts on which I am reporting with those records
- seeking explanations from the trustees concerning matters disclosed in the accounts.

The procedures undertaken do not provide all of the evidence which would be required in an audit. Consequently I do not express an audit opinion on the view shown by the accounts.

Independent Examiner's statement to the Trustees

During the course of my review **no matters** have come to my attention which give me cause to believe that the requirements to keep accounting records and prepare accounts which comply with those records have not been met.

Other Comments

I would draw the attention of the Trustees to the following key matters in the accounts:

- 1 The principal asset on the Balance Sheet of the Trust is the Link Centre property which has an accumulated capitalised cost of £513,916. I have not enquired into the current value of this property and no formal valuation has been undertaken of the property. For the purposes of this report I have assumed its present value to be no less than its cost.

Graham Woodyet
Independent Examiner
4 June 2019

