



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	April	2018		31	March	2019

Section A

Reference and administration details

Charity name

QE Park Baptist Church

Other names charity is known by

QEPBC

Registered charity number (if any)

1166680

QE Park Centre

Railton Road

Guildford, Surrey

Postcode

GU2 9LX

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rev Catherine Whiting	Minister		
2	Dr Mark Whiting			
3	Mrs Rheanne Mole	Secretary		
4	Mr Alexander Mole	Treasurer		
5	Rev Peter Clarke			
6	Mr John Cooper			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (Approved Governing Document) – 6 th December 2015
How the charity is constituted (eg. trust, association, company)	Unincorporated association
Trustee selection methods (eg. appointed by, elected by)	Elected from the membership in accordance with our Constitution

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Members of the Church are accepted in accordance with the Constitution which requires them to be, or to have been, publicly baptised by full immersion on the profession of faith in Jesus Christ; or, following other modes of baptism, to renew their public profession of faith in Jesus Christ.

A members' meeting ('Church Meeting') is held at least three times a year and has responsibility for the overall policy of the Church. In accordance with our Constitution the members appoint a minimum of three Trustees who are responsible for the day to day running of the Church's work and witness, as well as the financial and legal aspects of the charity. All members are encouraged to take an appropriate part in the spiritual and practical tasks involved in the furtherance of the charitable objective.

The Church is a member of the Baptist Union of Great Britain, the South Eastern Baptist Association and the Evangelical Alliance.

Our Property Trustees are:
The Baptist Union Corporation Limited
Baptist House
129 Broadway
Didcot
Oxfordshire
OX11 8RT

Summary of the objects of the charity set out in its governing document

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

In order to achieve the principal objective, the Church provides a variety of activities both to its membership and to the community generally. The aim is to show the love of Jesus Christ in word and deed and to bring people into a closer relationship with him as living Lord.

An important aspect of the work of the Church is the provision of regular public services of Christian worship, which take place on a Sunday morning at 10.30am, along with occasional services at other times which are advertised on the church notice board and in our cafe. All services are open to anyone. During the regular morning service, we aim to provide activities for children and young people. We also run a mid-week group called Diddy Disciples, which is a 15-20 minute service for pre-schoolers.

The Church runs mid-week small groups in members' homes, for the growth of faith and discipleship, and a separate discipleship group for young people.

We open up one of our rooms as a Prayer Space for an hour each week. Anyone is welcome to come in to pray and one of our members is available if people would like him to pray for them or a particular person or situation. We also have two WhatsApp prayer groups – one for the church, where members can post personal prayer requests; and one for Refresh, where we can be made aware of customers who are in particular need of prayer. The latter is done anonymously, unless specific consent has been given for more detail to be shared.

The Church owns and runs the Community Centre where it is based. Rooms are hired out for activities such as exercise classes, children's music and activity groups, counselling, teaching, choirs, training and parties.

The Church runs a toddler group, called Little Lambs, which meets on Wednesdays with the purpose of assisting the community and demonstrating the love of Jesus Christ.

The Church operates systems to ensure that all people working with children and vulnerable adults are appropriately vetted with regard to the Disclosure and Barring Service.

The Church runs Refresh community cafe in our building, with the aim of providing a welcoming environment with a Christian ethos for all members of the local community and groups using the Centre. Sunday lunch and evening social events are held in the cafe on a monthly basis, and are open to all. These are advertised on the Church and Refresh Cafe Facebook pages and by posters and flyers within and outside the Centre building.

The Trustees have read the Charity Commission guidance on public benefit, and are satisfied that the activities outlined above clearly demonstrate that the charity is providing a benefit to the public.

Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charly Commission on public benefit)

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our weekly worship services have been attended by an average of 40 people. In addition, there have been a growing number of people attending our services who have not been part of a church for some time.

In 2018 we changed the focus of our monthly Sunday lunches and renamed them 'Community lunches'. Personal invitations have been extended to people attending toddler group, the Muddy Boots walking group, Friday evening interest groups and those who are regulars in the cafe. A number of people have come along and given very positive feedback, with one or two now coming regularly.

In June 2018 Kate Whiting was ordained and inducted as our new full-time minister. This was a day of great celebration, when we were joined by the families of Kate and her husband, many friends from other local churches and members of the local community.

Eight young people have regularly attended our church youth Bible studies. They are growing in their Christian faith and also in their concern for God's creation. In January 2019, two members of the youth group gave a presentation to the church about the harmful effects of palm oil mass production on forests and associated wildlife. The whole group once again participated in the local cross-church project, Ready 4 Action, helping to clear overgrown gardens of disadvantaged individuals and families.

The wider group of children and young people from within the church have also enjoyed a number of social events through the year, including a Christmas dinner.

Our toddler group has continued to be very popular and people regularly ask for prayer about particular situations. One family have joined the church as a result of our association with them through the toddler group. Another lady, whose son we have regularly prayed for, has expressed a desire to come to our meeting and community lunch on a Sunday. A contingent from the Toddler group continues to visit the local care home once a month to share in activities with the residents there.

We have continued to run Diddy Disciples for those families wanting to hear more about the Christian faith. Each week we tell a different Bible story, sing songs and participate in a craft activity. In September 2018 we decided to move the session to a Wednesday morning, just before our Toddler group. This resulted in increased numbers so that an average of eight families now attends.

Cafe customers have continued to share about challenging situations that they are facing and have frequently welcomed the staff's offer to ask the WhatsApp group to pray for them.

Our monthly craft night continues to thrive and has built up a committed core group of eight people, with others dipping in and out. Deeper conversations sometimes develop. In 2019 we have combined this with a games evening which has provided a good mix of interests and has encouraged some couples to attend. Monthly quiz nights, run as a joint venture with the local residents' association, also continue to be extremely popular, regularly drawing in about 60 people.

A monthly cake club was launched in the autumn of 2018. This has proved very popular and the numbers have steadily grown. It has brought together a good mix of church members and those from the local community, further strengthening relationships and encouraging increased sharing.

Also in autumn 2018, a monthly Saturday morning group began called Bible, Blokes & Bacon, for men of 16 years upwards. They start with a bacon buttie, followed by looking at a short Bible passage and a discussion regarding its relevance to Christian life and modern day issues. Again the numbers have grown rapidly with a regular attendance of fifteen, including a few guys on the fringes of the church.

In the summer of 2018, we hosted a BBQ and showed selected matches in the football World Cup. These were very well attended, with a great atmosphere.

We once again invited Year 6 children (120 in total) from the nearby junior school to attend our Christmas Unwrapped and Easter Cracked presentations, which seek to dispel some of the myths around these two celebrations and present the good news of Jesus Christ.

Our Muddy Boots Monday morning walking group has continued to grow, with friendships deepening, and 20 members also enjoyed Christmas lunch together.

In March 2019 we launched a new monthly initiative called Relax and Refresh. The cafe stayed open for an additional two hours, offering people a quieter time of day to relax, chat or play board games.

In the same month we held a cake sale in our cafe, Refresh, in response to a suggestion from a local that we raise funds for Womankind to commemorate International Women's Day. We sold only home-made cakes for one week and all proceeds from these went to Womankind. Also in March, the cafe staff saved up their tips to give to Toilet Twinning.

In May 2019 we plan to host a concert, featuring a local professional musician who is a frequent customer in our cafe. It is hoped that this will be a great community event and ticket proceeds will go to a local young people's mental health charity, Emerge.

In January 2019 the church members agreed to change the name of the church to QE Park Baptist church. This was in order to 'streamline' our branding and to avoid confusion with a New Life church in a neighbouring town.

Due to the success of the Community Centre and Refresh cafe, in 2018 we found it necessary to increase our staffing. We added four part-time posts – 2 cafe assistants, an assistant administrator and a caretaker.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have committed to keeping three months' working capital in our bank account, as a contingency fund against unexpected costs.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our principal source of funds is from members' regular donations and lettings from the hire of the premises. This money has been put towards the Church's various activities and the upkeep of the community centre and cafe. The cafe is run on a 'not for profit' basis so that income received is used to pay for staff and supplies.

The Church has also given regular financial support to local, national and international Christian organisations, whose Christian aims are compatible with our own charitable purpose.

Section F

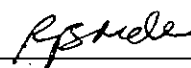
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Catherine M. Whiting	
Full name(s)	REVD. CATHERINE MARY WHITING	MRS RHEANNE BEVERLY HALE
Position (eg Secretary, Chair, etc)	Minister	Secretary

Date 29/1/20

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2019

FINANCIAL STATEMENT FOR THE YEAR ENDED 31 MARCH 2019

	<i>Note</i>	2019	2018
Receipts		£	£
Sunday Plate		1,099	1,460
SO Giving		39,928	41,034
Income Tax on Gift Aid		7,961	11,841
Café income		75,161	65,054
Room Bookings		43,654	43,472
Total Receipts	1.2	167,803	162,860
Payments			
Staff & Staff Housing	2	54,226	67,398
Mission	3	5,291	4,574
Activities/Sunday Services/Worship	4	1,648	1,883
Childrens Work	5	1,204	503
Church Buildings	6	21,415	17,327
Café expenditure	7	76,802	63,716
Admin Costs	8	2,249	1,793
Total Payments		162,835	157,193
Surplus/-Deficit for the Year		4,969	5,667

Q E PARK BAPTIST CHURCH
ACCOUNTS FOR THE YEAR TO 31st March 2019

STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2019

	Note	2019	2018
ASSETS			
Fixed Assets			
Freehold Property		511,853	511,853
Café Equipment		4,640	3,714
Total Fixed Assets	12	516,493	515,567
Current Assets			
Other Current Assets			
Sundry Debtors	9	5,563	8,298
Total Other Current Assets		5,563	8,298
Cash at bank and in hand			
Barclays Bank		49,616	47,744
Petty Cash Box		489	586
Total Cash at bank and in hand		50,105	48,330
Total Current Assets		55,668	56,628
Current Liabilities			
Other Current Liabilities			
Other Creditors		2,750	2,750
Payroll Liabilities		2,090	1,354
Total Other Current Liabilities	11	4,840	4,104
Total Current Liabilities		4,840	4,104
NET CURRENT ASSETS		50,828	52,524
TOTAL ASSETS LESS CURRENT LIABILITIES		567,322	568,091
Long Term Liabilities			
Seba Loan for Comm Centre	10	26,000	30,000
Pension Scheme Liability	14	19,362	21,100
Total Long Term Liabilities		45,362	51,100
NET ASSETS		521,960	516,991
General Fund and Other Reserves			
Freehold Property Reserve	13	471,853	471,853
General Fund		50,107	45,138
		521,960	516,991

Notes to the Accounts

Note

1.1 Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS102 have been prepared in accordance with the Charities SORP (FRS102) "Accounting and Reporting by Charities:

Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1st January 2015)", and the Charities Act 2011.

1.2 Income

Donation income is recognised in the SoFA when the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

Tax reclaimable in respect of gift aid is recognised when receivable.

Investment income represents interest received on surplus balances and is accounted for on an accruals basis.

Room hire is recognised when invoiced.

1.3 Grants paid

The Church makes grants to other organisations whose charitable objects complement its work. They are accounted for in the year in which they are paid.

1.4 Depreciation

Expenditure on fixtures, fittings and equipment is written off on a straight line basis over their estimated useful life of 4 years.

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2019

Notes to the Accounts

Note

2. Staff & Staff Housing

	2019	2018
A · Staff:2100 · Pastor Salary	21,227	9,672
A · Staff:2101 · Administrator Salaries	12,976	8,671
A · Staff:2102 · Bookkeeper Salary	397	380
A · Staff:2103 · Minister in training Salary	-	10,792
A · Staff:2115 · Caretaker Salary	7,020	3,250
A · Staff:2107 · Nlers - Staff	-	-
A · Staff:2108 · Pension - Staff	2,577	25,013
A · Staff:2109 · Payroll Admin	785	827
A · Staff:2110 · Travel Expenses	602	771
A · Staff:2111 · Training (Courses/Seminars)	595	479
A · Staff:2112 · Other Expenses	187	342
B · Staff Housing:2124 · Lease Back on Manse	7,860	7,200

Total Staff & Staff Housing	<u>54,226</u>	<u>67,398</u>
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The average total number of full time equivalent employees in the year was 3 (2018 : 3)

The average total number of full and part-time employees in the year was 3 (2018 : 3)

No employees were paid £60,000 or more.

3. Mission

2201 · Friends International	500	625
2202 · YMCA	500	500
2203 · Matrix Trust	500	600
2204 · BMS	2,000	2,000
2205 · SEBA (Home Mission)	2,000	2,000
2208 · Community Outreach-Fun Days;Tod	-209	-1,151

Total Mission	<u>5,291</u>	<u>4,574</u>
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Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2019

Notes to the Accounts

4. Activities/Sunday Services

D · Activities/Sunday Services:2400 · Gifts/Cards/Special Occasi	124	522
D · Activities/Sunday Services:2402 · Visiting Speakers	385	233
D · Activities/Sunday Services:2403 · Catering	435	683
D · Activities/Sunday Services:2404 · Fellowship Fund	170	40
E · Worship:2502 · Worship - Miscellaneous	534	405
Total Activities/Sunday Services	1,648	1,883

5. Childrens/Youth Work

F · Childrens/Youth Work:2600 · Children's Work	1,204	503
Total Childrens/Youth Work	1,204	503

6. Church Buildings

G · Church Buildings:2801 · Insurance-contents/employers liabi	4,186	-
G · Church Buildings:2802 · Electricity (incl heating)	3,520	5,427
G · Church Buildings:2807 · Repairs & Maintenance	6,794	3,970
G · Church Buildings:2808 · Lift Maintenance Contract	441	2,581
G · Church Buildings:2809 · Cleaning materials	201	328
G · Church Buildings:2810 · Equipment QE Park	3,266	1,961
G · Church Buildings:2811 · Cleaning	3,008	3,061
Total Church Buildings	21,415	17,327

7. Café Expenditure

H · Cafe:3000 · Staff Salaries	33,943	28,325
H · Cafe:2108C · Pension	815	795
H · Cafe:3001 · Cleaning	3,033	2,769
H · Cafe:3002 · Cleaning costs/Refuse	1,505	1,232
H · Cafe:3003 · Purchases for resale/Café Supplies	29,783	25,204
H · Cafe:3007 · Bank charges	1,195	822
H · Cafe:3008 · Utilities	1,763	2,711
H · Cafe:3009 · Repairs and renewals	1,979	-
H · Cafe:3010 · Equipment depreciation	2,786	1,858
	76,802	63,716

The average total number of full time equivalent employees in the year was 3 (2018 : 3)

The average total number of full and part-time employees in the year was 4 (2017 : 4)

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2019

Notes to the Accounts

8. Admin Costs

I · Admin Costs:2900 · Stationery & Office Supplies	794	314
I · Admin Costs:2901 · BU & Home Mission subs	272	214
I · Admin Costs:2902 · Computer Consumables	68	65
I · Admin Costs:2903 · Bank Charges	20	-
I · Admin Costs:2905 · Postage	41	-
I · Admin Costs:2907 · Telephone & Internet	548	353
I · Admin Costs:2909 · Printing, Publicity, Marketing	202	106
I · Admin Costs:2910 · Copyright	301	257
I · Admin Costs:2910 · Training (H&S First Aid MS Pkgs)	3	484
Total Admin Costs	<u>2,249</u>	<u>1,793</u>

9. Debtors

Other receivables	-	725
Income Tax on Gift Aid	<u>5,563</u>	<u>7,573</u>
	<u>5,563</u>	<u>8,298</u>

10. Loans:

	£
Outstanding on loan from SEBU @ 1.4.18	30,000
Repayments	<u>-4,000</u>
Balance owing at 31.3.19	<u>26,000</u>

The loan is interest free and unsecured and repayable in equal bi-annual instalments until September 2025

11. Creditors

Other creditors	2,750	2,750
Payroll liabilities	<u>2,090</u>	<u>1,354</u>
	<u>4,840</u>	<u>4,104</u>

Q E PARK BAPTIST CHURCH

ACCOUNTS FOR THE YEAR TO 31st March 2019

Notes to the Accounts

12. Fixed Assets

		<u>Property</u>	<u>Café</u>	<u>Total</u>
		£	£	£
Cost				
	At 1.4.18	511,853	7,430	519,283
	Additions	-	3,712	3,712
	Disposals	-	-	-
	At 31.3.19	<u>511,853</u>	<u>11,142</u>	<u>522,995</u>
Depreciation				
	At 1.4.18	-	3,716	3,716
	Charge for the year	-	2,786	2,786
	At 31.3.19	<u>-</u>	<u>6,502</u>	<u>6,502</u>
Net Book Value				
	At 31.3.19	<u>511,853</u>	<u>4,640</u>	<u>516,493</u>
	At 31.3.18	<u>511,853</u>	<u>3,714</u>	<u>515,567</u>

The church is the beneficial owner (subject to the relevant trusts) of QEP Community Centre, Guildford, the legal title to which is held by the church's custodian trustee (The Baptist Union Corporation Ltd.)

13. General fund and other reserves

	<u>General</u>	<u>Freehold</u>	<u>Total</u>
	£	£	£
Opening balance at 1.4.18	45,138	471,853	516,991
Profit for the year	4,969	-	4,969
At 31.3.19	<u>50,107</u>	<u>471,853</u>	<u>521,960</u>

Notes to the Accounts

14. Pension Scheme Liabilities

The Church is a participating employer in the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income. Since 1 January 2012, benefits have been provided through a Defined Contribution (DC) Plan.

A formal valuation of the DB Plan as at 31 December 2016 was made by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £219 million, whilst the level of assets needed to pay benefits was £312 million, giving a deficit of £93 million (equivalent to a past service funding level of 70%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit. The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2019.

Under the Schedule of Contributions, the Church make a monthly payment in respect of the DB scheme deficit, currently £144, which will increase in line with increases in Minimum Pensionable Income. The Schedule of Contributions foresees these contributions continuing until December 2028. The pension scheme liability shown in the Statement of Assets and Liabilities is calculated at the current rate per month multiplied by the number of months remaining in the current Schedule of Contributions, which amounted to £19,362 as at 31 March 2019.

The accounts and statement of assets and liabilities set out on pages 1-8 relating to the year ending 31 March 2019 are as approved by the leadership team.

Signed: *Catherine M. Wintling* 05/11/20

Report of the Independent Examiner(s) to the Trustees of Q E PARK BAPTIST CHURCH

On the accounts for the year ended 31 MARCH 2019

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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, 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 general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the church 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 the 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

~~Since the Church's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of [insert named of applicable listed body], which is one of the listed bodies. (Delete if income is less than £250,000)~~

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination. (if accounts prepared on accruals basis*)

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Delete the words in the brackets if they do not apply*

Signed by or on behalf of the Examiner Anthony R Macleod Date 25/1/20

Name ANTHONY HUGH MACLEOD

Relevant Professional Qualification(s) or body (if any) N/A

Address 2 warren farm cottages, guildford Rd
Leatherhead KT24 5QG