

HEADLEY PARK CHURCH TRUSTEES
REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 March 2019

HEADLEY PARK CHURCH

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For the year ended 31 March 2019

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HEADLEY PARK CHURCH
REPORT OF THE TRUSTEES

The trustees present their report with the financial statements of the charity for the year ended 31 March 2019.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number
1178587

Principal address
St Peter's Rise
Headley Park
Bristol
BS13 7LZ

The Managing Trustees that have served since 1 October 2018 are:

<i>Senior Pastor:</i>	Neil Todman	
<i>Pastor:</i>	Phil Raine	
<i>Assistant Pastor:</i>	Simon Dowland	
<i>Deacons:</i>	Mark Hodges	
	Robyn Rees	(Resigned 26 January 2019)
	Amy Rees	
	Shirley Sparks	(Resigned 26 January 2019)
	Luke Dyer	
	Peter Foster	
	Claire Brown	
	Helen Bainbridge	
	Andrew Tancell	(From 29 January 2019)

BANKERS

Lloyds Bank plc
Knowle Branch
Bristol

Independent Examiner
Roberta Sunderland ACMA
50 Guest Avenue
Bristol
BS16 7GA

HEADLEY PARK CHURCH

REPORT OF THE TRUSTEES CONTINUED

STRUCTURE, GOVERNANCE AND MANAGEMENT

New charity, transfer of assets and merger

Headley Park Church previously existed as an unincorporated charity (no. 1144461), and a new incorporated charity in the name of Headley Park Church was registered on 31 May 2018 (no. 1178587). All assets of the unincorporated charity were transferred to the incorporated charity on 30 September 2018. The unincorporated charity and incorporated charity were subsequently merged by the Charity Commission on 6 November 2019. This process was undertaken so the trustees would have limited financial liability and so they would become holding trustees of the charity's property.

Governing Documents

Headley Park Church Constitution' and 'Headley Park Church Handbook' both of which were adopted on 15 April 2018. This constitutes an incorporated charity.

Recruitment and appointment of new trustees

The method of admission to membership to Headley Park Church (hereinafter referred to as "HPC") and appointment as a Deacon or Elder is set out in the Church Rules. At HPC the managing trustees consist of the Senior Pastor, Elders and Deacons who have been elected by those people who have been admitted into full membership of the church. All those who are able to agree with our basis of faith and submit to the church rules are encouraged to apply to become members of the church. All persons who have been full members for at least six months are able to apply for any vacancies on the diaconate that arise from time to time. The managing trustees are responsible for making decisions on all matters of general concern and importance to the church, including deciding how the funds are to be spent.

The managing trustees have formed sub-teams of Deacons to investigate matters in relation to property, finance and administration and then make recommendations to the managing trustees, who will decide how to act.

The Elders retain spiritual oversight of the church, in accordance with the church rules.

The managing trustees met eleven times during the year.

REPORT OF THE TRUSTEES CONTINUED

AIM AND PURPOSES

Headley Park Church (HPC) exists to advance the Christian faith primarily but not exclusively within Bristol and the surrounding neighbourhood and to undertake such other charitable purposes that further the work of the Church.

Our aim is to transform lives and communities for Jesus.

OBJECTIVES AND ACTIVITIES

HPC is a Bible-centred, family church looking to serve people. We believe that Jesus is the Son of God and that His death and resurrection are good news for everyone who trusts in him. We aim to live out our faith in Christ in the community around us and we welcome as many people as possible to join in any of our regular activities, regardless of belief or background.

When planning our activities for the year, the church has considered the Commission's guidance on public benefit and, in particular, the specific guidance on charities for the advancement of religion. We try to enable ordinary people to live out their faith as part of our community through:

Worship and prayer, learning about the Gospel; and developing their knowledge and trust in Jesus.

Provision of pastoral care for people living in the local community

Missionary and outreach work

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Trustees confirm that they have had regard to the guidance on public benefit published by the Charity Commission. The main achievements of the charity during the year were:

Worship and Prayer

HPC has continued to offer a range of services during the week and over the course of the year that our community find both beneficial and spiritually fulfilling. Our services provide an opportunity to hear a message from the Bible in a way that is inspiring and encouraging. During our morning services we focus on the Good News of Jesus and how it is relevant to 21st Century life. Our evening services provide an opportunity for people to consider how the Bible can be applied to their day-to-day lives.

We have continued to provide enriching activities for young people in the local community and have continued to provide opportunities for teenagers to express their faith. We have fully integrated the young people into the life of the church. Some use their musical talents; some work with younger children; some operate the AV equipment; some welcome new comers to the services.

The church is very much at the heart of the local community at Christmas time, when hundreds of local people attend services and other events.

REPORT OF THE TRUSTEES CONTINUED

The church places an important emphasis on prayer and holds regular prayer meetings on Thursday mornings. These are attended by a wide range of people at very different stages of life, so parents with pre-school children attend as well as a number of retired people.

We also offer support to a number of other local churches to enable them to hold worship services by providing speakers.

The Church Premises

The church building has been used by the local community at various times of the year. The local schools have visited the church for educational purposes and also to hold Christmas events.

The local scout group use the Community Hall weekly.

We have also used our premises for community meetings and have provided a venue for 'flu jabs to be administered locally.

The hall is also an affordable space for families with low incomes to hold celebrations.

Pastoral Care

We have two kitchens that meet the stringent health and safety requirements and we have ensured that we have sufficient members who have the relevant certification. This allows us to offer lunches and allow members of the community to use the building for birthday parties and other community events.

On Mondays we run a coffee morning for over 60s which provides an opportunity for older folk in the local community to meet new friends over a drink and cake.

We have also provided occasional afternoon activities such as sing-a-longs, art classes, films and meals. We also run a number of whole day activities for retired people, including trips out to places of interest.

In the afternoons, we also run a group for predominantly older women, to meet for friendship, hymn singing and an inspirational talk which is a source of support for people who could otherwise be very isolated. We have also added a monthly lunch for retired men in the community.

On Fridays the Community Hall is used by our mothers and toddlers' group. This is run by church members and includes songs, craft, play-time and refreshments.

Also on Fridays, we run Club! for children and young people between the ages of 7-14. Over 70 children attend youth activities weekly.

Mission and Evangelism

Many of the activities identified above would also form part of our evangelism strategy.

REPORT OF THE TRUSTEES CONTINUED

We have held special services around Easter and Christmas that have proved very popular with the local community, as well as our annual Christmas Market which attracts many, both stall holders and customers. We are also a valuable resource at Christmas time for the local primary schools, who struggle to accommodate children and their parents comfortably in their school halls.

We distributed information leaflets and Christmas cards to update the community about what is going on in the church and this keeps people informed of matters affecting our Church.

We also have a strong presence in the local schools. We have continued to employ a Youth and Schools Worker to support the development of the RE curriculum in the local secondary school and to run a lunch time club. We ran events on the church site for secondary school age children to help them think through what they believe. Along with those, one of the pastors is also a school governor and another pastor takes an assembly every week in a local primary school.

Every month there is a men's breakfast or women's brunch which are open to all and provide a hearty breakfast and a thought-provoking speaker.

In November we hosted a quiz in the Headley Park Community Centre to raise money for TearFund, a charity which provides essential aid to those living in the majority world.

Staffing

The church had a ministry intern throughout these six months, providing training and development opportunities for a young man in his early 20s.

Outside relationships

The church is a member of the FIEC and adopts the FIEC Basis of Faith as its own.

Volunteers

We would like to thank all the volunteers who work so hard to make our church the lively and vibrant community it is. In particular, we want to mention our Deacons who have worked tirelessly on behalf of the church and for their invaluable contribution to our ministry as Trustees of the charity.

Financial review

Total funds brought forward from the previous charity (no. 1144461) was £30,737. Income for this financial year was £115,371 and expenses were £111,090. Support costs were higher than normal as we paid fees to sell some land next to the Church building, which we hope to complete in the next financial year. An interest free loan of £5,000 was already in place to manage these costs. Overall unrestricted funds increased by £3,712. We recognise the generous giving of our members who enable HPC to transform lives and communities for Jesus.

REPORT OF THE TRUSTEES CONTINUE

Reserves policy

It is HPC policy to maintain a balance on unrestricted funds (if possible) which equates to three months' voluntary income, approximately £30,000 to cover emergency situations that may arise from time to time.

Principal funding sources

The charity is wholly dependent on the generosity of individuals and trusts and the associated Gift Aid to continue its work.

ON BEHALF OF THE BOARD OF TRUSTEES:

Signed: Amy Rees, Trustee



Date: 22/01/2020 .

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEADLEY PARK CHURCH

I report on the accounts for the year ended 31 March 2019 set out on pages 10-12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 the 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) 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 to comply with the accounting requirements of the 2011 Act have not been met; or

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



Roberta Sunderland ACMA
50 Guest Avenue
Bristol
BS16 7GA

Date 22-1-20

HEADLEY PARK CHURCH

STATEMENT OF RECEIPTS AND PAYMENTS for the year ended 31 March 2019

	Note	Unrestricted funds £	Restricted funds £	2019 TOTAL FUNDS £
RECEIPTS				
Voluntary income		69,017	6,574	75,591
Gift aid and tax recovered		22,662	-	22,662
Rental income		7,680	-	7,680
Adventurers income		-	-	0
HP Tots		570	-	570
Youth groups income		3,014	-	3,014
Other groups		776	-	776
Coffee Stop income		985	-	985
Resources income		25	-	25
Refund		2,262	-	2,262
Other Income		1,805	-	1,805
Sub Total		108,797	6,574	115,371
Assets and investments sales etc				
Interest free loans received		0	-	0
TOTAL RECEIPTS		108,797	6,574	115,371
PAYMENTS				
Charitable activities				
Buildings		7,351	-	7,351
Employment costs		57,737	-	57,737
Furniture & Equipment		828	-	828
Guest speakers		228	-	228
Hospitality		657	-	657
Mission		15,700	-	15,700
Other expenses		-	6,005	6,005
Outreach		1,635	-	1,635
Publicity		991	-	991
Utilities		5,813	-	5,813
Gifts made		102	-	102
Youth groups		2,558	-	2,558
Coffee stop		465	-	465
Adventurers		36	-	36
Management & Administration				
FIEC		-	-	-
Support costs		10,791	-	10,791
Bank charges		193	-	193
Website		-	-	0
Sub Total		105,085	6,005	111,090
Assets and investments purchases etc				
		-	-	-
Total payments		105,085	6,005	111,090
NET RECEIPTS(PAYMENTS)		3,712	569	4,281
Total funds brought forward from from previous charity		30,737	0	30,737
TOTAL FUNDS CARRIED FORWARD		34,449	569	35,018

HEADLEY PARK CHURCH

STATEMENT OF ASSETS AND LIABILITIES at 31 March 2019

	Note	Unrestricted Funds £	Restricted Funds £	2019 Total Funds £
CURRENT ASSETS				
Cash - Lloyds TSB Current Account		34,409	569	34,978
Cash - Lloyds TSB Deposit Account		40	-	40
NET ASSETS		<u>34,449</u>	<u>569</u>	<u>35,018</u>
FUNDS				
Unrestricted funds				34,449
Restricted funds				569
TOTAL FUNDS				<u>35,018</u>
OTHER ASSETS				
Gift aid recoverable		-	-	4,309
TOTAL		<u>-</u>	<u>-</u>	<u>4,309</u>
LIABILITIES				
Interest free loan		5,000		5,000
TOTAL		<u>5,000</u>	<u>-</u>	<u>5,000</u>

The financial statements were approved by the Board of Trustees on 22 January 2019 and were signed by:

M. Hodges

Mark Hodges

22/1/20

Date

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared in accordance Section 133 of the Charities Act 2011 on a receipts and payments basis. All donations and other income are accounted for when received and tax refunds under gift aid are credited to the respective funds as and when the tax refunds are received. All expenditure is accounted for when paid.

Fund accounting

Restricted funds comprise amounts received for special purposes and used for those purposes during the year or held for those purposes at the balance sheet date. The use of donations and grants received for a specific purpose is restricted to that purpose.

Taxation

The Trust is a Registered Charity and accordingly is exempt from taxation on its income and gains which are all used for charitable purposes.

2. TRUSTEES' EXPENSES AND REMUNERATION

Remuneration of Managing Trustees is permitted and regulated by the Governing Document. The following Trustees were employed by the Trust and received remuneration (taxable pay) and expenses from the Trust for the year ended 31 March 2019 of:

Trustees	2019 Salary £
Neil Todman	13,660
Phil Raine	8,088
Simon Dowland	13,358

3. TANGIBLE FIXED ASSETS

Tangible fixed assets were not capitalised, being written off in the Statement of Receipts and Payments in the year of purchase.

HEADLEY PARK CHURCH

4. RESTRICTED FUNDS

	<i>Balance brought forward from previous charity £</i>	<i>Receipts in year £</i>	<i>Payments in year £</i>	<i>Balance carried forward £</i>
Charitable Activities – Other:				
Christmas Market for Rainbow Centre	-	425	425	-
Collection for missionaries	-	5,880	5,311	569
Quiz for Tearfund	-	269	269	-
	-	6,574	6,005	569

5. UNRESTRICTED FUNDS

	<i>Balance brought forward from previous charity £</i>	<i>Receipts in year £</i>	<i>Payments in year £</i>	<i>Balance carried forward £</i>
General fund	30,737	108,797	105,085	34,449