

FIRWOOD CHURCH

A Registered Charity
(No: 1075723)

ANNUAL REPORT

1 November 2019 — 31 October 2020

REPORT OF THE TRUSTEE BOARD

The Trustee Board presents its Annual Report and the audited financial statements for the year ended 31 October 2019. The financial statements comply with the current statutory requirements, and the Statement of Recommended Practice — accounting and reporting by charities.

LEGAL AND ADMINISTRATIVE DETAILS

Name: FIRWOOD CHURCH
Registered Charity No: 1075723
Operational Address: 300 Middleton Road, Westwood, Oldham OL9 6JL

BANKERS & AUDITORS

Bankers: Barclays Bank, 27-29 Long Street, Middleton, M24 6TE
Auditor: John Spibey Associates Limited

BOARD OF TRUSTEES

Chair of Trustees A Smith
Trustees C Milnes
L Ashworth
P Marsh
B Jacombs

CHURCH LEADER:

A Smith

TREASURER:

C Evans

SOLICITORS:

Rutters Solicitors, 2 Bimport, Shaftesbury, Dorset SP7 BAY

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document: Declaration of Trust

Firwood Church was registered as a charity on 27 May 1999

RECRUITMENT AND APPOINTMENT OF TRUSTEES:

New trustees can be nominated by the Pastors' Team, an existing member of Firwood Church Board of Trustees or by the members of Firwood Church. The Board of Trustees will then, at a board meeting, discuss the nomination and Nominees. The Nominee(s) will be elected to serve on the Board on the basis of a majority vote by the Board of Trustees.

In unique situations where the number of Trustees or the skills held by existing Trustees is deemed by the board to have fallen below what is required by the organisation, or where the Trustees deem that specific expertise is required, then external recruitment can be used. In this situation normal recruitment procedures within the organisation will be followed.

The maximum number of Trustees is seven. Trustees are elected to the Board of Trustees subject to agreed adherence to the doctrines set out in the Declaration of Trust. Future trustees elected to the Board of Trustees of Firwood Church are appointed for terms of office of up to five years by resolution of the Trustees. They can be asked to extend their period of Trusteeship, should the Board of Trustees deem it helpful to the Trust.

Induction and Training of Trustees:

New Trustees will be selected on their ability to perform the role they are offered. New Trustees will be required to follow appropriate guidance and statutory obligations of the Role of a Trustee in line with the Charity Commission regulations, and legal responsibilities relating to trusteeship. New Trustees will be required to have read Firwood Church core policies and procedures. New Trustees will be offered one-to-one support from a more experienced trustee should that be required.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Company and Charity Law required the Board of Trustees to prepare financial statements giving a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements the Trustees have:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that are reasonable and prudent;
- Followed applicable accounting standards without any material departures and prepared the financial statements on the going concern basis.

The Trustees are responsible for keeping accounting records which disclose, with reasonable accuracy, the financial position of the Trust. They are responsible for safeguarding the charity's assets and taking reasonable steps for the prevention and detection of fraud and other irregularities.

RESERVES POLICY

The Board of Trustees have adopted a reserves policy which they consider appropriate to enable the Trust to meet its developing commitments and obligations. The Trustees are satisfied that in view of the charity's areas of operation and its aims and desire to assist and work with the community, it is sufficient to hold a small reserve. To this end, and with due consideration, the Trustees have determined upon a reserves policy to retain funds equivalent to two month's staff and overhead costs.

ORGANISATIONAL STRUCTURE

Firwood Church is led by our Lead Pastor, supported by a Team of three Pastors. It has a Board of Trustees, consisting of four members and a team of Deacons, currently consisting of seven members. The Lead Pastor has oversight and responsibility for the overall running of the church. The Lead Pastor, assisted by the Team of Pastors, has overall responsibility for the teaching, preaching and pastoral work of the church.

RISK MANAGEMENT

At an organisational level, Firwood Church manages any risk it might be exposed to through reviewing key performance and compliance data and information through Pastors, Deacons and Board of Trustees meetings. Key financial, operational and legal risks are identified and systems, for example, appropriate Policies (Recruitment, Safeguarding, Health & Safety, etc) are employed to mitigate these risks.

Firwood Church is a member of the Churches' Child Protection Advisory Service (CCPAS). Firwood Church follows all best practice and recommendations of the Churches' Child Protection Advisory Service and our working policies (Safeguarding, Recruitment, Health & Safety, Child Protection procedures etc.) follow their best practice models and policies. Our Safeguarding Policy and Recruitment Policy is logged with them and updated regularly in accordance with Churches' Child Protection Advisory Service notified revisions and recommendations. The Churches' Child Protection Advisory Service acts as our advisory body. Our DBS clearances are renewed on a rolling three-year programme.

The Board of Trustees continue to review and alleviate potential risks, in accordance with the guidance set out by the Charity Commission.

PUBLIC BENEFIT STATEMENT: OBJECTIVES AND ACTIVITIES FOR PUBLIC BENEFIT

The Trustees of Firwood Church confirm that, when exercising their powers and duties, they have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to Charity Commission's general guidance on public benefit.

The public benefits from the work Firwood Church undertakes, and Firwood Church meets its charitable objectives, by the assistance it gives to individuals, families, the local community, surrounding areas and society at large.

Firwood Church Trustees are conscious that the charity's funds are to be used appropriately, prudently, lawfully and in accordance with the charity's purposes for the public benefit. The Trustees consider that whilst maintaining good governance, Firwood Church will continue to provide — to the very best of its ability and resources — for those who are in need and for those in difficult situations, where with help, they could make positive and beneficial life changes, by

- helping relieve poverty and promoting good health, within the community and particularly amongst young people living in the immediate and surrounding areas.
- the provision of amenities, and the provision of assistance for people in necessitous circumstances.
- other such charitable purposes aimed to improve the physical, mental and spiritual wellbeing of individuals and families within the benefit area.
- the promotion and provision of activities which encourage physical, mental, moral and spiritual well-being, with the aim that those in the community may develop as individuals and members of society and that their conditions in life may be improved.
- the promotion, explanation and demonstration of the Christian Faith.
- providing sessions which offer basic educational and personal development assistance, primarily, but not exclusively for the benefit of young people.

- the provision of assistance, in particular, to those who are not in education, employment or training, i.e., by mentoring, providing help with basic educational skills, by supporting each individual in preparation for employment and assistance in looking for and applying for work, particularly help with application process and interview techniques.
- engaging with a number of differing nationalities, very many of whom are refugees/asylum seekers from a number of countries, in developing verbal and written English language skills. Assistance with application process for college/university, e.g., contacting colleges/universities, where necessary, on the young person's behalf.

OBJECTS OF THE CHARITY - REVIEW OF THE YEAR

Firwood Church, as part of its desire to meet its charitable objects, continues to provide assistance to the local community, i.e., practical support, financial help, and the provision of various facilities, for example:

- Children's groups
- Sports Activities
 - Football league matches, friendlies and training sessions - 15s to 20s+ - four teams registered in a F.A. Affiliated League. Younger group in local league — 11s to 15s.
- Residentials (Children/Young People) - Annual Summer Residential Camp in Peterborough, Football Tour to Spain, weekend residentials. Outdoor Pursuits walking, climbing (with appropriately certified organisations/leaders).
- Music Sessions (drums, keyboard and guitar sessions, etc),
- Activities evenings/events various, throughout the year, i.e., quiz & curry evening, bowling, music café nights. Sunday 'monthly drop-in' lunch, etc.
- General Life Skills training
 - Mentoring sessions and basic academic skills sessions for young people and those who are not in education, employment or training (NEET). Practical assistance in seeking employment, etc (how to look for employment, complete an application form, interview techniques, time-keeping, behaviour/general attitude in the workplace, following instructions, etc). Providing assistance to asylum seekers/refugees (from various countries), primarily young people
 - basic English language skills (verbal and written). Assistance provided in conversational/written English language for those who want to enrol at college/university in the UK. Assistance given and contact made on individuals' behalf to colleges/universities regarding qualifications and criteria required prior to application and registration. Assistance provided with application process, and 'mock' interviews etc are held.

FUTURE DEVELOPMENTS

We will continue with our existing projects and initiatives and our hope is to further extend our involvement and work we undertake in the area.

This Report was approved by the Board of Trustees on 09/08/2021 and is signed on behalf of the Board of Trustees of Firwood Church by: A Smith, Chair of Trustees.

A handwritten signature in black ink, appearing to be 'A Smith', followed by a small dot.

A Smith
Chair of Trustees

Firwood Church

Firwood Church
Registered with the Charity Commission
Income and Expenditure Account
and Balance Sheet
For the Year Ended 31st October 2019

John Spibey Associates Ltd
Certified Practising Accountants
245 Bury New Road
Whitefield
Manchester M45 8QP

Firwood Church

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**John Spibey Associates Ltd
Certified Practising Accountants
245 Bury New Road
Whitefield
Manchester M45 8QP**

Firwood Church

Accountants Report

In accordance with our engagement we have compiled the financial information of the above named client which comprises of an Income and Expenditure Account from the accounting records and information and explanations supplied to us:

The financial information has been compiled in accordance with your instructions. This financial information is not intended to achieve full compliance with the provisions of the UK Generally Accepted Accounting Principles.

Our work has been undertaken so that we might compile these accounts and report to you that we have done so. We do not accept or assume responsibility to anyone other than our client for this work, or for this report.

We have carried out this engagement in accordance with technical and ethical guidance issued by the Accountancy Governing Bodies in the UK.

You have approved this financial information for the year ended 31st October 2019, and have acknowledged your responsibility for it.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us, we therefore do not express any opinion on the financial information contained therein.

John Spibey Associates

Signed _____

30th April 2020

Date _____

**John Spibey Associates Ltd
Certified Practising Accountants
245 Bury New Road
Whitefield
Manchester M45 8QP**

Firwood Church

Income and Expenditure Account

for the Year ended 31st October 2019

	2019	2018
	£	£
<u>Income</u>		
Collections and Donations	54203.78	52614.27
Gift Aid Refunded	11909.19	10487.91
Other Miscellaneous Income	0.00	0.00
Donations and CAF	250.00	2200.00
Non Gift Aid Donations	1860.01	2384.84
<u>Total Income</u>	£ 68222.98	£ 67687.02
<u>Less Expenditure:-</u>		
Wages (including N.I.C.)	24191.14	23861.06
Rent of Hall	12000.00	12000.00
Water Rates, Light and Heating Costs	2430.44	2491.70
Church Expenses	689.88	608.16
Insurance and Memberships	1323.21	1567.83
Donations Made	210.00	820.00
Donations to Eden Westwood	2000.00	0.00
Café Expenses	226.59	114.50
Stationery	42.00	405.75
Youth Activity Expenses	8512.35	8763.40
Praise Group/Band	1486.52	924.88
Accountancy and Payroll Production Costs	874.00	874.00
Sundry Expenses	217.16	17.22
Motor Expenses Re-imbursed	367.03	133.16
<u>Running and Overhead Expenditure</u>	54570.32	52581.66
<u>Special Events</u>		
Soul Survivor Event Net Costs	2769.50	8069.12
Events and Community Work	654.57	1176.53
<u>Special Events Expenditure</u>	3424.07	9245.65
<u>Capital Expenditure</u>		
Restoration Repairs and Maintenance	1423.47	1119.00
Lighting, Instruments etc	2309.27	2336.27
<u>Capital Expenditure</u>	3732.74	3455.27
<u>Total Expenditure for the Year</u>	£ 61727.13	£ 65282.58
<u>Transfer to Church Reserves</u>	£ 6495.85	£ 2404.44

Firwood Church

Balance Sheet

as at 31st October 2019

	2019	2018
	£	£
<u>Current Assets</u>		
Bank Account - Firwood	3355.12	4718.52
Debtor - Eden (Westwood)	21949.38	14194.98
	25304.50	18913.50
<u>Current Liabilities</u>		
Creditor - Inland Revenue	1573.79	1678.64
Creditor - Accountancy & Payroll Production	797.00	797.00
	2370.79	2475.64
<u>Net Current Assets</u>	22933.71	16437.86
<u>Balance Sheet Totals</u>	£ 22933.71	£ 16437.86
Represented By:-		
<u>Church Reserves</u>		
Balance Brought Forward	16437.86	14033.42
Transfer to Income & Expenditure Account	6495.85	2404.44
<u>Balance Sheet Totals</u>	£ 22933.71	£ 16437.86

Firwood Church
Registered with the Charity Commission
Income and Expenditure Account
and Balance Sheet
For the Year Ended 31st October 2020

John Spibey Associates Ltd
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245 Bury New Road
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Firwood Church

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You have approved this financial information for the year ended 31st October 2020, and have acknowledged your responsibility for it.

We have not verified the accuracy or completeness of the accounting records and information and explanations you have given to us, we therefore do not express any opinion on the financial information contained therein.

John Spibey Associates

Signed _____

16th June 2021

Date _____

**John Spibey Associates Ltd
Certified Practising Accountants
245 Bury New Road
Whitefield
Manchester M45 8QP**

Firwood Church

Income and Expenditure Account

for the Year ended 31st October 2020

	2020	2019
	£	£
<u>Income</u>		
Collections and Donations	55344.50	54203.78
Gift Aid Refunded	11773.04	11909.19
Other Miscellaneous Income	935.00	0.00
Donations and CAF	18100.00	250.00
Non Gift Aid Donations	479.91	1860.01
<u>Total Income</u>	£ 86632.45	£ 68222.98
<u>Less Expenditure:-</u>		
Wages (including N.I.C.)	26436.60	24191.14
Wages - A Smith (not through Payroll)	5338.32	0.00
Rent of Hall	12000.00	12000.00
Water Rates, Light and Heating Costs	2048.16	2430.44
Church Expenses	569.22	689.88
Insurance and Memberships	2345.55	1323.21
Donations Made	5139.03	210.00
Donations to Eden Westwood	18676.94	2000.00
Café Expenses	113.03	226.59
Stationery	79.82	42.00
Youth Activity Expenses	900.00	8512.35
Praise Group/Band	901.90	1486.52
Accountancy and Payroll Production Costs	874.00	874.00
Sundry Expenses	0.00	217.16
Motor Expenses Re-imbursed	0.00	367.03
<u>Running and Overhead Expenditure</u>	75422.57	54570.32
<u>Special Events</u>		
Soul Survivor Event Net Costs	0.00	2769.50
Events and Community Work	1278.00	654.57
<u>Special Events Expenditure</u>	1278.00	3424.07
<u>Capital Expenditure</u>		
Restoration Repairs and Maintenance	943.02	1423.47
Lighting, Instruments etc	0.00	2309.27
<u>Capital Expenditure</u>	943.02	3732.74
<u>Total Expenditure for the Year</u>	£ 77643.59	£ 61727.13
<u>Transfer to Church Reserves</u>	£ 8988.86	£ 6495.85

Firwood Church

Balance Sheet

as at 31st October 2020

	2020	2019
	£	£
<u>Current Assets</u>		
Bank Account - Firwood	33040.59	3355.12
Debtor - Eden (Westwood)	0.00	21949.38
	33040.59	25304.50
<u>Current Liabilities</u>		
Creditor - Inland Revenue	321.02	1573.79
Creditor - Accountancy & Payroll Production	797.00	797.00
	1118.02	2370.79
<u>Net Current Assets</u>	31922.57	22933.71
<u>Balance Sheet Totals</u>	£ 31922.57	£ 22933.71

Represented By:-

Church Reserves

Balance Brought Forward	22933.71	16437.86
Transfer to Income & Expenditure Account	8988.86	6495.85
<u>Balance Sheet Totals</u>	£ 31922.57	£ 22933.71