

# Cranleigh Community Church

Report and Accounts

Year ended 31st December 2020

Stewardship   
*Active generosity*

1 Lamb's Passage, London EC1Y 8AB  
[www.stewardship.org.uk](http://www.stewardship.org.uk)

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|--|--|
| ADDRESS FOR CORRESPONDENCE                       | 38/40 Cranleigh Road<br>Dorset<br>BH6 5JH  |
| GOVERNING DOCUMENT                               | Declaration of Trust dated March 1930  |
| CHARITY REGISTRATION NUMBER                      | 1044869  |
| TRUSTEES RESPONSIBLE FOR<br>MANAGING THE CHARITY | Daniele Carmo (appointed August 2020)<br>Eugenio Carmo (appointed August 2020)<br>Timothy Cologne (appointed August 2020)<br>Colin Howard (appointed August 2020) Chairman<br>Frederick Potgeiter (appointed August 2020) Treasurer<br>Christopher Bazell (resigned August 2020) <i>Chairman</i><br>Andrew Cutler (resigned March 2020)<br>Karen Cutler (resigned April 2020)<br>Glenn Dibden (resigned August 2020) <i>Treasurer</i><br>Debbie Hill (appointed April 2020, resigned August 2020)<br>Philip Hill (resigned August 2020)<br>Veronica Smith (resigned August 2020) |
| BANKERS  | Caf Bank Ltd<br>Lloyds Bank plc  |
| INDEPENDENT EXAMINER                             | Jaimée Young<br>Stewardship<br>1 Lamb's Passage<br>LONDON<br>EC1Y 8AB  |

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**CRANLEIGH COMMUNITY CHURCH**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

The Trustees have pleasure in submitting the Report and Accounts for the year ended 31 December 2020.

**Objects of the charity**

The charity, which is a church, is governed by a trust deed and is constituted as a trust. The charity's principal objects, as set out in its governing document, are to hold the premises known as Cranleigh Road Hall Trust to be used for:

- a) The worship of God
- b) The preaching of His Gospel
- c) The fellowship and edification of Christians

**Summary of the charity's main activities and achievements**

To further the above objects and vision, the charity's main activities and achievements were as follows:

Cranleigh Community Church exists to serve the spiritual, physical and emotional needs of its members, associates and community and to engage in Christian mission. To this end, it organises and promotes activities that facilitate Christian worship and service and supports a number of initiatives that serve the practical needs of our community which include:

1. The advancement of the Christian faith through preaching, teaching and counselling based on the moral and ethical framework established in Holy Scripture (Christian Bible) with the intention of developing individuals spirituality and their spiritual wellbeing.
2. The provision of sacred spaces and worship services open to all.
3. The provision of public rituals, prayer and services.
4. Contributing to the spiritual and moral education of children and young people.
5. Contributing towards a better society by running activities aimed at addressing specific needs in our local community.
6. The provision of pastoral care to our members and any of our community who come to us for help and support.
7. Providing comfort to the bereaved.
8. Helping to provide social care to those in need.

The vast majority of its activities are organised and run by volunteers drawn from its membership and close associates who give freely of their time and energies in response to their love for God.

Due to the Covid 19 pandemic our way of operating had to change dramatically throughout the year.

With the lockdown on 23rd March all of our regular services and activities within the building ceased. Our links with local schools were also curtailed.

Pre-recorded Sunday Worship services were transmitted online each week and contact with church members was maintained by telephone, social media, email and zoom.

Following extensive risk assessments, and with rigorous safety procedures put in place, the building was reopened for Sunday services in September. These services continued to be streamed on line at the same time.

There was a further closure of the building during the November lockdown period.

During 2020 we continued to support missionaries working in Senegal, Thailand and Zambia.

In planning the activities the Trustees have applied the guidance on public benefit issued by the Charity Commission.

### **Financial review**

During the year income decreased by £71,700, to £62,800, and expenditure decreased by £20,900, to £94,000. As a result the cash held by the charity decreased by £31,200, to £36,900, of which £28,200 is unrestricted and can be used for any charitable purpose.

The funds that support the charity come primarily from the offerings and gifts made by members and friends of the church and are entirely voluntary. Occasionally individuals or organisations using the church facilities make a small financial gift to the church.

### **Reserves policy**

The trustees have determined that the charity should aim to hold unrestricted cash of no less than £21,000 (which equates to about 3 months' of unrestricted expenditure) so that the charity could continue to operate should income and / or expenditure vary adversely. At the year end, the charity held unrestricted cash of £28,200 and the charity is complying with its reserves policy.

### **Governance**

Responsibility for setting policy and for making operating decisions rest with the trustees who meet regularly to monitor the activities of the charity. New Trustees selected and appointed by remaining trustees in consultation with the church leadership. Training is available to trustees to cover any specific needs.

The trustees require that the leadership team of Cranleigh Community Church to ensure that Cranleigh Road Hall and the adjacent property is kept in proper repair and insured against risk. The trustees permit the hall and associated buildings to be used by the fellowship of believers under the guidance and direction of the church leaders. A team of elders provide spiritual leadership for Cranleigh Community Church and manage the practical affairs of the church.

Cranleigh Community Church is an independent, charismatic evangelical church, belonging to no denomination or "stream". It is affiliated to BAYLINK and through that organisation is a member of the Evangelical Alliance of the United Kingdom.

The trustees regularly review the major risks faced by the charity and have established systems to mitigate any that are significant. The trustees believe that the financial controls in place and regular reporting of income and expenditure provides sufficient timely information to respond to adverse trends and ensure that the trust's financial liabilities are covered

The trustees operate a proactive child protection policy with associated detailed procedures. A similar policy has been established to cater for vulnerable adults. We obtain Disclosure and Barring Service (DBS) clearances for anyone who has regular contact with our children, young people and other vulnerable people. We obtain these through Thirtyone eight. We have established links with our local Social Services and use them and other recommended experts to provide relevant training.

**Responsibilities of trustees**

Charity law requires us as Trustees to prepare financial statements for each accounting year which record the receipts and payments of the charity for the year.

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

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

**Approval**

This report was approved by the trustees and signed on their behalf by:

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Colin Howard, Chair

Date: \_\_\_\_\_

**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**CRANLEIGH COMMUNITY CHURCH**

I report to the trustees on my examination of the accounts of Cranleigh Community Church ('the charity') for the year ended 31 December 2020 on pages 6 to 9 following.

**Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in accordance with section 130 of the 2011 Act; or
2. the accounts do not accord with the accounting records.

I have no concerns and 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.

Jaimée Young

Stewardship  
1 Lamb's Passage  
LONDON  
EC1Y 8AB

Date:

**CRANLEIGH COMMUNITY CHURCH**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

|   | Notes | <u>Unrestricted Funds</u> |                  | Restricted Funds | Total 2020      | Total 2019     |
|---|-------|---------------------------|------------------|------------------|-----------------|----------------|
|   |       | General Funds             | Designated Funds |                  |                 |                |
|   |       | £                         | £                | £                | £               | £              |
| <b><i>Income receipts</i></b>   |       |                           |                  |                  |                 |                |
| Donations   |       | 51,750                    | -                | 4,051            | 55,801          | 118,714        |
| Gift aid receipts   |       | 789                       | -                | 133              | 922             | 15,697         |
| Interest  |       | 8                         | -                | -                | 8               | 29             |
| Insurance claim   |       | -                         | 6,046            | -                | 6,046           | -              |
| <b><i>Total receipts</i></b>  |       | <u>52,547</u>             | <u>6,046</u>     | <u>4,184</u>     | <u>62,777</u>   | <u>134,440</u> |
| <b><i>Payments</i></b>  |       |                           |                  |                  |                 |                |
| Payments in relation to charitable activities undertaken directly     | 2     | 57,698                    | -                | 7,211            | 64,909          | 73,830         |
| Grants paid in relation to charitable activities undertaken by others | 3     | 20,806                    | -                | 8,252            | 29,058          | 41,070         |
| <b><i>Total payments</i></b>  |       | <u>78,505</u>             | <u>-</u>         | <u>15,462</u>    | <u>93,967</u>   | <u>114,900</u> |
| Net of receipts / (payments) before transfers                         |       | (25,958)                  | 6,046            | (11,278)         | (31,190)        | 19,540         |
| Transfers between funds   | 5     | (2,127)                   | 18,994           | (16,867)         | -               | -              |
| <b>Net movement in funds</b>  |       | <u>(28,084)</u>           | <u>25,040</u>    | <u>(28,145)</u>  | <u>(31,190)</u> | <u>19,540</u>  |
| Cash funds as at last year end [re-stated]                            | 6     | 31,265                    | -                | 36,808           | 68,073          | 48,533         |
| <b>Cash funds at this year end</b>                                    | A     | <u>3,181</u>              | <u>25,040</u>    | <u>8,663</u>     | <u>36,883</u>   | <u>68,073</u>  |

The notes on pages 8 - 9 form part of these accounts.

**CRANLEIGH COMMUNITY CHURCH**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

|  | <u>Unrestricted Funds</u> |                  | Restricted funds | Total 2020       | Total 2019    |
|--|---------------------------|------------------|------------------|------------------|---------------|
|  | General funds             | Designated funds |                  |                  |               |
|  | £                         | £                | £                | £                | £             |
| <b>A Cash funds</b>                            |                           |                  |                  |                  |               |
| Cash at bank with immediate access             | 3,181                     | 25,040           | 8,663            | 36,883           | 68,038        |
|  | <u>3,181</u>              | <u>25,040</u>    | <u>8,663</u>     | <u>36,883</u>    | <u>68,073</u> |
| <b>B Other monetary assets</b>                 |                           |                  |                  |                  |               |
| Gift aid due to charity                        | 9,128                     | -                | -                | 9,128            | 922           |
| Other debtors                                  | 297                       | -                | -                | 297              | 118           |
|  | <u>9,426</u>              | <u>-</u>         | <u>-</u>         | <u>9,426</u>     | <u>1,040</u>  |
| <b>C Liabilities</b>                           |                           |                  |                  |                  |               |
| <b>Falling due within one year:</b>            |                           |                  |                  |                  |               |
| PAYE/NI  | 406                       | -                | -                | 406              | -             |
| Fee for Independent Examination                | 1,080                     | -                | -                | 1,080            | 1,200         |
| Accrued expenses                               | 2,231                     | -                | -                | 2,231            | 7,921         |
|  | <u>3,717</u>              | <u>-</u>         | <u>-</u>         | <u>3,717</u>     | <u>9,121</u>  |
| <b>D Assets retained for charity's own use</b> |                           |                  |                  | Value 2020       |               |
|  |                           |                  |                  | £                |               |
| Land and buildings                             |                           |                  |                  | 1,388,625        |               |
| Contents and equipment                         |                           |                  |                  | 130,390          |               |
|  |                           |                  |                  | <u>1,519,015</u> |               |

The trustees have used insurance values as the trustees are unable to reliably estimate current values; insurance values may differ materially from current values.

The accounts were approved by the trustees and signed on their behalf

by \_\_\_\_\_ date \_\_\_\_\_  
Colin Howard, Chair

The notes on pages 8 - 9 form part of these accounts.



**CRANLEIGH COMMUNITY CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1 Accounting policies**

The accounts have been prepared on a receipts and payments basis and comprise a statement that shows the charity's receipts and payments, a statement that summarises the charity's assets and liabilities and related notes. The accountancy profession have determined that only accounts prepared in accordance with applicable accounting standards present a 'true and fair' view and, as these receipts and payments accounts have not (and cannot) be prepared in accordance with accounting standards, these accounts do not present (and are not intended to present) a 'true and fair' view of the charity's financial activities and state of affairs.

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. Restricted funds are donations which are to be used in accordance with specific restrictions imposed by donors; they include donations received from appeals for specific activities or projects.

|  | <u>Unrestricted Funds</u> |            | Restricted   | Total         | Total         |
|--|---------------------------|------------|--------------|---------------|---------------|
|  | General                   | Designated | Funds        | 2020          | 2019          |
|  | funds                     | funds      |              |               |               |
|  | £                         | £          | £            | £             | £             |
| <b>2 Payments in relation to charitable activities undertaken directly</b> |                           |            |              |               |               |
| Employment costs   | 42,670                    | -          | -            | 42,670        | 58,188        |
| Ministry expenses and training   | 1,629                     | -          | -            | 1,629         | 2,940         |
| Youth and children's work  | 327                       | -          | -            | 327           | 1,285         |
| Premises cost (including utilities and insurance)                          | 7,609                     | -          | 7,211        | 14,820        | 6,962         |
| Catering   | 585                       | -          | -            | 585           | 811           |
| Governance, professional fees and bank charges                             | 3,905                     | -          | -            | 3,905         | 1,298         |
| Administration, office and support   | 824                       | -          | -            | 824           | 2,345         |
| Other costs  | 149                       | -          | -            | 149           | -             |
|  | <u>57,698</u>             | <u>-</u>   | <u>7,211</u> | <u>64,909</u> | <u>73,830</u> |

**3 Grants and gifts paid to others**

|                   |               |          |              |               |               |
|-------------------|---------------|----------|--------------|---------------|---------------|
| Organisations:    |               |          |              |               |               |
| WEC International | 13,106        | -        | 1,266        | 14,373        | -             |
| Bible Society     | -             | -        | 1,275        | 1,275         | -             |
| Air Ambulance     | -             | -        | 1,274        | 1,274         | -             |
| Individuals       | 7,700         | -        | 4,437        | 12,137        | -             |
|                   | <u>20,806</u> | <u>-</u> | <u>8,252</u> | <u>29,058</u> | <u>41,070</u> |

**4 Transactions with related parties**

No payments were made to trustees or persons related to them, except for reimbursement of expenses paid out on behalf of the charity.

**CRANLEIGH COMMUNITY CHURCH**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

| <b>5 Movement of funds</b>   | Balance at<br>31Dec2019<br>£ | Receipts<br>£ | Payments<br>£   | Transfers<br>£  | Balance at<br>31Dec2020<br>£ |
|------------------------------|------------------------------|---------------|-----------------|-----------------|------------------------------|
| General funds                | 31,265                       | 52,547        | (78,505)        | (2,127)         | 3,181                        |
| Designated funds             |                              |               |                 |                 |                              |
| Insurance claim              | -                            | 6,046         | -               | 18,994          | 25,040                       |
|                              | <u>31,265</u>                | <u>58,593</u> | <u>(78,505)</u> | <u>16,867</u>   | <u>28,221</u>                |
| Restricted funds             |                              |               |                 |                 |                              |
| CAP                          | 624                          | 301           | -               | -               | 925                          |
| Fundraising for boiler       | 4,672                        | -             | -               | -               | 4,672                        |
| Building improvement         | 1,892                        | -             | -               | -               | 1,892                        |
| Premises Fund                | 5,706                        | -             | (6,459)         | 753             | -                            |
| Insurance claim              | 19,746                       | -             | (752)           | (18,994)        | -                            |
| Legacy                       | 15                           | -             | -               | -               | 15                           |
| Mission                      | 446                          | 3,883         | (5,703)         | 1,374           | -                            |
| Youth                        | 589                          | -             | -               | -               | 589                          |
| Parents & Toddlers           | 383                          | -             | -               | -               | 383                          |
| Community & local ministries | 2,735                        | -             | (2,549)         | -               | 186                          |
|                              | <u>36,808</u>                | <u>4,184</u>  | <u>(15,462)</u> | <u>(16,867)</u> | <u>8,663</u>                 |
| Total funds                  | <u>68,073</u>                | <u>62,777</u> | <u>(93,967)</u> | <u>-</u>        | <u>36,883</u>                |

The insurance claim was previously treated as restricted funds because the trustees wanted to set aside the funds from general funds but since the funds were not actually restricted, the balance has been transferred to designated funds.

**6 Reconciliation with previously reported funds**

As explained in note 1 'Accounting Policies', in the previous year the charity prepared its accounts using the accruals basis; in the current year the charity's gross income was less than £250,000 and the charity has taken advantage of the option to prepare its accounts on a receipts and payments basis. The comparatives presented in these accounts have been re-stated using the receipts and payments basis and a reconciliation with the reserves and results reported previously follows:

*Reconciliation of reserves*

|  | 2019<br>£     | 2018<br>£     |
|--|---------------|---------------|
| Previously reported reserves, at 31 December                 | 1,265,992     | 513,481       |
| Adjustments arising from use of receipts and payments basis: |               |               |
| Exclusion of previously included fixed assets                | (1,206,000)   | (467,088)     |
| Exclusion of previously included debtors                     | (1,040)       | (1,944)       |
| Exclusion of previously included creditors                   | 9,121         | 4,084         |
| Re-stated reserves, at 31 December                           | <u>68,073</u> | <u>48,533</u> |

*Reconciliation of results*

|   | 2019<br>£     |
|---|---------------|
| Previously reported results   | 16            |
| Adjustments arising from use of receipts and payments basis:                              |               |
| Previously capitalised expenditure, less depreciation, now expensed                       | 13,583        |
| Excluded movements in debtors resulting in the recognition of more / (less) income        | 904           |
| Excluded movements in creditors resulting in the recognition of less / (more) expenditure | 5,037         |
| Re-stated results   | <u>19,540</u> |