



Love God | Love each other | make disciples

## Godmanchester Baptist Church Annual Report for year ending 31 December 2018

### **1. Reference and Administrative Details of the Charity, its Trustees and Advisers**

#### **1.1 The Charity**

Godmanchester Baptist Church, formerly known as Duck End Chapel, Union Chapel and Silver Street Baptist Church, has been in existence since 1845. The governing document of the church is the Church Constitution, as adopted on 24 September 2001, amended 20 March 2006, 19 March 2007 and 16 March 2015.

On 8 November, 2001, the church was registered as a charity. The official name of the charity is Godmanchester Baptist Church and the charity number is 1089263. The official address for correspondence is:

Godmanchester Baptist Church, East Chadley Lane, Godmanchester, Huntingdon, Cambridgeshire, PE29 2BJ  
Telephone: 01480 458565, e-mail [office@godmanchesterbaptist.org](mailto:office@godmanchesterbaptist.org), web [www.godmanchesterbaptist.org](http://www.godmanchesterbaptist.org)

#### **1.2 Trustees**

The trustees of Godmanchester Baptist Church are the members of its Leadership Team. Together the Leadership Team are responsible for the spiritual direction of the Church, worship and prayer, discipleship and outreach, as well as the statutory obligation of overseeing the administration of the Church as charity trustees.

Trustees at 31 December 2018 were:

John C. Smith	Senior Pastor / Chairman	Brett A. Mickelburgh	Treasurer
Daniel M. Beckett	Youth & Children's Pastor	John E. Brown	
Anthony Goodwin		John W. Stevens	
Joseph D. George		Delia M. Steer	
Veronica Ruth Blakey		Hazel A. Bray	
Joanna M. Hitchins		Paul G. Hamilton	Appointed 18 November
Martin Webb	Appointed 18 November		

David J. Fennell was a Trustee until he retired the position on 9 October 2018.

Following the year end John Smith retired as pastor and Trustee on 31 March 2019.

The holders of the office of Senior Pastor and Youth & Children's Pastor are ex-officio members of Leadership Team. Fellow Church Leader and Church Administrator Mrs Veronica Ruth Blakey assists them in day-to-day management and operation of the Church. Stipend/Salary payments are made to these three Church Leaders in accordance with the Constitution.

The Charities Act 2011 requires the Leadership Team, as the trustees of the Church, to prepare financial statements for each financial year which give a true and fair view of the Church's financial activities during the year and of its financial position at the end of the year.

In preparing the financial statements the Leadership Team will follow best practice and

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards and the Charities SORP (Statement of Recommended Practice), disclosing and explaining any departures in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Church will continue in operation.

The Leadership Team is responsible for keeping accounting records that are such as to disclose, with reasonable accuracy, the financial position of the Church at any time and to enable them as trustees to ensure that the financial statements comply with charity law. The Leadership Team is also responsible for safeguarding the Church's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **1.3 Advisers**

The church has received advice and service from the following:

Bankers: CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ (paying-in facilities via HSBC plc)  
Stewardship Services, PO Box 99, Loughton, Essex, IG10 3QJ  
Kingdom Bank, Ruddington Fields Business Park, Mere Way, Ruddington, Nottingham, NG11 6JS  
Insurance Brokers: Kingdom Bank, Ruddington Fields Business Park, Mere Way, Nottingham, NG11 6JS  
Independent Examiners: R M Ball, ACA; 3 Sweetings Road, Godmanchester, PE29 2JS  
V P Lynch, FCA; Janus House, Earning Street, Godmanchester PE29 2JD  
Solicitor: Anthony Collins Solicitors LLP, 134 Edmund St, Birmingham B3 2ES  
Architect: Campbell McCrae Ltd, Chapel House, 5 The Stiles, Godmanchester, Cambridgeshire, PE29 2JF

## **2. Structure, Governance and Management**

The appointment of Leadership Team members is as described in section 6.1.3 of the Church Constitution. The Leadership Team brings nominations to the Church Meeting and appointment is made following an election in which at least 50% of the Membership vote and 80% of those voting are in favour.

There is a procedure for the introduction of new trustees via a simple in-house induction. Trustees are encouraged to attend relevant training when provided by the Baptist Union and other organisations and excellent documents have been published regarding charity governance elsewhere. Some trustees have sufficient knowledge obtained from their professional careers while others may have attended courses and conferences relevant to their work for the Church. All potential trustees are made aware of the Charity Commission and Baptist Union guidance on the role and responsibilities of trusteeship at the time when they are asked to consider standing for election.

## **3. Objectives and Activities**

Godmanchester Baptist Church's aim is to 'Love God, love each other, make disciples.'

The charitable objectives of the church are:

- a) To advance the Christian Religion in accordance with the Church Covenant, in Huntingdonshire and in such other parts of the United Kingdom or the world as the Leadership Team may from time to time think fit, and to fulfil such other charitable purposes which are exclusively charitable according to the law of England and Wales and are connected with the charitable work of the church.
- b) To relieve persons who are in conditions of need or hardship or who are aged or sick and to relieve the distress caused thereby in Huntingdonshire and in such other parts of the United Kingdom or the world as the Leadership Team may from time to time think fit.

## **4. Public Benefit, Achievements and Performance**

Where it is relevant, the Trustees take into account the guidance of the Charity Commission on Public Benefit. We provide public benefit principally in the provision of a Place of Worship, with regular services open to all members of the public. We seek to contribute to the moral and spiritual education of children and young people and to engage with and promote self-worth in those who have suffered social exclusion. Additional public benefit is offered via the use of the building for community and other charity activities where reduced hire rates are charged, as well as by companies where charges are in line with similar commercial facilities in the area. We seek to fulfil our charitable objectives in the advancement of Christianity and in supporting those in need, specific examples of which are given below.

### **4.1 Objective: to advance the Christian Religion in accordance with the Church Covenant**

#### **4.1.1 Among adults**

Through our worship services in the church building and network of small groups meeting in homes we have helped the congregation grow in understanding our faith, in our commitment to follow Jesus Christ as his disciples and in the ability to share our faith. Our membership at the end of 2018 was 164, (two of whom are non-voting Associate Members). Six people have been baptised on profession of faith during the year. We currently have 3 adult congregations with some overlap in attendance – Sunday morning, Sunday evening and *Songs of Praise* which is monthly on a Sunday afternoon. A total of around 260 adults worship with us in these congregations.

We have sought to attain our objective by worshipping God; engaging in the mission of the Lord Jesus; training others to serve the Lord Jesus and extending His kingdom.

We have communicated our faith through courses at the Church Centre, outreach events and personal witness.

We have regularly held services for the residents of sheltered housing communities in Godmanchester. Teams of people have been responsible for some Sunday morning services at the local hospital and for occasionally leading worship at Trinity Free Church, Perry Baptist Church, New Street Baptist (St Neots) and Medway Christian Fellowship. Members of our Congregation have also spoken at services at other local churches.

#### **4.1.2 Among youth**

Our *Generation Rising* Youth Congregation on Sunday evenings has helped approximately 20 older youth understand the relevance of Christian faith in today's world. Our *Friday Night Project* youth club has served youth from the wider community as well as from Church families with average attendance approaching 60 young people. In September changes were made to youth club provision with the introduction of TOAST, which splits the age and start times and sees 50 attending Friday Night Project and 20 attending TOAST.

Almost 50 adults and youth attended Soul Survivor, which will see its final event held in 2019. Throughout the year there have been trips to London, bowling and other local events in Cambridge and Peterborough.

#### **4.1.3 Among children**

We have communicated the Christian faith to approximately 40 children through the *Kids Kingdom*, *Furnace*, *Little Stars* and *Crèche* groups on Sunday mornings. We have run a monthly *Messy Church* on Sunday afternoon with up to 60 children and parents attending. During the school summer holidays we held a Holiday Club which attracted around 40 children from the wider community. Members of our staff and congregation regularly assist local primary and secondary schools in supporting Christian Unions and in the delivery of assemblies, as well as PSHE and RE curricula. We have financially supported the GenR8 teams who regularly deliver Christian assemblies in Cambridgeshire schools.

#### **4.1.4 Beyond Godmanchester, in the U.K. and abroad**

We have fostered closer working relationships with other churches in the Godmanchester and Huntingdon district, seeking to bear witness to Jesus Christ through joint services and some open-air events in the towns, as well as collaborating in certain community projects. We support Medway Christian Fellowship in Huntingdon. Our ministers have spoken at Baptist Union events as specialists in their field.

We have made financial contributions to Baptist Union Home Mission to support the work of the BU in resourcing UK churches. We continue to make financial contributions for overseas mission work.

#### **4.2 Objective: to relieve persons who are in conditions of need or hardship**

We have provided emotional, practical and spiritual support for those in our congregation and community who have needed such assistance. The sick, the aged and the infirm are visited and practical support offered as appropriate.

We provide the weekly Littlefoot Parents and Toddlers Club for the benefit of our community where up to 150 Children and adults have attended. Together with those from other churches some of our members are involved in the Cornerstone Pregnancy Crisis Centre, a confidential counselling service for pregnant women and their partners. We also have members who are involved with the work of Huntingdon Area Money Advice (HAMA) and the church premises are used as one of its bases for meeting clients.

"Tuesday Treat" is a coffee, cake, friendship and fellowship group which has been more successful than the Lunch club it replaced with at least 40 people attending each week. This year we ran a summer event for senior citizens, called Tuesdays at Ten, with talks and activities of interest to those attending.

The Foodbank has remained affiliated with the Trussell Trust – a charity which provides assistance and training to those running food banks around the country. Donated or purchased non-perishable food items are redistributed without charge to those in urgent need.

We have 72 local agencies who can act as Referral Agencies for the foodbank including 10 schools in and around Huntingdon and Godmanchester. These agencies can issue vouchers to those in need which can then be redeemed at the Foodbank. Godmanchester Foodbank maintains close ties with other foodbanks and charities in the area, providing financial support through gifts to Grub Hub, Medway Foodbank, Love Oxmoor Foodbank, Huntingdon Volunteer Shop Fresh Food initiative and Fusion Family and Youth project.

During 2018 some 35,421 kg (31,357 kg in 2017) of food was issued during the year, with an estimated value of around £62,000 (£54,875 in 2017). We have seen 1,024 (2017 - 988) vouchers issued by agencies and have fed 1,505 (2017 - 1,485) adults and 1,084 (2017 - 958) children in this way, primarily living in Huntingdon and Godmanchester but also including the surrounding towns and villages across the whole of the Huntingdonshire area.

Cash donations of £15,800 (2017 - £5,208) to Foodbank have been spent on purchasing food. The rest of the food being donated by over 90 Church congregations, staff in businesses in the local community, companies themselves and other agencies as well as a large number of individuals who collected food and brought it to the Foodbank. There were 14 nursery, primary, secondary and academy schools in the area which donated collectively over 2000 kg of food from their harvest assemblies. Our Permanent Collection Points at supermarkets and other retail outlets brought in over 20,000 kg of food donated by local people. During the year we held a special supermarket collection at Tesco, and also took part in the National Food Collection arranged by the Trussell Trust.

The Summer Holiday Scheme for schools (when no free school meals or breakfast clubs take place) saw 43 families helped for 6 weeks and this distribution was 4,372 kg (2017 - 2,684 kg) reflecting greater referral from wards placed highly in the Indices of Deprivation.

In the week before Christmas food hampers were distributed to 285 adults and 326 children (2017 - 225 adults and 251 children). The project involved the donation, purchase, collation, assembly and packing of over 5,600 kg of food into 180 hampers which were collected and delivered by 16 referral agencies. In addition the foodbank assisted Huntingdon Community Action Project to produce 100 additional hampers.

We have received financial support from individuals, other Churches, organisations and businesses towards operating costs and to provide some of the food for the routine distribution, the School Summer Scheme and the Christmas Hamper Scheme.

We have supported the work of Christian Aid by providing collectors for their local house-to-house collection. We have supported financially the work of agencies seeking to relieve hardship abroad, including the work of the Anglo-Indian Concern in Chennai, India; The Rehoboth Children's Homes in the Philippines; Kathryn Thompson (working at Rehoboth to provide educational support); Mission Direct working around the world; Cambodia Action; and another organisation working in Central Asia. Members of the Fellowship have made short trips to these locations and other places around the world on behalf of or in support of these organisations.

We have made our enhanced premises available for hire on a non-profit making basis to local community groups and on a more commercial basis to other groups providing services to the local community. We have continued to see a strong uptake in 2018 including Kumon (after school Maths and English classes), Teaching classes for pupils excluded from mainstream schooling, instructor led exercise classes, use by uniformed organisations (Beavers and Brownies), the local council, other charitable organisations (including the WI and MS society) and private hire for parties and other events.

#### **4.3 In order to facilitate the achievement of these objectives:**

We have emphasised the priority of prayer together, in prayer triplets, in small groups, at meetings specifically for prayer and during our services. We have sought volunteers from within the congregation with the best skills possible and offered training or mentoring to enhance these if required. We have investigated further enhancing the building facilities available, enhancing the original Oikodom project. We have paid and supported both Pastoral and Administrative Staff (as listed). We encourage the widest participation in our activities, where necessary subsidising events and activities so that 'ability to pay' is not a barrier.

## 5. Financial Review

### 5.1 Summary of the Financial Year

2018 has been a steady year financially. General fund income although above last year was below planned. As a consequence expenditure was managed so that the surplus for the year was slightly above expectations.

Of the restricted accounts Foodbank continued to see remarkable generosity from individuals, companies and the community at large but reduced the surplus through the donation of money through grants to other Foodbanks and charities in the area that share the same charitable objectives. The Oikodom restricted fund has been re-established as plans are drawn up to renovate the worship area.

The total incoming resources of the Church in 2018, as shown on the Statement of Financial Activities (SOFA), was £293,689 which is an increase of £18,554 compared to 2017.

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	2018			2017	
<b>Income from:</b>					
Donations and legacies	£202,778	£3,723	£59,456	£265,957	£243,672
Charitable activities	£147	£6,584	-	£6,731	£17,676
Other trading activities	£10	£15,468	£2,190	£17,668	£11,385
Investment income	£134	-	£50	£184	£132
Other	£242	£2,706	£201	£3,149	£2,270
<b>Total income</b>	<b>£203,311</b>	<b>£28,481</b>	<b>£61,897</b>	<b>£293,689</b>	<b>£275,135</b>

The General Fund has seen a decrease in donated income compared to 2017 however overall income has increased due to the donations to restricted funds Foodbank and Oikodom and the Refugee project.

Total expenditure during the year was £287,671 of which £34,770 is depreciation. Total expenditure has risen by £14,719 but was managed to ensure that the Church complied with its reserves policy where possible.

The total financial value of the Church has increased to £564,698 up from £558,680.

Godmanchester Baptist Church continues to be dependent largely on the generosity of its members for its income. The Trustees therefore manage the main financial risk that its income is not guaranteed.

Further details and analysis can be found in the Notes to the accounts which follow.

#### 5.2.1 Policies for reserves, investment and gifts

The Reserves policy is to aim to ensure that a cash amount equal to six months of salary payments is available for use at short notice. This figure excludes salaries that are paid from specific sources of funding and where the contract ties the employment to that source of funding. Short notice means the full funds can be accessed within 14 days (ignoring any interest penalties this may incur). The type of accounts that may contain the funds include petty cash, current accounts or deposit accounts. At 31 December this would have amounted to £61,308 compared to the actual reserves of £57,038, however with the pending retirement of John Smith the Trustees decided to keep the reserves target level at £57,000.

Cash not needed for immediate operating costs is split between an instant access Deposit Account with Stewardship and a 60-day notice account with Kingdom Bank. No fixed term investments or equity-based investments are made.

Small gifts are made to individuals or organisations in sympathy with our charitable objectives on application to the Leadership Team. A policy of a maximum of 50% support is usually applied. In addition it is the policy of the Leadership Team to give away 15% of the General Fund donated income budget to other charities and individuals involved in charitable work. These levels are set at the beginning of the year based upon planned income levels and therefore the amount given can represent more than 15% of the actual income in the year. The level of donated income was lower

than anticipated at the time the gifts were issued in 2018 so came to more than 15% of income, a total of £31,320. Other one off gifts paid in addition meant that the total given in monetary gifts was £38,484.

Gifts for the support of individuals and organisations are accounted for on the basis of the support agreed by the Leadership Team relating to that financial year (illustrated by Note 3).

## **6. Plans for the future**

Godmanchester Baptist Church will enter a period of interregnum in 2019, temporarily changing the make up of the Leadership Team, however it will remain a multi-congregational, worshipping community with a focus on small groups. During 2019 the church will continue to focus on being at the heart of the local community as well as responding to the growth we have seen in church life in the recent past.

The period of change will not impact the activities that are being scheduled, with planning for events such as the biennial Church Weekend, children's holiday club, Tuesdays@10 and Soul Survivor planning well under way and we are investigating the possibility of working with the Home Office to welcome a refugee family into the community. We will seek to continue the recent success of multiplying leadership and opportunities for service by identifying, mentoring, training and supporting new leaders across congregations and these and other activities. Our track record of releasing leadership responsibilities to a wider number of people and mentoring rising leaders that move on to new ministries remains encouraging and this focus on equipping and supporting people so they can grow as leaders will continue.

The interregnum period will bring additional opportunities for people to serve and bring their passions and gifts to enable further growth, especially in the areas of ministry. There will be the opportunity for people to be taken out of their comfort zone or for those on the edges of activities to step into the inevitable gaps created by the departure of John and Karen Smith and others moving responsibilities to cover other gaps. Regardless of these changes we will be driven by our passion to see God's kingdom come in our community, to care for our people in our congregations, and to worship God.

### **Signed on behalf of the Leadership Team**

Signed:

Daniel Beckett (Youth Pastor)

Brett Mickelburgh (Treasurer)

Date: 2<sup>nd</sup> September 2019

**Godmanchester Baptist Church - Year ending 31 December 2018**  
**Statement of Financial Activities**

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds	Total Funds
	2018				2017
<b>Income from:</b>					
Donations and legacies	£202,778	£3,723	£59,456	£265,957	£243,672
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<b>Total income</b>	<b>£203,311</b>	<b>£28,481</b>	<b>£61,897</b>	<b>£293,689</b>	<b>£275,135</b>
<b>Expenditure on:</b>					
Raising funds	-	£2,412	-	£2,412	£2,232
Charitable activities:					
Gifts	£34,919	-	£3,565	£38,484	£35,581
Activities in furtherance of the charity's objects	£103,733	£9,223	£22,270	£135,226	£138,270
Support Costs	£25,254	£44,080	£1,508	£70,842	£63,665
Expenditure on managing/administering the charity	£37,075	£77	£3,555	£40,707	£33,204
<b>Total expenditure</b>	<b>£200,981</b>	<b>£55,792</b>	<b>£30,898</b>	<b>£287,671</b>	<b>£272,952</b>
<b>Net Income/(expenditure)</b>	<b>£2,330</b>	<b>(£27,311)</b>	<b>£30,999</b>	<b>£6,018</b>	<b>£2,183</b>
<b>Gross transfers between Funds - in</b>	<b>£4,545</b>	<b>£54,115</b>	<b>£42,203</b>	<b>£100,863</b>	<b>£20,817</b>
<b>Gross transfers between Funds - out</b>	<b>(£45,852)</b>	<b>(£7,514)</b>	<b>(£47,497)</b>	<b>(£100,863)</b>	<b>(£20,817)</b>
<b>Net movements in Funds</b>	<b>(£38,977)</b>	<b>£19,290</b>	<b>£25,705</b>	<b>£6,018</b>	<b>£2,183</b>
<b>Reconciliation of Funds:</b>					
<b>Balances brought forward</b>	<b>£96,015</b>	<b>£436,219</b>	<b>£26,446</b>	<b>£558,680</b>	<b>£556,497</b>
<b>Balances carried forward</b>	<b>£57,038</b>	<b>£455,509</b>	<b>£52,151</b>	<b>£564,698</b>	<b>£558,680</b>

All of the charity's activities derive from continuing operations during the above two periods.



**Godmanchester Baptist Church - Year ending 31 December 2018**

**Balance Sheet**

	<u>2018</u>	<u>2017</u>
<b>Fixed assets</b>		
<b>Tangible fixed assets</b>		
East Chadley Lane premises	£432,721	£419,595
Equipment for Charity Use	<u>£10,271</u>	<u>£6,442</u>
	£442,992	£426,037
<b>Current assets</b>		
<b>Stocks of items for use or sale</b>		
Debtors due - Inland Revenue	£12,643	£8,584
Income due - other	£1,840	£655
Prepayments	<u>£1,371</u>	<u>£1,464</u>
	£15,854	£10,703
<b>Cash at bank and in hand</b>		
Current account	£67,339	£84,207
Deposit accounts	£42,063	£41,879
Petty cash	<u>£121</u>	<u>£256</u>
	£109,523	£126,342
<b>Total current assets</b>	<b>£125,377</b>	<b>£137,045</b>
<b>Liabilities</b>		
<b>Creditors: amounts falling due within one year</b>		
Accrued expenses (unpaid bills)	(£3,671)	(£4,208)
Advance receipts	-	(£388)
	<u>(£3,671)</u>	<u>(£4,596)</u>
<b>Total current liabilities</b>	<b>(£3,671)</b>	<b>(£4,596)</b>
<b>Net current assets</b>	<b>£121,706</b>	<b>£132,449</b>
<b>Net assets</b>	<b><u>£564,698</u></b>	<b><u>£558,680</u></b>
<b>Represented by Funds</b>		
Undesignated	£57,038	£96,015
Designated	£455,509	£436,219
Restricted	<u>£52,151</u>	<u>£26,446</u>
	<u>£564,698</u>	<u>£558,680</u>

The financial statements on pages 8 -17 were approved by the Trustees and authorised for issue on 2nd September 2019 and signed on their behalf by:

.....  
Daniel Beckett (Trustee)

.....  
Brett Mickelburgh (Trustee)

## **Notes forming part of the financial statements for the year ended 31 December 2018**

### **1. Accounting policies and basis of preparation**

#### **Statement of compliance**

The financial statements have been prepared in accordance with 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 Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

#### **Basis of preparation**

Godmanchester Baptist Church meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### **Income**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### **Investment income**

Interest is recognised in accordance with the terms of the fixed rate agreement for fixed rate accounts.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### **Gifts**

The Charity makes gifts to various organisations and individuals in order to further the Charitable Objectives of the Church. Gifts are accounted for when either the recipient has a reasonable expectation that they will receive a gift and the trustees have agreed to pay the gift without condition, or the recipient has a reasonable expectation that they will receive a gift and any condition attaching to the gift is outside the control of the Charity. Details of gifts made are given at note 3.

#### **Other costs**

Other costs represent the costs of running the building and Church activities. Due to the nature of the organisation it is not possible to allocate out separately the costs of governance as some of this is provided by volunteers at no cost to the organisation.

#### **Pension Costs**

Employees of the charity are entitled to join a defined contribution money purchase scheme. The charity contribution is restricted to the outstanding contributions shown in Note 8.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Fixed assets**

Fixed assets are held at historic cost. Capital assets are generally regarded as those with a purchase value of more than £500 and an expected life of 3 years or more. The cost of significant building development work is treated as an increase to the value of the property and depreciated accordingly. The components of the building work for Oikodom were identified and appropriate rates attributed to each component.

The site in East Chadley Lane is wholly owned by the Church. The East Chadley Lane property was purchased in 1990 and has been depreciated on our purchase price (a valuation during 2010 suggested a price range in the same order as the then depreciated value).

Since the building is not held for commercial purposes it is held at depreciated cost in accordance with the Charities SORP 2015. Depreciation is provided on capital assets on a straight line basis based on the estimated useful life of those fixed assets and their anticipated residual value.

Depreciation rates are: -

Buildings and new major building work 2% per annum,

Equipment and new minor building work between 10% and 33% (usually 20%) per annum.

Freehold land is not depreciated.

#### **Cash and cash equivalents**

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### **Fund structure**

Details of the fund structure is set out in Note 10.

## 2. Grants and Legacies received

Grants were received as follows,

Fund	Grant payer	2018	2017
<b>General Fund</b>			
	Waitrose Community Matters	-	£262
<b>Littlefoot Fund</b>			
	Godmanchester Town Council	£250	-
	Cambridgeshire County Council	£700	-
<b>Encouragement Fund</b>			
	FOTE Welfare	£300	-
	St Andrews Society for Ladies	£250	-
<b>FNP Fund</b>			
	Godmanchester Town Council	£250	-
<b>Foodbank Fund</b>			
	Trussell Trust	£2,707	-

## 3. Gifts made

Out of the total of £38,484 of monetary gifts made, £36,217 was given to organisations and £2,267 was given to individuals.

General Fund gifts of £500 or greater were made to the following organisations

	<u>2018</u>	<u>2017</u>
Baptist Union Home Mission Fund	£7,800	£7,300
Cambodia Action	£2,796	£2,700
Rehoboth Children's Homes (Philippines)	£4,804	£3,700
Anglo Indian Concern (Chennai India)	£3,804	£3,700
An organisation working in Central Asia	£4,404	£4,000
Mission Direct	£1,992	£1,992
Cornerstone Pregnancy Crisis Centre	£1,404	£1,300
D-Caf	£1,008	£1,008
HAMA (Huntingdon Area Money Advice)	£1,904	£1,800
GenR8	£702	£600
BMS overseas mission	-	£2,000
Nottingham University CU	£500	-
CBM	£500	-
Rwanda Church Appeal	£500	-
Huntingdon Volunteer Centre	£500	-
Rogoja	£500	-

Foodbank gifts of £500 or greater were made to the following organisations

	<u>2018</u>	<u>2017</u>
Grub Hub	£500	-
Huntingdon Volunteer Centre	£500	-
Snack Shack	£500	-
HAMA	£500	-
South Derbyshire CVS Foodbank	£500	-
HCAP 100 Hampers	£500	-
Love Oxmoor Foodbank	£500	-

General Fund gifts of £500 or greater were made to the following individuals

Kathryn Thompson – working at Rehoboth Children's Homes	£2,202	£2,100
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Approximately 35,400 kg of food (estimated value £62,000) has been distributed to those in emergency need by the Godmanchester Foodbank. Other support is provided through the encouragement fund through contributions towards the costs of attending events or providing other practical items. Details of amounts given are shown in Note 12.

Where a particular individual or organisation has been supported by the church for a number of years, strict compliance with the Charities Statement of Recommended Practice (SORP) may regard some arrangements as constituting constructive obligations such that future years' support should be accounted for as a liability. Whilst the support has no end date, the Leadership Team assess such gifts on an annual basis and are confident that those individuals and organisations would not view their support as an open ended obligation on the part of the church and therefore no such liability has been included in these accounts.

#### 4. Fixed Assets

The site in East Chadley Lane is wholly owned by the Church. The East Chadley Lane property was purchased in 1990 and has been depreciated on our purchase price (a valuation during 2010 suggested a price range in the same order as the then depreciated value). Since the building is not held for commercial purposes it is held at depreciated cost in accordance with the Charities SORP 2015.

Changes to Fixed Assets are:-

	<b>East Chadley Lane</b>	<b>Equipment</b>	<b>Total assets</b>
<b>Cost:</b>			
Balance brought forward 1 January 2018	£636,561	£32,395	£668,956
Additions	£43,517	£8,208	£51,725
Disposal/writeoffs			-
Balance carried forward 31 December 2018	£680,078	£40,603	£720,681
<b>Depreciation</b>			
Balance brought forward 1 January 2018	£216,966	£25,953	£242,919
Charge for the year	£30,391	£4,573	£34,964
Disposal/writeoffs			-
Balance carried forward 31 December 2018	£247,357	£30,526	£277,883
Net book value at 31 December 2018	<b>£432,721</b>	<b>£10,077</b>	<b>£442,798</b>
Net book value at 1 January 2018	£419,595	£6,442	£426,037

The buildings of the Church are legally vested in the trustees of the Godmanchester Baptist Church Buildings Trust, currently 5 people, who have been appointed by the Church Members Meeting in accordance with the Constitution and a Deed of Gift dated 28 October 1963.

#### 5. Oikodom Building Project

The Oikodom restricted fund was re-launched as funds are sought to refurbish the worship area. In addition the works were completed on Room 5 the cost of which was transferred to the fixed asset fund. In total £44,093 was incurred to rebuild and refit Room 5.

#### 6. Remuneration of Employees

The Church has paid seven staff over the course of the year. The Senior Pastor & Youth Pastor full-time and Discipleship Pastor (who left in March) and Administrator part-time plus three people have received payment for part-time / casual cleaning or caretaking duties. No individual employee received emoluments in excess of £60,000.

The Leadership Team set the pastors' stipends based on the BUGB standard stipend (plus an appropriate enhancement for responsibility and experience) plus the BUGB recommended method of dealing with costs associated with the provision of housing including leaseback and direct payment of certain statutory charges.

The total payroll bill was as follows:-

	<b>2018</b>	<b>2017</b>
Stipends/Salaries	£103,128	£107,895
Pastors' Accommodation	£11,651	£11,394
Employer's National Insurance	£9,166	£9,203
Employer's Pension contributions	£7,261	£7,216
Expenses	£3,604	£3,286
Government Employers National Insurance Allowance (refund)	(3,000)	(3,000)
	<b>£131,910</b>	<b>£135,994</b>

## 6. Remuneration of Employees (continued)

Details of emoluments to employees who are Connected Persons are given below. The expenses shown above are only those attracting tax. In addition Trustees have been refunded for purchases made on behalf of the church as it has not always been practical for the church to make these purchases directly. These are included in the relevant account categories and are not disclosed separately. The Government Employers National Insurance Allowance is a £3,000 "refund" given to small employer organisations and this refund is not shown against the employers NI shown below.

	<u>Gross Stipend/salary</u>	<u>Accommodation</u>	<u>Pension</u>	<u>Taxable expenses</u>	<u>ERSNI</u>	2018	2017
John Smith (Senior Pastor)	£27,225	£11,651	£2,762	693	£2,604	£44,935	£43,631
Daniel Beckett (Youth and Children's Pastor)	£36,081	-	£2,512	2,912	£3,826	£45,331	£42,009
V R Blakey (Church administrator)	£24,039	-	£1,987	-	£2,164	£28,190	£25,778
R Fennell (cleaner)	£810	-	-	-	-	£810	£858

## 7. Transactions with Connected Persons

Connected persons are taken to be Trustees (Leadership Team) and their households. During 2018 two Trustees (Senior Pastor; Youth & Children's Pastor) have received stipends and expenses from the Church as allowed by the Church Constitution. One trustee (Administrator) has received a salary. The daughter of one trustee was employed as a cleaner. All other transactions involving Connected Persons are reimbursements for expenses incurred on behalf of the Church, with no personal benefit being derived.

## 8. Insurance

The Church's buildings and contents insurance are arranged through Kingdom Bank and are currently placed with Congregational. This includes statutory employer's liability of £10,000,000, public liability cover of £5,000,000 and Trustees' and Officers' indemnity cover of £250,000.

## 9. Foodbank

The *value* of food donated or purchased and subsequently distributed by Godmanchester Foodbank cannot be precisely determined (although it is generically estimated as £1.75/kg by The Trussell Trust). The amount of food distributed in 2018 has increased compared to 2017. The figures below include both the regular distributions and the Christmas Hampers.

	<b>2018</b>	<b>2017</b>
Food stock at the start of the year	4,282	2,520
Food stock in	37,779	30,433
Food distributed	35,421	31,357
Food discarded (damaged or out of date)	640	290
Food stock at the end of the year	6,000	4,282

## 10. Fund Descriptions

(N.B. Some funds marked \* have both Unrestricted and Restricted elements). Unrestricted funds are available to resource any of the purposes of the Charity. Designated funds are unrestricted funds of the Charity which have been set aside to fund particular activities of the Charity. Restricted funds are donated for particular areas of the Charity or specific works undertaken for example Foodbank.

### a. Unrestricted Funds

#### Undesignated Funds – controlled by the Leadership Team

**General Fund** – used for and in support of the core work of the Church

#### Designated Funds – used for a specific purpose at the discretion of the Leadership Team

**Fixed Assets Fund** – used to record the value of property and equipment owned by the Church.

**Youth Work Fund \*** – used for all Youth activities including Friday Night Project

**Holiday club** – Summer children’s holiday club

**Soul Survivor Fund** – used to cover income and costs arising from Soul Survivor

**Youth events and residential trips** – used for all Youth events

**Women’s Ministry** – used for monies relating to activities of the women’s team

**Men’s Ministry** – used for monies relating to activities of the men’s team

**Children’s Work Fund** – used for all Children’s activities

**Littlefoot Fund\*** – used for monies relating to the parent/toddler group

**Church Weekend** – used for transactions relating to the annual Church Weekend.

**Events Fund** – used for residential events organised for and by Church groups.

**Seniors Fund \*** - used for activities for senior citizens i.e. Tuesdays at ten.

**Buildings Fund \*** – used for money designated by the Leadership Team for building development and for receiving income from rental of the premises.

**Encouragement Fund \*** - Grant money given to give practical help to those in need.

### Restricted Funds

Restricted Funds – must be used for the purpose for which the money was received

**Youth Work Fund \*** - Grant money used for Youth Work i.e. FNP and Football Project

**Encouragement Fund \*** - Grant money given to give practical help to those in need.

**Oikodom Building fund** - Monies given specifically for the Oikodom building project.

**Mission Fund** -- Money given towards specific Mission activity.

**Refugee Fund** – Money given towards supporting the refugee family sponsored by the Church

**Churches Together in Godmanchester (CTIG)** – Used for joint events i.e. GMC Gala Weekend events

**Foodbank Fund** – Grant money and donations in support of the operation of Godmanchester Foodbank.

**Littlefoot Fund\*** - used for monies relating to the parent/toddler group

**Lunch Club/Tuesday Treat** – Money relating to the Churches Together In Godmanchester Lunch Club which ceased during 2017. Tuesday Treat is the replacement activity.

## 11. Fund Transfers

<b>Transfers were made as follows: -</b>	<b>2018</b>	<b>2017</b>
<b>From General Fund to designated funds:</b>		
Transfer to Fixed Assets	1,953	3,261
Transfer to Children's Fund	278	1,175
Transfer to Youth Events	-	2,516
Transfer to Soul Survivor fund	389	1,722
Transfer to Encouragement fund	67	-
Transfer to Women's Ministry	329	5
Transfer to Men's Ministry	-	30
Transfer to Mission Fund	-	2
Transfer to Youth Work	136	-
Transfer to Holiday club	-	532
Transfer to Messy Church part of Children's funds	90	-
<b>Transfers between designated funds</b>		
Transfer from Seniors to Buildings Fund	-	200
Transfer from Buildings Fund to Fixed Assets	3,834	-
Transfer from Youth Residential Trips to Youth	687	-
Transfer from Explorers to Youth	122	-
<b>From General Fund to restricted funds:</b>		
Transfer to Oikodom	39,854	10,000
Transfer to Encouragement fund	759	-
<b>From Restricted funds to designated funds:</b>		
Transfer from Lunch Club to Fixed assets	-	1,296
Transfer from Oikodom to Fixed assets	44,093	-
Transfer from Littlefoot to Fixed assets	1,844	-
Transfer from Encouragement to Seniors	140	-
Transfer from Lunch Club to Seniors	149	-
<b>From Restricted funds to General Fund:</b>		
Transfer from Lunch Club to General	1,058	-
<b>From Designated fund to Restricted funds:</b>		
Transfer from Littlefoot desig to Littlefoot Rest.	1,088	-
Transfer from Seniors to Encouragement	140	-
Transfer from Seniors to Lunch club	149	-
<b>Transfers between restricted funds:</b>		
Transfer from Mission to Encouragement	212	-
<b>From designated funds to General Fund:</b>		
Transfer from Seniors fund	3,210	-

## 12. Fund Movements

### Summary of movements on Unrestricted Funds

	Balance 1/1/18	Income	Expenses	Transfers	Balance 31/12/18
<b>Undesignated</b>					
General Fund	£96,015	£203,311	(£200,981)	(£41,307)	£57,038
<b>Designated Funds</b>					
Fixed assets fund	£426,232	-	(£34,964)	£51,724	£442,992
Youth Work	£722	£4,958	(£4,880)	£947	£1,747
Soul Survivor	-	£3,804	(£4,193)	£389	-
Youth events and residential trip:	£687	-	-	(£687)	-
Women's Ministry	-	£495	(£824)	£329	-
Men's Ministry	-	-	-	-	-
Encouragement Fund	-	-	(£67)	£67	-
Children's Work	£123	£220	(£556)	£246	£33
Littlefoot	£1,458	£1,562	(£780)	(£1,089)	£1,151
Church Weekend Fund	£1,935	-	(£100)	-	£1,835
Events Fund	£63	-	-	-	£63
Seniors fund	£1,839	£1,974	(£603)	(£3,210)	-
Buildings Fund	£3,160	£15,468	(£8,825)	(£2,115)	£7,688
<b>Total designated</b>	<b>£436,219</b>	<b>£28,481</b>	<b>(£55,792)</b>	<b>£46,601</b>	<b>£455,509</b>
<b>Total Unrestricted</b>	<b>£532,234</b>	<b>£231,792</b>	<b>(£256,773)</b>	<b>£5,294</b>	<b>£512,547</b>

### Summary of movements on Restricted Funds

	Balance 1/1/18	Income	Expenses	Transfers	Balance 31/12/18
<b>Restricted Funds</b>					
Youth Work	£3,437	-	-	-	£3,437
Encouragement Fund	£40	£1,400	(£2,199)	£971	£212
Oikodom Building Fund	-	£24,178	(£2,255)	(£4,239)	£17,684
Refugee	-	£13,258	(£195)	-	£13,063
Mission	£213	-	-	(£213)	-
Churches Together GMC	£211	-	-	-	£211
Foodbank Fund	£21,487	£22,111	(£26,054)	-	£17,544
Littlefoot	-	£950	(£195)	(£755)	-
Lunch Club/Tuesday Treat	£1,058	-	-	(£1,058)	-
<b>Total Restricted</b>	<b>£26,446</b>	<b>£61,897</b>	<b>(£30,898)</b>	<b>(£5,294)</b>	<b>£52,151</b>
<b>Total for all funds</b>	<b>£558,680</b>	<b>£293,689</b>	<b>(£287,671)</b>	<b>-</b>	<b>£564,698</b>

Major transfers in the year related to the transfer of assets from Littlefoot, the building fund and Oikodom to the fixed asset fund. This relates to assets purchased by these funds for the Church which are normally transferred once the asset is brought into use. The other main transfers relate to the funding of activities from the general fund in order for these activities to be undertaken by the relevant funds. Details of all transfers are set out in Note 6.



### 13. Split of assets by Fund

2018

<b>Summary of assets by fund</b>	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
Fixed assets	-	£442,991	-	£442,991
Debtors	£10,057	£1,840	£3,957	£15,854
Cash	£50,652	£10,678	£48,194	£109,524
Creditors due within one year	(£3,671)	-	-	(£3,671)
Creditors due after more than one year	-	-	-	-
	<u>£57,038</u>	<u>£455,509</u>	<u>£52,151</u>	<u>£564,698</u>

2017

<b>Summary of assets by fund</b>	<u>Unrestricted</u>	<u>Designated</u>	<u>Restricted</u>	<u>Total</u>
Fixed assets	-	£426,231	-	£426,231
Stock	-	-	-	-
Debtors	£10,003	£655	£45	£10,703
Cash	£90,120	£9,721	£26,501	£126,342
Creditors due within on year	(£4,108)	(£388)	(£100)	(£4,596)
Creditors due after more than one year	-	-	-	-
	<u>£96,015</u>	<u>£436,219</u>	<u>£26,446</u>	<u>£558,680</u>

### 14. Agency Funding

During the year £650 has passed through the Church accounts other than that recorded in these accounts. This relates to donations plus gift aid to an agency working in central Asia administered by GBC on behalf of a church member.

## **Independent Examiners' Report to the Trustees of Godmanchester Baptist Church**

We report on the accounts of the Trust for the year ended 31 December 2018, which are set out on pages 8 to 17.

### **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 Charities Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and we are qualified to undertake the examination by being qualified members of the Institute of Chartered Accountants of England and Wales.

It is our 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 our attention.

### **Basis of independent examiners' report**

Our 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 examiners' statement**

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

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

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

R Ball ACA  
3 Sweetings Road  
Godmanchester  
Cambridgeshire

V Lynch ACA  
Janus House  
Earning Street  
Godmanchester  
Cambridgeshire

Dated : 3rd September 2019