

Wakefield Baptist Church

Annual Report

and

Accounts

for the period

6 April 2018 to 5 April 2019

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Annual Report

Section A - Reference and administration details

Charity name Wakefield Baptist Church

Registered charity 1134998
number

Principal office Belle Isle Christian Centre
Belle Isle Avenue
Wakefield
WF1 5JY
01924 382966
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 above named were the Managing Trustees during the actual financial year to which the Accounts relate, ie 6 Apr 2018 to 5 Apr 2019:

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:

Wakefield Baptist Church ("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 God's will for us as 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, WBC 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 2019 the Church employed one part-time minister, one part-time leader of its Farsi congregation, one part-time Ministerial Assistant and Night Shelter Co-ordinator, one part time Centre Manager/Church Administrator, 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 and seek to adopt a practice of whole life discipleship. This means we want to take seriously each person's call under God and as a body of people support one another in how we work that out in the place God has put us.

We run a host of church groups as part of our wanting to equip each other to seek God in the ordinary and help us to understand our individual and collective call and how we can use our giftings.

The church again ran the Cold Weather Night Shelter during the winter, 2018/19 being the first winter of a two year Funding Agreement signed with Wakefield Metropolitan District Council on 1 October 2018.

Achievements and Performance 2018-19

In October 2018 the Church was delighted to appoint Eleanor Brennan to our Ministerial Team as Ministerial Assistant and Co-ordinator of our Night Shelter provision. Although in many ways the shape and content of the Church's year of activities remained largely unchanged, the Leadership Team's work in partnership with the London Institute of Contemporary Christianity began to be rolled out more widely within the Church to develop an ethos of a "Whole Life Disciple-making Church". On the basis of one quarter taken at random, numbers attending our main service of public worship on Sunday mornings increased by an average of 73% during the year compared with 2017/18.

Spirituality focus:-

The Farsi language worship service has continued to meet each Friday in good numbers. In October 2018 there was a shift of emphasis away from seeking new converts towards discipleship of those who have already professed faith, and this was accompanied by a change of the meeting evening from Friday to Tuesday. Even so, during the year several members of this congregation were baptised as Christian believers during Sunday morning services.

Prayer 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.

Mission focus:-

We seek to notice God in the everyday lives of those in and around us, and in our everyday setting encourage people to connect with Christ.

Justice focus:-

We continued during 2018/19 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.

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 2019 stood at 74.

Section D: Financial review

The accounts for 2018/19 are shown in the receipts and payments format. Full details of our income and expenditure for the year are shown on pages 9 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 2019 offering income fell by £14,337. Expenditure for the year was £119,784. The year ended with a current account deficit of £1639.

Restricted Funds: The funds show a surplus on the year of £8714.

At 5 April 2019 the overall cash balance was £ 158,104.

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.

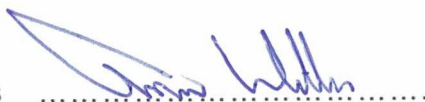
Section E: Future plans

For 2019/20 and beyond efforts are focussed on continuing to lead the Church into Whole Life Discipleship. Funds will continue to be used in pursuit of this objective, and in furthering the Church's work in areas such as the Night Shelter, 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 1st December 2019

Date 1 December 2019

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

Wakefield Baptist Church (1134998)
Financial Statement for the Year ended 5th April 2019

**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 2019, 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
Dated: 3-12-19

Nigel P L Wyatt B.Sc FCA

Receipts and payment Account	Restricted Funds	Unrestricted Fund	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Voluntary income Receipts (Note 3)		73548.59	73548.59	87885.28
Rental Receipts (Note 4)		16990.00	16990.00	11409.50
Bank interest received (Note 5)		416.71	416.71	48.56
Night Shelter receipts (Note 6)	19739.00	0.00	19739.00	19739.75
Funds as Agency collection			0.00	0.00
Other Miscellaneous receipts		5169.42	5169.42	4682.16
Feed in Tariff			0.00	2000.34
Donations towards Drop In		2281.50	2281.50	1054.00
	<u>19739.00</u>	<u>98406.22</u>	<u>118145.22</u>	<u>126819.59</u>
Payments				
Stipend & other employment cost (Note 7)		45049.01	45049.01	41459.87
Mission (Note 8)		23124.31	23124.31	21949.53
Premises cost (Note 9)		23535.26	23535.26	24340.71
Admin & Office cost (Note 10)		5487.93	5487.93	5913.62
Church & Group activities Payment (Note 11)		9727.41	9727.41	13321.72
Night Shelter expenditure (Note 12) (Oct '18 – Mar '19)	11025.26	0.00	11025.26	12887.40
Funds as Agency Payments		0.00	0.00	1475.00
Drop In cost		1835.26	1835.26	972.38
Interim Cost – Absence of substantive Minister			0.00	0.00
	<u>11025.26</u>	<u>108759.18</u>	<u>119784.44</u>	<u>122320.23</u>
Surplus (deficit)	8713.74	-10352.96	-1639.22	4499.36
Opening balances (start year 6 th April)	13372.41	146370.81	159743.22	155243.86
Closing balances (end year 5 th April)	<u>22086.15</u>	<u>136017.85</u>	<u>158104.00</u>	<u>159743.22</u>


Statement of Assets & Liabilities as at 5th April 2019

	Restricted Funds 2019 £	Unrestricted Fund 2019 £	Total 2019 £	Total 2018 £
Petty cash / Debit card		65.54	65.54	65.54
Triodos Current Account		46189.24	46189.24	34350.70
Triodos Eco Account	22086.15	33521.15	55607.30	68022.90
COIF Deposit Account		56241.92	56241.92	55841.11
Triodos Charity Account	0.00		0.00	1462.97
Total Current Asset	<u>22086.15</u>	<u>136017.85</u>	<u>158104.00</u>	<u>159743.22</u>

Assets for Church use (Premises & Contents) (Note 14)		<u>2019</u>	<u>2018</u>
Liabilities – Current (Agency payment)	<u>0.00</u>	<u>0.00</u>	0.00
Liabilities – Long Term	177400.00	177400.00	280900.00

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 2019 were approved by the Church Leadership Team on 15th Sept 2019 and signed on their behalf.

Signature.....
Name.....ANDREW WILLIS

Signature.....
Name.....MICHAEL W 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 2019	Unrestricted Fund 2019	Total 2019	Total 2018
	£	£	£	£
<u>Note 3 – Voluntary Income Receipts</u>				
Weekly Offerings		3861.89	3861.89	5064.87
Bank Standing Orders		55977.44	55977.44	56278.56
Donations		2681.76	2681.76	2230.15
Fellowship Support		500.00	500.00	621.25
Gift Aid Reclaim on offerings & standing orders		10527.50	10527.50	23690.45
	<u>0.00</u>	<u>73548.59</u>	<u>73548.59</u>	<u>87885.28</u>
Other Miscellaneous Receipts		1830.92	1830.92	18.00
"- Church group activities		3338.50	3338.50	4664.16
-		0.00	0.00	0.00
	<u>0.00</u>	<u>5169.42</u>	<u>5169.42</u>	<u>4682.16</u>
<u>Note 4 – Rental Receipts</u>				
Cross Project – Lease		3720.00	3720.00	3703.50
Rent of Premises		13270.00	13270.00	7706.00
	<u>0.00</u>	<u>16990.00</u>	<u>16990.00</u>	<u>11409.50</u>
<u>Note 5 – Bank Interest Received</u>				
Triodos Bank Interest (Eco & Current Accounts)		45.90	45.90	48.56
COIF Charity Deposit Fund		370.81	370.81	0.00
Triodos Business Fixed Account			0.00	0.00
	<u>0.00</u>	<u>416.71</u>	<u>416.71</u>	<u>48.56</u>
<u>Note 6 – Night Shelter</u>				
Wakefield Metropolitan Council	19739.00		19739.00	19739.00
Seed Money from WBC (Opening a dedicated account)	0.00		0.00	0.00
Donations	0.00		0.00	0.00
Bank interest	0.00		0.00	0.75
	<u>19739.00</u>	<u>0.00</u>	<u>19739.00</u>	<u>19739.75</u>

Note 7 – Stipend & Other employment costs

Minister	13973.85	13973.85	13622.61
Pensions and PAYE/NI	8812.55	8812.55	15283.60
Pension arrears	3477.00	3477.00	
Centre Manager	11607.95	11607.95	11929.66
Ministry Assistant	7177.66	7177.66	
Temporary Youth Worker		0.00	624.00
	<u>0.00</u>	<u>45049.01</u>	<u>45049.01</u>
			<u>41459.87</u>

Note 8 – Mission, Grant to Individuals & Organisations

YBA Home Mission	4000.18	4000.18	4000.08
BMS World Mission	4472.24	4472.24	3373.37
R & F Davies		0.00	395.00
Mark & Andrea	1059.96	1059.96	1059.96
Tim & Hannah	1000.00	1000.00	1000.00
Farsi Sessions	7951.00	7951.00	6880.00
Guinebor II Hospital, Chad (BMS)		0.00	0.00
Haiti	1000.00	1000.00	1000.00
Fellowship Support	3640.93	3640.93	4241.12
	<u>0.00</u>	<u>23124.31</u>	<u>23124.31</u>
			<u>21949.53</u>

Note 9 – Premises Costs

Building & Contents Insurance	2763.57	2763.57	2604.37
Heating, Lighting & Water	6463.64	6463.64	5095.15
Cleaning Costs – rooms & windows	3293.70	3293.70	3318.90
Supplies – paper towels, cleaning materials	1622.66	1622.66	1845.17
Premises Maintenance	3690.01	3690.01	6377.19
Redecoration		0.00	2988.44
Premises Spares		0.00	337.53
New equipment & furniture	5701.68	5701.68	1773.96
	<u>0.00</u>	<u>23535.26</u>	<u>23535.26</u>
			<u>24340.71</u>

Note 10 – Administration & Office Costs

Telephone & Broadband	348.52	348.52	1015.28
Photocopier – Running cost	731.23	731.23	842.57
Office /Worship Equipment	912.24	912.24	913.00
Office supplies & computer software	624.92	624.92	513.51
Other Admin cost	1699.20	1699.20	731.86
Payroll Agency fees	475.20	475.20	441.70
Bank Charges	137.62	137.62	0.00
Subscription to various Organisations	559.00	559.00	1455.70
	<u>0.00</u>	<u>5487.93</u>	<u>5487.93</u>
			<u>5913.62</u>

Note 11 – Church & Group Activities – payments

Catering at Church events	1442.31	1442.31	1017.30
Tea & Coffee	1201.36	1201.36	1159.34
Copyright licenses – music, videos etc	1119.60	1119.60	540.26
Training, Conference & Sabbatical expenses	4031.70	4031.70	9184.85
Expenses on external Church Speakers	300.00	300.00	64.45
Youth Work – Sunday School	1632.44	1632.44	1355.52
	<u>0.00</u>	<u>9727.41</u>	<u>9727.41</u>
			<u>13321.72</u>