# Forest New Life Church Annual Report and Financial Statements For the year ending March 31<sup>st</sup> 2019 Registered charity number: 112454

## **Contents**

Legal and administrative information	1
Trusteesreport	2 -7
Independentexaminers'report	7
Statement offinancialactivities	8
Income and expenditureaccount	9
Balancesheet	10
Cashflowstatement	11
Notes to thefinancialstatements	13-15

#### Forest New Life Church Report of the trustees for the year ended 31 March 2019

# FOREST NEW LIFE CHURCH Trust Information

#### **Status**

Forest New Life Church, Forest of Dean is registered with the Charity Commissioners (No.112454) and constituted by a Deed of Trust Dated 7<sup>th</sup> July 2008.

#### **Trustees**

During the year 2018/19 the Charity wasadministered by the following Trustees:

Mr. Roy Oram (Chairman)

Mr. Steve Bird

Ms. Lynne Perry (Treasurer)

Mrs. Gill Relf

#### **Church Office:**

Unit 3 Lydbrook Valley Springs Central Lydbrook Gloucestershire GL17 9PP

#### **Bankers:**

Barclays Bank 17-18 Agincourt Square, Monmouth NP25 3DY

## **Independent Examiners**

Daniel Oversby ACPA
Association of Certified Public Accountants Independentexaminer
Unit 1C Mushet Business Centre Crucible Close
Coleford
Gloucestershire
GL16 8RE

Notes to financial statements for the year ended 31 March 2019

# Trustees Report For the year ending 31<sup>st</sup> March 2019

### Structure, Governance and Management

Forest New Life Church is governed by a constitution adopted on 7<sup>th</sup> July 2008.

The Charity is ultimately run by the Trustees. The Trustees have the authority to exercise theirpowers to further the objects of the charity. The Trustees meet at least four times a year butdelegate the day to day decision making on the running of the Church to the LeadershipTeam, along with the Church treasurer. The Trustees are represented on the leadership team by the chair of Trustees. The Leadership Team meet once a month to consider the management and pastoral needsof the church.

Church Constitution is monitored by trustees and updated to keep step with evolving legal responsibilities, insurance liabilities and GDPR.

Every future Trustee shall be appointed by a resolution of Trustees passed at a special meeting. Training is available for Trustees as the need arises. The Trustees take responsibility for the management of risk and the Trustees have assessed the major risks to which the Church might be exposed and are satisfied that systems are in place to mitigate our exposure to such risks.

#### **Objectives and Activities**

The charity fulfils its objectives in accordance with the church's statement of faith as written on the church website www.forestnewlife.org.uk. The principal purpose of the Church is the advancement of the Christian faith according to the principles taught by Jesus and His New Testament Apostles. The Church may also advance education and carry out other charitable purposes in the United Kingdom and/or other parts of the world.

There are numerous activities that are organised for the benefit of the church and the community in which it serves. The Leadership Team and the Trustees seek to organise public services in such a way that members of the community are encouraged to join in worship and praise and also in prayer and the teaching of the Scriptures on a regular basis. Our main activities consist of Public services, Prayer ministry, Home groups, Discipleship and mentoring groups, Children and young people, Pastoral care, Community activity, Music, Technical, Finance and financial assistance. In addition, the charity encourages the principle of "compassionate giving" by aiming to give 20% of our giving to local charitable activities and other outside ministries who support our values and objectives on the basis of need.

#### **Public Benefit and Achievements and Performance**

The Trustees consider that they have complied with their duties under the Charities Act 2011 to have due regard to public benefit guidance published by the Charities Commission.

We consider that we exist for public benefit, therefore, in addition to Church members, families, other regular attendees and friends, anyone is welcome to attend appropriate events without restriction. We seek to be available to all in the community through our various activities.

Notes to financial statements for the year ended 31 March 2019

#### **Children and Youth Activities:**

FNLC continue to focus all of its children's and Youth activities, mainly for public benefit. It is also to reach into the community and teach the children about the love of Jesus, to make Him available to them.in a culture where they don't necessarily hear about Him anywhere else. The majority of our children have no other contact with church. Our aim at NRG Kids Club is to show the children who come through the doors to our activities, whether it's just the once or regularly, that:

- They are important, they matter and are loved, special and unique.
- They are not here by an accident but designed by God, for God because He loves them, knows everything about them and wants to be their friend.
- God's love is unconditional and available for everyone.

We have all witnessed what can happen when children go from Primary to Secondary School. There suddenly comes a whole new world, peer pressure unlike anything they've had before. They can very quickly conform to what they see the world wants. At NRG we want to give them the knowledge of who Jesus is and what He has done for us. That God made us all unique, values each of us and has an individual plan for us all. By the time they leave us, and hopefully move up to the new Influence youth group, we want them to have a knowledge of Jesus, who He is, why He came and how much He loves them personally.

Also, we feel this particular department of the church has a huge connection to the local community. We have become known in the area for offering free summer and winter holiday clubs and have developed a positive relationship with the parents of the children that come through our doors. We value this connection with the community and believe that our work with the children has helped build relationships that are both valuable and worth nurturing. OurNRG Sunday, at the end of the holiday club in July, is a memorable occasion when parents from the community are able to come into join with their children, and a brilliant opportunity for our congregation to mix with the community.

Themes taught throughout the year have covered "the trinity" and direct questions such as who is Jesus? Why did he come here? What is sin? and a bit more.....! Media presentations/cartoons have featured to support and underline up-to date relevance. This is a vital ministry and is constantly challenged with staffing and much prayer input for future planning.

#### Location and numbers attending

We have maintained and continue to build a positive partnership with Lydbrook Village school and use the school hall for our NRG sessions. The children come into the hall after school, some straightaway, some after homework club. On a regular basis we have 10-20 children. Many more would be a struggle on current volunteer staff numbers and space though, of course, we don't turn anyone away. As children go up through year 6, we continue to have children join us from the lower age group. We are now extremely glad to be able to advertise Influence to them and have something relevant for their age group for them to move up to when they have left us.

The Summer Holiday Club was a gospel based "Backpackers" and the Christmas Special continue to be popular

#### **Youth & Young People**

The first half of 2018 continued until the summer when a large number of older youth moved on for

# Notes to financial statements for the year ended 31 March 2019

college and university. We are confident that foundational work laid down by the dedicated leadership will be with these precious souls all their life. The older youth work has since been temporarily on hold.

#### **PASTORAL & ADULT MINISTRY**

FNLCcontinued to develop relevant support, fellowship and ministry, building on solid foundational practices to encourage and challengepeople in their journey of faith and fulfil their respective callings, gifts and talents. Aiming to inspire and serve others in the larger commission to the world as an ambassador of the Gospel of Jesus Christ. Notwithstanding, significant leadership changes were taken in April 2018 to streamline and release robust vision teams that better serve current needs.

#### **LOCATION**

FNLC moved to Parkend Baptist Church PBC the previous year (3 December 2017). Relations with PBC, that comprise of a small, aging and faithful group of believers, did require sensivity and patience to make necessary changes for a series of improvements to the building fabric so as to provide a more inviting and pleasant premises in keeping with a relevant ministry.

A loving persuasive approach became necessary for FNLC, and not without difficulty and diplomacy, when initial resistance to change occurred from PBC. Notwithstanding, reservations were resolved and both FNLC and PBC's expectations were surpassed:

- Installation of contemporary sound and media system as would be expected for public services, utilizing the advice and direction of Professional Audio Services, that incorporates power-point presentations, selected video inserts, photographs etc. to enhance and enrich the communication and experience of those in attendance.
- Kitchen replacement was a significant venture, with acquired kitchen furniture, flooring and
  mass attendance decoration of the lower back hall now enables a highly functional area to host
  refreshments and social meeting place, which is much used and beneficial to the variety of
  events occurring at the premises.
- Asbestos removal by specialist contractors to enable adaption of upstairs rooms.
- First Floor Overhaul to create additional multi-functional meeting rooms was again a significant project that eventually resulted in a first-class function room. New toilet, plumbing, drainage and baby-changing room was part of the modernization.
- Removal of the side pews from the church to enable better coherent use of the seating area.

#### PRAYER MINISTRY

Prayer meetings open to all believers, are held weekly, led by dedicated leadership sensitive to the issues developing at the particular time where all believers are encouraged to take part and avail themselves of the comfort and direction of the Holy Spirit as appropriate.

#### DISCIPLESHIP

Specific discipleship course(s) to support Alpha courses or where demand arises that enables individuals to grow deeper in their faith and gain a better understanding of how to apply it to their everyday living. Two Weekly homegroups continue cater for the church providing opportunity to digest Sundays ministry and/or continue with relevant Bible teaching.

#### **ADVANCED BIBLE STUDY**

Our bible study meetings on Wednesdays, provides an opportunity for all to study the Biblical

# Notes to financial statements for the year ended 31 March 2019

narratives in a more in-depth manner.

#### **GENERAL TEACHING**

Sundays, as always, the teaching of Biblical principles has been a central part of our ministry. The teaching has continued to be presented in one of the following methods:

- Exegetical Teaching Focusing on specific books or passages of the Bible providing relevant life applications.
- Themed Teaching Focusing on a specific subject, life issue or spiritual practicality, with the purpose of building and encouraging the local congregation in their daily living and faith.
- Topical subjects covered included Behold I do a new thing (Isaiah 43), Believing & Belonging, Rahab-God's token, and spirit-led seasonal subjects

#### **GENERAL ACTIVITIES**

- Forest Sea Cadets Chaplain Mark Baker of FNLC continued to play an important role in the life of the local community through involvement with the Forest Sea Cadets.
- Outreach & Support to local Churches by invitation Preaching and teaching from the Word of God, has steadily been ministered to those churches expressing need of such help.
- Personal pastoral care and nurture of individuals, both in the Church and the general public.
- Service of Remembrance (Centenary) at Memorial Hall, Whitecroft
- Social/community activities quiz nights, Harvest festival event and public BBQ.
- General church admin
  - o constitution, policies and procedures, How to Document.
- Fusion and NRG In the past year, rewarding and encouraging progress continues through the leadership and dedication of hard-working of many team members.
- Local Schools work –Mark Baker continued to engage with several local schools to teach on a number of occasions, as opportunities permit on Religious Education.
- Food Bank collection commenced in collaboration with local churches.

#### **COMMUNICATIONS**

Throughout the year we monitor and improve relevant manuals and Church publicity for church and public benefit:

- New Welcome Booklet
- Information & teaching Documents
- Leadership and visionary documents
- Children & youth publicity
- Churches together publicity
- Seasonal flyers, posters and invites
- Web-site maintenance

Notes to financial statements for the year ended 31 March 2019

#### **FINANCIAL**

The financial performance of the Church is set out in the Statement of Financial Activities and in the subsequent pages of this report.

#### **Finance Officer**

The new finance officer oversaw the charity accounts transferred to QuickBooks as we establish more professional standards. With much tenacity, competence and transparent working practice, the financial affairs went from strength to strength. Much collaboration was engaged during a year of many changes, developing our (new) obligations with PBC and significant projects so that financial commitments were always covered and in control. This isn't so much a thank you (which it is!) but a recognition of our Finance Officers undoubtable calling at such a time as this.

#### **Reserves Policy**

It is the policy of the Trustees to maintain a sufficient balance of funds to enable it to meet all its financial obligations as they fall due, and it has been generally accepted that sufficient to cover 3 months spending – on average between £9,000 and £12,000 - is considered to be prudent. The Charity does not rely on investment income to meet these objectives. The General Fund balance at 31st March 2019 is more than the required amount.

#### **General Fund**

There was a slight decrease in general giving over the financial year, in comparison to 2017-18.

Our expenditure for the year amounted to	£46,433
Our income for the year amounted to	£51,685
This has left us with a bank credit of	£21,548

We have given to missionaries and local charities the sum of £3,677, in accordance with our charitable objectives and aims. As a Church, we continue to believe it right to give our Church Tithe to such good causes.

During the past financial year, we have been able to claim back from HMRC the sum of£10,171. through Gift Aidand is allotted to our general funds.

#### **Designated Funds**

These represent specific areas of the church's activities and groups within the church. Sufficient balances are maintained in order to fund the activities of each group. Surplus funds may be donated to other areas of Church activities or to other organisations which share the Church's objectives. As a leadership we are confident that together, in the power of Christ, we can witness and do more

than we can ever imagine possible, as we move forward in this tremendous and continued transformative future.

Signed for and on behalf of the Trustees of Forest New Life Church

Notes to financial statements for the year ended 31 March 2019

#### Statement of Trustees' responsibilities in relation to the Financial Statements

The Law applicable to charities in England and Wales, requires that Trustees prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and

Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. 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.

Roy Oram 16 January 2020

Chairman of Trustees Date

# Independent examiner's report to the trustees on the unaudited financial statements of Forest New Life Church.

I report on the accounts of Forest New Life Church for the year ended 31 March 2019 set out on pages 2 to 13.

#### Respective responsibilities of trustees and independent examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 does not apply and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to 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 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep proper accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

.....

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

Daniel Oversby ACPA
Association of Certified Public Accountants
Independent examiner
Unit 1C Mushet Business Centre
Crucible Close
Coleford
Gloucestershire
GL16 8RE

#### Statement of financial activities

# For the year ended 31 March 2019

Notes £ £  Incoming resources Incoming resources from generating funds:	otal
5	£
5	
Voluntary income 2 51,670 51,670 36,5	,889
Activities for generating funds 3 15 15	_
	510
Total incoming resources         51,685         51,685         37,3	,399
Resources expended	
-	,538
	,490
	,952
Other office expenses 1,675 1,675 1,675	,657
Depreciation and impairment 1,500 1,500 1,500	,500
Overseas 3,677 3,677 1,	,000,
Organisation	800
Church Personal	666
Other governance costs 300 300	300
Total resources expended         46,433         46,433         39,9	,903
Total funds brought forward 16,296 18,7	,799
Total funds carried forward 21,548 21,548 16,3	,295

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

# Income and expenditure account

# For the year ended 31 March 2019

	2019	2018
No	tes £	£
Income	51,685	36,889
Net gains from disposal of income fund fixed assets	-	510
Total income	51,685	37,399
Operating expenditure	(46,433)	(39,903)
Operating surplus/(deficit)	5,252	(2,504)
Retained surplus/(deficit) for the financial year	5,252	(2,504)

All activities derive from continuing operations.

Forest New Life	Church	
Т	e notes on pages 10 to 13 form an integral part of these financial statements.	

# Balance sheet as at 31 March 2019

			2019		2018
	Notes	£	£	£	£
Fixed assets					
Tangible assets	6		2,700		4,200
Current assets					
Cash at bank and in hand		19,148		13,070	
		19,148		13,070	
Creditors: amounts falling					
due within one year	7	(297)		(974)	
Net current assets			18,851		12,096
Net assets			21,551		16,296
Funds	8				
Unrestricted income funds			21,548		16,296
Total funds			21,548		16,296

The financial statements were approved by the trustees on and signed on its behalf by

**Timothy Bath (Chairman)** 

Trustee

## **Cash flow statement**

# for the year ended 31 March 2019

		2019	2018
	Notes	£	£
Net incoming/(outgoing) resources for the year		5,252	(2,504)
Loss on disposal of fixed assets		-	(510)
Depreciation and impairment		1,500	1,500
Decrease in creditors		(674)	(1,841)
Net cash inflow/(outflow) from operating activities		6,078	(3,355)
Capital expenditure	10	-	1,110
Increase/(Decrease) in cash in the year		6,078	(2,245)
Reconciliation of net cash flow to movement in net funds	11		
Increase/(Decrease) in cash in the year		6,078	(2,245)
Net funds at 1 April 2018		13,070	15,315
Net funds at 31 March 2019		19,148	13,070

# Notes to financial statements for the year ended 31 March 2019

#### 1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

#### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

#### 1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

#### 1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - None

Motor vehicles - 20% Reducing Balance

# Notes to financial statements for the year ended 31 March 2019

·	Unrestricted funds	2019 Total £	2018 Total £
Donations	41,499	41,499	32,491
Gifts	10,171	10,171	4,398
	51,670	51,670	36,889

#### 3. Activities for generating funds

	Unrestricted funds	2019 Total £	2018 Total
Bank Interest	15	15	-
	15	15	-

#### 4. Other incoming resources

	2019 Total £	2018 Total
Gain on disposal of tangible fixed assets	-	510
		510

#### 5. Employees

#### **Employment costs**

No salaries or wages have been paid to employees, including the trustees, during the year.

#### **Number of employees**

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2019	2018
Number	Number

# Notes to financial statements for the year ended 31 March 2019

6.	Tangible fixed assets		Fixtures fittings and equipmen	l Motor	Total
	Cost At 1 April 2018 and At 31 March 2019		1,12		
	<b>Depreciation</b> At 1 April 2018 Charge for the year		1,12	6 1,800 - 1,500	
	At 31 March 2019		1,12	3,300	4,426
	Net book values At 31 March 2019			- 2,700	2,700
	At 31 March 2018			- 4,200	4,201
7.	Creditors: amounts falling due within one year  Trade creditors Accruals and deferred income			2019 £ - 300	2018 £ 674 300
8.	Analysis of net assets between funds			Unrestricted funds	Total funds
	Fund balances at 31 March 2019 as represented by: Current assets			£ 21,548 21,548	£ 21,548 21,548
9.	Unrestricted funds	At 1st April 2018 £	Incoming resources	Outgoing resources	At 31st March 2019
	Main Income	16,296	51,685	(46,433)	21,548

# Notes to financial statements for the year ended 31 March 2019

		_	
10.	Grass	cach	flows

11.

		2019	2018
Capital expenditure		£	£
Receipts from sales of tangible assets		-	1,110
Analysis of changes in net funds			
	Opening balance	Cash flows	Closing balance
	£	£	£
Cash at bank and in hand	13,070	6,078	19,148
Net funds	13,070	6,078	19,148

The following pages do not form part of the statutory accounts.

## **Detailed statement of financial activities**

# For the year ended 31 March 2019

	2019 £		2018 £	
Charitable activities				
Governance costs				
Activities undertaken directly				
Office expenses - Other	-		2	
Other governance costs	300		300	
		300		302
<b>Total governance costs</b>	-	300		302
	=			
Net incoming/(outgoing) resources for the year	=	5,252		(2,504)

## **Detailed statement of financial activities**

## For the year ended 31 March 2019

	2019			2018	
	£	£	£	£	
Incoming resources					
Incoming resources					
Incoming resources from generating funds:					
Voluntary income  Donations		41,499		32,491	
Gifts		10,171		4,398	
Onto					
		51,670		36,889	
Activities for generating funds					
Bank Interest		15		_	
		15			
<b>Total incoming resources from generating funds</b>		51,685		36,889	
Other incoming resources				510	
Gain on disposal of tangible fixed assets				510	
		-		510	
T-4-1:		51 605		37,399	
Total incoming resources		51,685		37,399 	
Resources expended					
Costs of generating funds:					
Cost of generating voluntary income					
Donations					
Donations - Establishment - Rent	4,263		3,373		
Donations - Establishment - Rates & water	147		133		
Donations - Establishment - Light & heat	910		50		
Donations - Establishment - Repairs & maintenance	3,601		-		
Publicity/Outreach	741		199		
Fusion	300		1,023		
NRG	522		780		
Catering Functions	294		234		
House Groups	950 2 225		746		
Donations - Other motor & travel costs	3,325		4,490		
Training & teaching	24,000		22,000		
Visiting Speakers	100		450 500		
Teaching Resources	128		502		
Postatge & Stationery Subs/Licences	521		606		
Computer Costs	436 539		80 786		
Trustees Insurances	539 179		183		
Donations - Depreciation & impairment	1,500		1,500		
Donations - Depreciation & Impairment					
		42,456		37,135	

## **Detailed statement of financial activities**

# For the year ended 31 March 2019

Gifts				
Overseas	3,677		1,000	
Organisation	-		800	
Church Personal	-		666	
		3,677		2,466
Total cost of generating voluntary income		46,133		39,601
Fundraising trading:				
cost of goods sold and other costs				
Total costs of generating funds		46,133		39,601