

Registered Charity no. 1080002

Highworth Community Church
Trustees Annual Report and Accounts
Year Ended 31st December 2021



Highworth Community Church

Year Ended 31st December 2021

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Highworth Community Church

Year Ended 31st December 2021

Legal and Administrative Information

Reference

The Charity is called "Highworth Community Church". The Church is registered with the Charity Commission for England and Wales and was registered on the 27th March 2000.

Registered Charity Number 1080002

Registered Office 8 Sheep Street
Highworth
Swindon
Wiltshire
SN6 7AA

Website www.highworthcommunitychurch.org/

Trustees at 31st December 2021

Joanna Pearse	<i>Chair</i>	<i>Appointed Feb 2020</i>
Richard Wathen	<i>Treasurer</i>	
Janet Hodgson		
Philip Smith		
Paul Fisher		

Primary Bankers Santander UK plc
Bridle Road
Bootle
Merseyside
L30 4GB

Independent Examiner Nigel Wyatt BSC FCA
Wyatt & Co Chartered Accountants
125 Main Street
Garforth
Leeds
LS25 1AF

Highworth Community Church

Year Ended 31st December 2021

Trustee's Annual Report

Public Benefit Statement

In setting our objectives and planning our activities our trustees have given consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of the Christian faith through the provision of worship and teaching services and the relief of sickness, financial hardship and promoting good health. This has been achieved by the provision of funds, and services.

Organisational structure; recruitment, appointment and induction of new trustees

There are 5 Trustees of the Charity assisted by a Trust Administrator (employed).

The Trustees ensure that the work of the Charity complies with its aims and objectives, keep policies and procedures up to date, including staff pay and contracts and risk management and have oversight and management of the finances of the Church. Our AGM is open to all church goers.

The Trustees work closely with the Church Leadership Team.

Objectives and Activities

A) To advance the Christian faith in accordance with the statement of beliefs in the schedule hereto in Wiltshire and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.

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 the said Wiltshire and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.

C) To promote and fulfil such other charitable purposes beneficial to the community in the said Wiltshire and in such other parts of the United Kingdom or the world as the trustees may from time to time think fit.

Achievement and Performance

The Trustees continued to meet regularly throughout 2021, either on-line or in-person, and also with the Church Leaders on several occasions. I (Joanna Pearse) succeeded Brenda Savill at the turn of the year, and Richard Wathen succeeded Mike Willson as Treasurer; we are grateful for all that Brenda and Mike contributed in their respective roles over the years.

While we began the year with on-line church services streamed on our YouTube channel, as restrictions permitted we were increasingly able to meet in-person. Visiting speakers were able to come in-person too, rather than joining us on-line.

While still on-line, we held a successful day conference for the whole church, with activities arranged for children, youth and adult members of the Church.

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Trustee's Annual Report

We have been able to keep The Bridge, our Community drop-in Centre open all year round, providing services ranging from photocopying or a listening ear with a hot drink to Food Collective, help with form filling and signposting to other services available such as CAP, Job Club and Alpha.

The Church led 3 missions in the local community during the year as well as supporting local families through the 'Sanctuary' project. We have supported missionaries both in the UK and overseas, and some specific projects overseas including in Mozambique, Burundi and Moldova where we have personal connections. We ran various courses, including Alpha, Kintsugi Hope, Leadership Training and Life Languages and broadened the range of prayer ministry appointments we can offer.

Plans for the future

As we pursue our aims as a church community, we want to continue be able to respond to needs as and when they arise.

In particular, in the aftermath of Covid 19, we will continue to support the local community with the onset of the cost of living crisis. And we will further our work with Ukrainians who have recently arrived in our area, supporting them as they settle in to the country, learn the language, find employment and enable them keep connected with fellow Ukrainians both here and with those who are currently scattered across the world.

Financial Review

The financial position of the charity at 31st December 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:

	2021	2020
	£	£
Net income / (expenditure)	6,205	83,937

The fund balances at the year end were as follows:

	2021	2020
	£	£
Unrestricted Funds	76,161	50,019
Restricted Funds	69,132	89,069
Total	145,293	139,088

Going Concern

The Trustee's are satisfied that the Charity is a going concern and do not know of any uncertainties regarding the organisations ability to continue operating as a going concern.

Highworth Community Church

Year Ended 31st December 2021

Trustee's Annual Report

Reserves Policy

The trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The trustees will endeavour not to set aside funds unnecessarily. At the end of the year the total unrestricted funds held by the church were £76,161. Of this £25,000 is held specifically to ensure the church holds adequate reserves.

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

Trustees' Responsibilities

The 2011 Charities Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- Select suitable accounting policies and apply them consistently.
- Make judgments and estimates that are reasonable and prudent.
- Prepare financial statements on the ongoing concern basis unless it is inappropriate to presume that the trust will continue in existence.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the trust. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees

Name of Trustee:

Joanna C Pearse

Signed on behalf of the Trustees:



Date of approval:

05/10/2022

Highworth Community Church

Year Ended 31st December 2021

Independent Examiners Report

I report to the trustees on my examination of the financial statements of Highworth Community Church ('the charity') for the year ended 31 December 2021.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements 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 Act.

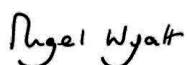
Independent examiner's statement

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 respect of the charity as required by section 130 of the Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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.

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



Nigel Wyatt BSC FCA
Independent Examiner
125 Main Street
Garforth
Leeds
LS25 1AF

Date: 05/10/2022

Highworth Community Church

Year Ended 31st December 2021

Statement of Financial Activities

			2021		2020
		Unrestricted Funds	Restricted Funds	Total Funds	Total funds
	Note	£	£	£	£
Income					
Donations and legacies		154,533	3,317	157,850	257,883
Charitable activities	2	20,821	25	20,846	21,013
Investment Income		183	-	183	217
Total Income		<u>175,538</u>	<u>3,342</u>	<u>178,879</u>	<u>279,113</u>
Expenditure					
Expenditure on charitable activities	3	<u>149,270</u>	<u>23,404</u>	<u>172,674</u>	<u>195,176</u>
Total Expenditure		<u>149,270</u>	<u>23,404</u>	<u>172,674</u>	<u>195,176</u>
Net income / (expenditure)		<u>26,267</u>	<u>(20,062)</u>	<u>6,205</u>	<u>83,937</u>
Net income and net movement in funds					
Total funds brought forward	11	50,019	89,069	139,088	55,151
Transfers	11	<u>(125)</u>	<u>125</u>	<u>(0)</u>	<u>-</u>
Total funds carried forward	11	<u>76,161</u>	<u>69,132</u>	<u>145,293</u>	<u>139,088</u>

All income and expenditure derive from continuing activities.

The statement is a combined Statement of Financial Activities and Income and Expenditure Account for the purposes of meeting both companies act and charity SORP reporting requirements.

Highworth Community Church

Year Ended 31st December 2021

Statement of Financial Position

	Note	2021 £	2020 £
Fixed assets			
Tangible Fixed Assets	8	8,647	8,036
Current assets			
Debtors	9	8,201	3,665
Cash at bank and in hand		129,768	130,664
		<u>137,969</u>	<u>134,329</u>
Creditors: amounts falling due within one year	10	<u>1,323</u>	<u>3,278</u>
Net current assets		<u>136,646</u>	<u>131,052</u>
Total assets less current liabilities		<u>145,293</u>	<u>139,088</u>
Net assets	12	<u>145,293</u>	<u>139,088</u>
Funds of the charity			
Restricted funds	11	69,132	89,069
Unrestricted funds	11		
Unrestricted General		45,218	18,786
Designated Funds		30,943	31,233
		<u>76,161</u>	<u>50,019</u>
Total charity funds		<u>145,293</u>	<u>139,088</u>

Directors Responsibilities

These financial statements were approved by the board of trustees and authorised for issue :

Name of Trustee:

Joanna C Pearce

Signed on behalf of the Trustees:



Date of approval:

05/10/2022

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

1 Basis of Preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities Financial Reporting Standards applicable in the UK and Republic of Ireland (Charities SORP 2019 FRS 102) and the Charities Act 2011.

Assessment of Going Concern

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Fund Accounting

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or the term of specific appeal, often known as a 'special offering' in the church.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Incoming Resources

All incoming resources are recognised once the charity has entitlement to the resources, it is probable that the resources will be received, and the monetary value of incoming resources can be measured with sufficient reliability.

- All voluntary income from members of the church are recognised as donations and are included in full, with associated Gift Aid receivable in the Statement of Financial Activities.
- Grants where entitlement is not conditional on the delivery of specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Income resources from charitable trading activities such as the letting of the building are accounted for when invoices are drawn up (as the point of entitlement).
- Donated services and facilities are included at the value to the charity where this can be quantified.
- Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised.
- Volunteer time, the value of voluntary support for the work of the church is not included in the accounts but is described in the Trustees Annual Report.
- Investment Income is included in the accounts when receivable.

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Tangible fixed assets

All assets costing more than £500 are capitalised and at historic cost. Fixed assets are stated at cost less accumulated depreciation. Depreciation is charged on furniture and equipment which is written off on a straight-line basis over time estimated useful live of the asset.

Equipment

20% Reducing Balance

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Operating Leases

Rental charges payable under operating leases are charged on a straight line basis over the terms of the lease.

Taxation

The charity is exempt from tax on its charitable activities.

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

2 Analysis of Income

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Donations and Legacies			
Donations	134,202	2,228	136,430
Gift Aid	20,331	239	20,570
Grants	-	850	850
	<u>154,533</u>	<u>3,317</u>	<u>157,850</u>
Charitable Activities			
Churches Together recharges	20,364	-	20,364
Books and Resources	457	-	457
Events and Projects	-	25	25
Projects and Events	-	-	-
	<u>20,821</u>	<u>25</u>	<u>20,846</u>
Investment Income			
Interest	183	-	183
	<u>183</u>	<u>-</u>	<u>183</u>
Total Income	<u>175,538</u>	<u>3,342</u>	<u>178,879</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Donations and Legacies			
Donations	104,479	130,659	235,138
Gift Aid	19,496	899	20,395
Grants	2,350	-	2,350
	<u>126,325</u>	<u>131,558</u>	<u>257,883</u>
Charitable Activities			
Churches Together recharges	19,779	-	19,779
Books and Resources	945	-	945
Events and Projects	-	-	-
The Bridge	290	-	290
	<u>21,013</u>	<u>-</u>	<u>21,013</u>
Investment Income			
Interest	217	-	217
	<u>217</u>	<u>-</u>	<u>217</u>
Total Income	<u>147,555</u>	<u>131,558</u>	<u>279,113</u>

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

3 Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Church Gifts and Giving	13,457	2,295	15,752
Depreciation	2,162	-	2,162
Church and Ministry Expenditure	13,540	-	13,540
Premises and Office Costs	10,543	21,109	31,652
Projects & Events	13,837	-	13,837
Staff Salaries	95,732	-	95,732
	<u>149,270</u>	<u>23,404</u>	<u>172,674</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Church Gifts and Giving	12,662	23,698	36,360
Depreciation	2,009	-	2,009
Church and Ministry Expenditure	30,018	-	30,018
Premises and Office Costs	-	22,229	22,229
Projects & Events	9,293	-	9,293
Staff Salaries	95,267	-	95,267
	<u>149,249</u>	<u>45,927</u>	<u>195,176</u>

4 Volunteers

The church benefits greatly from the voluntary contributions of time and money by its formal members and regular attendees. Please refer to the trustee's report for further detail about volunteer contributions in the organisation.

5 Independent examination fees

Fees payable to the independent examiner for:

	2021	2020
	£	£
Independent examination and preparation of the financial statements	1,323	1,260

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

6 Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	93,383	90,449
Social security costs	2,536	2,251
Employer contributions to pension plans	2,660	2,567
	<u>98,580</u>	<u>95,267</u>

The average head count of employees during the year was as follows:

	2021	2020
Average Head Count	6	6

Two employees work for Highworth Churches Together to run a Christian Against Poverty (CAP) Centre, they sit on Highworth Community Church payroll but the cost of their salary is recharged to Highworth Churches Together.

Number of employees received employee benefits of more than £60,000 during the year was as follows:

	2021	2020
More than £60,000	0	0

Key Management Personnel

The charity considers its key management personnel to be the full staff team. The remuneration received by the full staff team is noted above.

7 Trustee remuneration, expenses and donations

During the year no trustees incurred out of pocket expenses (2020: £170).

During the year the total aggregated donations made to the charity by the trustee's was £26,238 (2020: £19,444).

Highworth Community Church

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Notes to the Financial Statements

8 Tangible Fixed Assets

	Equipment	Total
	£	£
Cost as at 1st January 2021	25,212	25,212
Additions	2,772	2,772
Cost as at 31st December 2021	27,984	27,984
Depreciation as at 1st January 2021	17,176	17,176
Depreciation Charge	2,162	2,162
Depreciation as at 31st December 2021	19,338	19,338
Net Book Value as at 31st December 2021	8,647	8,647
Net Book Value as at 31st December 2020	8,036	8,036

9 Debtors

	2021	2020
	£	£
Accrued Income	2,848	2,084
Trade Debtors	5,353	1,581
	8,201	3,665

10 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	1,323	1,260
Social Security PAYE and NI	-	2,018
	1,323	3,278

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

11 Analysis of Charitable Funds

Unrestricted Funds

	1 Jan 2021 £	Income £	Expenditure £	Transfers £	31 Dec 2021 £
Unrestricted					
General	18,786	166,965	(135,434)	(5,100)	45,218
	18,786	166,965	(135,434)	(5,100)	45,218
Designated					
Mission Emergency	3,050	-	-	-	3,050
Projects & Events	7,760	8,573	(13,837)	-	2,496
The Bridge Expansion	397	-	-	-	397
Reserves	20,000	-	-	5,000	25,000
Travel Enabler	25	-	-	(25)	(0)
	31,233	8,573	(13,837)	4,975	30,943
Total Unrestricted	50,019	175,538	(149,270)	(125)	76,161

	1 Jan 2021 £	Income £	Expenditure £	Transfers £	31 Dec 2020 £
Restricted Funds					
Christians Against Poverty (CAP)	2,148	2,436	(1,507)	-	3,077
Richard Hill Mission	-	38	(188)	150	-
Education Plus	25	-	-	(25)	-
Benefaction Fund	86,896	-	(21,109)	-	65,787
Moldova Gifts	-	868	(600)	-	268
Total	89,069	3,342	(23,404)	125	69,132
Total Funds					
Total	139,088	178,879	(172,674)	-	145,293

Fund Descriptions

Designated Funds

Mission Emergency	Fund to support mission in the UK and abroad where a need arises
Projects & Events	Fund for projects and events that further the charitable aims of the trust
The Bridge Expansion	Monies donated to make improvements to the buildings in Sheep Street
Reserves	Designated reserves held assigned by the trustees away from the general fund.

Highworth Community Church

Year Ended 31st December 2021

Notes to the Financial Statements

Restricted Funds

Christians Against Poverty (CAP)	Funds to further the work of this charity
Richard Hill Mission	Funds to support Richard Hill
Education Plus	Funds to support the work of Education Plus
Benefaction Fund	Monies donated to the church by an anonymous benefactor
Moldova Gifts	Fund for gifts and mission work in Moldova (The Love Moldova Foundation Charity number 1174960)

Fund Transfers

Richard Hill Mission	Transfer from the general fund to the restricted fund to round up the funds to a nil balance
Travel Enabler	The transfer from the Travel Enabler designated fund to the General fund was to move out residual funds to close the fund.
Education plus	The transfer from the Education Plus restricted fund to the General fund was to move out residual funds to close the fund.

12 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Fixed Assets	8,671	-	8,647
Current Assets	76,161	69,132	137,969
Creditors less than 1 year	(1,323)	-	(1,323)
	<u>83,509</u>	<u>69,132</u>	<u>145,293</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Fixed Assets	8,036	-	8,036
Current Assets	45,261	89,069	134,330
Creditors less than 1 year	(3,278)	-	(3,278)
	<u>50,019</u>	<u>89,069</u>	<u>139,088</u>

13 Related party transactions

During the year Rachel L Smith (married to Trustee Philip M Smith) was employed by Highworth Community Church. She received £2,310 in salary payments and £667 in expenses, all expenses claimed were spent on the day to day running of the charity (2020: salary payments of £4,437.36).

During the year The Love Moldova Foundation (Charity number: 1174960) who has a shared Trustee Joanna Pearse, received a gift of £600 from the Church (2020: £8,585).

Highworth Community Church

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Notes to the Financial Statements

14 Operating lease

The total future minimum lease payments under non-cancellable operating leases are as follows:

	£
No later than 1 year	14,400
Later than 1 year but less than 5 years	57,600
Greater than 5 years	13,200
	<hr/>
	85,200
	<hr/>