

**TRINITY CHURCH BRENTWOOD**  
**(a company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 AUGUST 2020**

**Charity Number: 1112705**  
**Company Number (England and Wales): 05642162**

**TRINITY CHURCH BRENTWOOD**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 AUGUST 2020**

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**TRINITY CHURCH BRENTWOOD**

**TRUSTEES' REPORT (continued)**

**FOR THE YEAR ENDED 31 AUGUST 2020**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHURCH**

<b>Trustees/Directors</b>	Simon Cleminson (resigned 5 December 2020) David Coleman Juan Esquivel Casian Sala (Chair) Tirrian Sharp Wesley Vaughan (appointed 1 September 2019) Lesley Walker Christopher Whealy
<b>Registered office address</b>	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
<b>Independent Examiners</b>	Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
<b>Bankers</b>	Barclays Bank plc Broadgate Corporate Banking Centre 155 Bishopsgate London EC2M 3XA
<b>Charity registration number</b>	1112705
<b>Company registration number</b>	05642162 (England and Wales)

**TRINITY CHURCH BRENTWOOD****TRUSTEES' REPORT (continued)****FOR THE YEAR ENDED 31 AUGUST 2020**

The Board of Trustees present the statutory report with the accounts of Trinity Church Brentwood for the year ended 31 August 2020.

The accounts have been prepared in accordance with current accounting policies and comply with the charitable company's memorandum and articles of association, applicable laws and the requirements of the 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 2019.

**1. TRUSTEES**

During the financial year, one trustee (Rev. Wesley Vaughan) was appointed on 1 September 2019. After the financial year-end, one trustee (Simon Cleminson) retired on 5 December 2020.

**Statement of Trustees' Responsibilities**

The Trustees (who are also directors of Trinity Church Brentwood for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company of its incoming resources and the application of those resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and taking any such reasonable steps to prevent and detect fraud or other irregularities.

So far as each of the trustees is aware at the time the report is approved:

- there is no relevant audit information of which the company's auditors are unaware: and
- the trustees have taken all reasonable steps to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**Trustee and employee liability insurance**

Trustees and employee liability insurance has been purchased by the charity as permitted by the Charity Commission and the Company's Memorandum of Association.

**Trustee recruitment, induction and training**

Trustees are nominated by the Church congregation, candidates are screened and formally approved for appointment by the Trustee Board. All new Trustees are provided with information on the duties and responsibilities of being a Trustee.

All Trustees are encouraged to undertake continuation training from time to time, including attending relevant courses and seminars held within and outside the charity. The Trustees are also kept informed on charity sector issues by professional advisors, fact sheets and newsletters from auditors.

## **TRINITY CHURCH BRENTWOOD**

### **TRUSTEES' REPORT (continued)**

#### **FOR THE YEAR ENDED 31 AUGUST 2020**

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#### **Remuneration of key management personnel**

The trustees recognise that as a board, they comprise the key management personnel of the charity in charge of directing, controlling, running and operating the Charity on a day to day basis. With the exception of Rev Wesley Vaughan who, as a minister of religion, is permitted by the Articles of Association to be remunerated, all trustees give their time freely and no trustee has received any remuneration in the year.

### **2. STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Board of Trustees sets the overall strategic policy framework and budget of the charity and is responsible for safeguarding its assets. The Trustees usually meet formally on a fortnightly basis. Discussions and resolutions agreed within meetings are recorded in the meeting minutes. The Trustees have also held formal meetings with the Leadership Group.

The Board has delegated responsibility for the day-to-day management to the following department heads:

- Music & Events
- Health & Safety
- Data protection and safeguarding
- Finance & Insurance

#### **Public Benefit**

In setting the charity's objectives, the Trustees have paid due regard to the Public Benefit guidance published by the Charity Commission. The manner in which it fulfils this obligation is detailed in the sections below.

#### **Principal aims and activities – Mission Statement**

We are a family church. We believe in people coming face to face with the reality of the living, miracle-working God. With the Bible as our touchstone, we proclaim the Gospel of Jesus Christ to all, teaching the principles of God and equipping people old and young to fulfil His purposes.

The aims of the charity are to reach the lost, care for the needy, develop tomorrow's church by upholding traditional Christian values through the advancement of religion and the propagation and furtherance of the Gospel of God concerning His Son Jesus Christ and the preaching and teaching of the Word of God.

### **3. OBJECTIVES & ACTIVITIES**

Our main strategic objectives are:

- To reach the lost, through traditional methods of preaching and teaching the Word of God in church meetings, in conjunction with the use of modern media, such as internet delivery.
- To work with other organisations locally and in a broader geographic area to reach out to the lost and demonstrate Christian Faith in action.

The Trustees keep the activities under continual review to ensure that we are achieving our main aim of reaching people with the gospel.

### **4. ACHIEVEMENTS AND PERFORMANCE**

#### **Pastoral Report for 2019/20**

Trinity Church is a gathering of believers in Jesus Christ from the Brentwood and surrounding district. This church is aligned with the Elim denomination through its association with Elim Church Incorporated (ECI).

The purposes of Trinity Church encompass a number of areas:

## **TRINITY CHURCH BRENTWOOD**

### **TRUSTEES' REPORT (continued)**

#### **FOR THE YEAR ENDED 31 AUGUST 2020**

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- 1) To provide Christian fellowship for those of 'like precious faith';
- 2) To reach people at home and overseas by communicating the 'Good News' of Jesus Christ;
- 3) To raise believers in Christian maturity;
- 4) To release people to biblically meet the needs of others locally within the world in which they engage;
- 5) To maintain a place of worship for the meeting of believers;
- 6) To observe the sacraments of baptism by full immersion and the ceremony of the Lord's table;
- 7) The solemnisation of marriages;
- 8) The dedication of children and infants;
- 9) To undertake funeral services;
- 10) To create needs-led leadership and departments, to promote the work of God at home and abroad in preaching, teaching pastoral care and social assistance/ministries.

#### **Review of progress and achievements 2019/20**

The appointment of a new Senior Pastor at the start of the financial year reshaped some of the ongoing activities and set in motion other actions. Some of them have been completed, while others are on-going.

The Pastor provides pastoral care to the congregation by leading the Sunday meetings and Wednesday prayer meetings. In addition, an estimated  $\frac{3}{4}$  of the congregation has met the Pastor individually (or as families). Delivered in person, through video conference or by phone, these meetings have given the Pastor and the congregation an opportunity to get to know each other. These meetings are scheduled to continue in perpetuity.

Church departments have been identified or reviewed, and leaders have been appointed. These included a Missions Team, a Worship Team, a Men's Ministry, and a Welcome Team.

After one year of getting to know the new congregation and prayerful consideration, the Pastor appointed a new Church Leadership Team. Together with the Pastor, the Leadership Team will be responsible for setting up the church mission, defining and implementing its purposes and providing pastoral care.

The review of other activities such as the Children's department (Sunday School) and the Youth department is ongoing.

Weekly church services, teaching series and prayer meetings have been maintained online through the COVID-19 pandemic, along with pastoral care bubbles offering a sense of inclusion during the lockdown.

During this period, the platform in the church hall was refurbished to complement a new season of ministry and worship team structure. Diversification into online services is being planned with a longer-term purpose in mind, enabling a greater reach to people of faith who are either housebound or unable to attend church service, or who are seeking faith, or consider connecting with the church.

The Pastor has also engaged with the wider Brentwood Christian community, through foodbank initiatives, Brentwood Churches Together and minister fraternals.

#### **Other achievements**

The arrival of a new senior Pastor enabled the trustees to focus on their compliance and charity-driven activities. Having already started, the trustees will continue to work on shaping the relationship between the leadership team and trustee board, and establishing open communication and accountability through Terms of Reference.

In December 2019, we completed the renovation of the ground floor flat of Bellhouse. The works were procured following a tender process and supervised by the trustees.

Starting in March 2020, we decided to make the Fellowship Building available to various social outreach initiatives, as well as offering pandemic specific support (e.g. accommodation to a church member working for the NHS and one external education worker). The Manna Meals charity used the premise's kitchen facilities to prepare and store frozen meals ready for circulation within the local community as part of a wider Brentwood Borough Council initiative during the COVID-19 lockdown and beyond, free of charge.

## **TRINITY CHURCH BRENTWOOD**

### **TRUSTEES' REPORT (continued)**

#### **FOR THE YEAR ENDED 31 AUGUST 2020**

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Given the frequent changes in legislation and government advice, the trustees set up a COVID-19 Health & Safety committee, comprised of two members of the board and three members of the congregation. The committee is meeting regularly, and make recommendations about the restricted use and impending opening of the physical church grounds (the site currently remains closed to all but essential maintenance activities and preparation for online streaming).

We would like to thank the skeleton staff operating the premises and the gardening team for their support throughout the pandemic.

#### **COVID-19**

In response to the coronavirus pandemic, the charity has followed the government guidelines. We have conducted a risk assessment of all activities and made sure that wherever possible, employees can work from home and maintain social distancing for the activities that cannot be conducted remotely. We will continue to monitor closely the situation and update our position in line with any future developments.

We have successfully transferred the main activities of the church online, making them more accessible to the wider community.

From a financial perspective, during the twelve months, the church continued to receive donations at the same levels seen before the pandemic.

We have updated the risk register to include COVID-19. Should the lockdown and social distancing rules continue for an extended period of time, based on the current data, we believe that church membership will stay the same. However, we recognise that other, longer-term consequences, such as job losses or a drop in member's income may affect the level of donations. Consequently, we are monitoring the situation on a monthly basis and we will be able to respond in a timely manner should this happen.

## **5. FINANCIAL REVIEW**

The charity recorded a deficit for the year of £262,351 compared with a deficit of £131,709 in 2019. Total income was £358,448 with the main income being from the church activities which amounted to £354,841, a fall of £65,861 compared to 2019. The trustees view this as a positive result in line with the challenges caused by the pandemic and the resultant lockdown. Expenditure increased from £561,382 in 2019 to £620,799. The trustees will continue to review the costs of its activities with the aim of increasing efficiency, reducing costs and focusing on those areas that maximise the public benefit.

#### **Reserves policy**

It is the policy of the Trustees to hold minimal reserves. This is considered acceptable in view of the number of donors who make regular donations to the charity. At the year end, the charity had a deficit in free reserves, defined as unrestricted funds less those tied up in fixed assets, of £354,450 (2019: deficit of £153,849). This position will be brought into surplus over the next financial years with the completion of the sale of Brizes Park after the year end. The trustees continually review their working capital needs and will continue to monitor the free reserves position to ensure that the charity continues to have a firm base from which to pursue its objectives.

## TRINITY CHURCH BRENTWOOD

### TRUSTEES' REPORT (continued)

#### FOR THE YEAR ENDED 31 AUGUST 2020

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#### Principal Risks and uncertainties

##### *Risk management*

The Board of Trustees has ensured that the process of identifying, assessing and mitigating risk is linked to the objectives of Trinity Church Brentwood; that the process covers key risk areas; and that risk management is ongoing and embedded within its management and operating procedures. The process covers all areas of risk - financial, governance, operational and reputational, and is focused primarily on major risks. The Trustees are satisfied that systems are in place to mitigate any exposure to major risks but recognise the need to review and make appropriate changes to its governance arrangements. An external Health and Safety Advisor provides external monitoring of Health and Safety as well as to provide advice on new legislation and promote better adherence to safe working practices on both sites. An external advisor provides HR support to ensure employment legislation and procedures are up to date and complied with. The principal risks and uncertainties identified by the charity are as follows:

##### 1. Leadership transition

With the senior pastor role now filled, the Board recognises that the Church remains in a period of transition in which the pastor requires time to gain understanding of the congregation's needs, and to create a clear vision and mission statement for the Church going forward. This should not be rushed as these decisions are integral to the future of the Church. Currently, the Church has a senior pastor and a youth pastor and has a newly appointed leadership team and music ministry. The risk associated with destabilising church members due to ongoing change and limited pastoral support has lowered as the focus now shifts onto the establishment of the leadership team and the setting of the Church's direction moving forward.

##### 2. Church Estate

There has been restricted investment into the Church estate over a sustained period, resulting in operational limitations and raising the risk profile associated with both health and safety and security. Over 2019/20, immediate requirements have been prioritised and smaller projects undertaken within the limits imposed by funding restrictions. With the sale of Brizes Park, there is an acknowledgement by the Board that the Coxtie Green Road site requires investment and to this end, a site survey was undertaken in 2020. This allowed the Board to better understand the extent of investment required and there is an ongoing task to prioritise the work required in line with Church key priorities. In the meantime, the Church holds a register of operational works required and approval of funding associated with health and safety has been prioritised.

Apart from essential maintenance activities, charity related activities and access to the Trinity Nursery, the church site has remained closed to the church congregation and public since April 2020. Health and safety is monitored by the Site Manager and restricted activities are risk assessed in line with Government guidelines.

##### 3. Investment from the sale of Brizes Park

The sale of Brizes Park will result in a significant investment of funds into the charity trust and the Board has a legal duty to ensure that funds are invested wisely and in line with the Church mission. The Board has therefore engaged with specialist providers to support the development of the Church Investment Policy and is in the process of agreeing an Ethical Investment Policy. There will be an allocation of funds for both investment and contingency planning, and the Board will seek opportunities to donate to other charitable causes that align with the Church mission statement.



## **TRINITY CHURCH BRENTWOOD**

### **TRUSTEES' REPORT (continued)**

#### **FOR THE YEAR ENDED 31 AUGUST 2020**

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#### **6. FUTURE PLANS**

With the senior pastor now in place and a new church leadership team appointed, the key role and responsibilities of the leadership is to provide spiritual oversight, direction and vision for the church.

We are committed to being a welcoming church, serving both its congregation and also seeking appropriate opportunities to serve those in the local and wider community.

We will continue to strengthen and develop links with other local churches for the mutual benefit of spiritual edification, and to combine efforts to support the needs of our community, either providing direct support or through partnering with associated charities.

Together with our Senior Pastor and leadership team, the trustees will be seeking to set in place a clear governance structure, defining the church ministry and trusteeship roles and responsibilities and the mutual accountability between them.

#### **THANKS**

Our thanks to all those who have supported us during the past year. We go forward building on the foundation of God's divine purposes and seeking to fulfil His will in what we do.

#### **APPROVAL**

In preparing this report the Trustees have taken advantage of the exemptions available to small companies by the Companies Act.

This report was approved by the Trustees on the 30<sup>th</sup> January 2021 and signed on their behalf, by:

DocuSigned by:  
*Casian Sala*  
02A588714F954DB...

**Casian Sala**

**Trustee**

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TRINITY CHURCH BRENTWOOD

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I report to the Trustees on my examination of the accounts of Trinity Church Brentwood for the year ended 31 August 2020 which are set out on pages 9 to 21.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). The trustees are satisfied that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charitable company's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed the requirements of the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

Since the charity's income is in excess of £250,000, your examiner must be a member of a body listed in the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of the Institute of Chartered Accountants of England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Adam Halsey  
Haysmacintyre LLP  
Institute of Chartered Accountants of England and Wales

10 Queen Street Place  
London  
EC4R 1AG

Date: 30 January 2021

**TRINITY CHURCH BRENTWOOD****STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>INCOME FROM:</b>						
<b>Charitable activities: -</b>						
Church		312,100	21,580	21,161	354,841	420,702
School		-	-	-	-	2,651
Book Shop		3,325	-	282	3,607	6,320
<b>Total income</b>	2	315,425	21,580	21,443	358,448	429,673
<b>EXPENDITURE ON:</b>						
<b>Charitable activities:-</b>						
Church		581,265	7,416	20,114	608,795	463,909
School		-	-	-	-	74,084
Conferences and Choir		8,216	-	-	8,216	17,294
Book Shop		3,506	-	282	3,788	6,095
<b>Total expenditure</b>	2	592,987	7,416	20,396	620,799	561,382
<b>Net income/expenditure</b>		(277,562)	14,164	1,047	(262,351)	(131,709)
Transfers between funds	9,11	3,360	-	(3,360)	-	-
Net movement in funds		(274,202)	14,164	(2,313)	(262,351)	(131,709)
Funds brought forward		2,758,186	26,805	18,967	2,803,958	2,935,667
Funds carried forward		2,483,984	40,969	16,654	2,541,607	2,803,958

There were no recognised gains and losses other than those included above.

The accompanying accounting policies and notes form an integral part of these financial statements.

Full comparatives for the 2019 year are shown in note 15.

All the activities above relate to continuing activities.

**TRINITY CHURCH BRENTWOOD****COMPANY NUMBER: 05642162****BALANCE SHEET****FOR THE YEAR ENDED 31 AUGUST 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible assets	4	2,838,434	2,912,035
<b>CURRENT ASSETS</b>			
Stock		19,068	18,838
Debtors	5	12,108	47,527
Cash at bank and in hand		126,112	348,771
		-----	-----
		157,288	415,136
<b>CREDITORS: amounts falling due within one year</b>	6	(353,854)	(408,601)
		-----	-----
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>		(196,566)	6,535
		-----	-----
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		2,641,868	2,918,570
<b>CREDITORS: falling due in more than one year</b>	7	(100,261)	(114,612)
		-----	-----
<b>NET ASSETS</b>		2,541,607	2,803,958
		=====	=====
<b>RESERVES</b>			
Unrestricted funds	9	2,483,984	2,758,186
Designated funds	10	40,969	26,805
Restricted funds	11	16,654	18,967
		-----	-----
		2,541,607	2,803,958
		=====	=====

The financial statements are prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Board of Trustees on the 30<sup>th</sup> of January 2021 and were signed below on its behalf by:

DocuSigned by:  
  
 02A588714F954DB...  
**Casian Sala**

**Trustee**

The accompanying accounting policies and notes form an integral part of these financial statements.

**TRINITY CHURCH BRENTWOOD****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED 31 AUGUST 2020**

	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Net cash provided by (used in) operating activities</b>	<b>A</b>	(199,390)	282,110
<b>Cash flows from investing activities</b>			
Interest income		421	460
Interest paid		(2,342)	(3,911)
Purchase of tangible fixed assets		(6,998)	-
Cash provided by (used in) investing activities		(8,919)	(3,451)
<b>Cash flows from financing activities</b>			
Repayment of bank loans		(14,350)	(13,665)
Increase (decrease) in cash and cash equivalents in the year		(222,659)	264,994
Cash and cash equivalents at the beginning of the year		348,771	83,777
Total cash and cash equivalents at the end of the year		126,112	348,771

**A: RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2020 £</b>	<b>2019 £</b>
<b>Net income/(expenditure) for the reporting period</b>	(262,351)	(131,709)
<b>Adjustments for:</b>		
Investment income	(421)	(460)
Interest paid	2,342	3,911
Depreciation charge	80,599	75,501
Increase in stock	(230)	(123)
Decrease/(Increase) in debtors	35,419	(1,224)
Increase/(decrease) in creditors	(54,748)	336,214
<b>Net cash provided by (used in) operating activities</b>	(199,390)	282,110

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 AUGUST 2020**

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**1. ACCOUNTING POLICIES****BASIS OF PREPARATION**

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the 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.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 31 August 2020 and the comparative information presented in these financial statements for the year ended 31 August 2019. The financial statements are drawn up under the historical cost convention.

The Charity is a Public Benefit Entity registered as a charity and company in England and Wales, it was registered on 1 December 2005 (charity number 1112705 and company registration number 05642162).

**Donations and gifts**

All monetary donations and gifts are included in full in the statement of financial activities when receivable, provided that there are no donor-imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

Legacies are included in the statement of financial activities when the charity is advised by the personal representative of an estate that payment will be made and the amount involved can be quantified.

Donations under Gift Aid together with the associated income tax recoveries are credited as income when the donations are receivable.

**Investment income**

Investment income, including associated income tax recoveries, is recognised when receivable.

**Expenditure**

Expenditure is accounted for on an accruals basis. The irrecoverable element of VAT is included with the item of expense to which it relates.

Charitable expenditure relates to costs incurred in delivering the charity's activities and services to its beneficiaries. Governance costs comprise the costs of running the charity, including strategic planning for its future development, internal and external audit, and costs of complying with constitutional and statutory requirements.

**Fund accounting**

Restricted funds are funds used for purposes as specified by the donor. Related expenditure is charged to the fund, together with a fair allocation of overheads and support costs.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity. Designated funds are unrestricted funds earmarked by the Trustees for specific projects.

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020****1. ACCOUNTING POLICIES (continued)****Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost net of depreciation. Depreciation is calculated to write down the cost less estimated residual value of all tangible fixed assets other than freehold land over their estimated useful economic lives.

A full years' worth of depreciation is charged in the year of asset purchase regardless at which point the asset is purchased.

The rates generally applicable are:

Freehold properties	2% straight line
Freehold improvements	2-10% straight line
Plant and equipment	10% straight line
Furniture and fittings	10% straight line
Motor vehicles	25% reducing balance
Computer equipment	33.3% straight line

**Stock**

Stock consists of items of books and stationery and is held in the balance sheet at the lower of cost and Net Realisable Value.

**Leased assets**

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments represents a constant proportion of the capital balance outstanding and is charged to the statement of financial activities over the period of the lease.

All other leases are regarded as operating leases and the payments made are charged to the statement of financial activities on a straight line basis over the lease term.

**Taxation**

By virtue of its charitable status, Trinity Church Brentwood is not liable for corporation tax on its charitable activities under the Corporation Taxes Act 2010.

**Financial instruments**

Basic financial instruments are initially recognised at transaction value and subsequently measured at amortised cost. Financial assets held at amortised cost comprise cash at bank and in hand, together with trade and other debtors. A specific provision is made for debts for which recoverability is in doubt. Cash at bank and in hand is defined as all cash held in instant access bank accounts and used as working capital. Financial liabilities held at amortised cost comprise all creditors except social security and other taxes and provisions.

**Debtors**

Trade debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Creditors**

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**Employee benefits***Pensions*

The charity contributes into a Defined Contribution Pension Scheme on behalf of its paid employees. The pension costs charged against incoming resources are the employer's contributions to employee's own private pension scheme in the accounting period. Other than these contributions, the Charity has no liability to these schemes.

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020****1. ACCOUNTING POLICIES (continued)****Going concern**

Having reviewed the funding facilities available to the Charity together with the future projected cash flows, the Trustees have a reasonable expectation that the Charity has adequate resources to continue its activities for the foreseeable future and consider that there were no material uncertainties over the Charity's financial viability. Accordingly, they also continue to adopt the going concern basis in preparing the financial statements.

**Critical judgements and estimates**

In the application of the accounting policies, the Trustees are required to make judgement, estimates, and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affected current and future periods. In the view of the Trustees, no assumptions concerning the future or estimation uncertainty affecting assets or liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

**2. ANALYSIS OF INCOME AND EXPENDITURE**

	<b>Church £</b>	<b>Conferences and Choir £</b>	<b>Book Shop £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total 2020 £</b>	<b>Total 2019 £</b>
<b>Income</b>							
Donations and legacies	246,150	-	-	21,580	21,443	289,173	357,714
Operating activities	-	-	3,325	-	-	3,325	5,385
Investment income	421	-	-	-	-	421	460
Other income	60,774	-	-	-	-	60,774	66,114
Furlough Receipts	4,755	-	-	-	-	4,755	-
<b>Total income</b>	<b>312,100</b>	<b>-</b>	<b>3,325</b>	<b>21,580</b>	<b>21,443</b>	<b>358,448</b>	<b>429,673</b>
<b>Expenditure</b>							
Staff costs	133,629	-	-	-	-	133,629	113,469
Premises and equipment	193,729	-	-	-	-	193,729	123,987
Operating costs	122,351	-	2,712	-	-	125,063	78,488
Depreciation	80,599	-	-	-	-	80,599	81,543
Finance costs	3,239	-	595	-	-	3,834	4,628
Governance	44,322	-	-	-	-	44,322	64,533
Other costs	3,311	8,216	199	-	20,396	32,122	75,658
	<b>581,180</b>	<b>8,216</b>	<b>3,506</b>	<b>-</b>	<b>20,396</b>	<b>613,298</b>	<b>542,306</b>
Grants and donations	85	-	-	7,416	-	7,501	19,076
<b>Total expenditure</b>	<b>581,265</b>	<b>8,216</b>	<b>3,506</b>	<b>7,416</b>	<b>20,396</b>	<b>620,799</b>	<b>561,382</b>
<b>Net income/ (expenditure)</b>	<b>(269,165)</b>	<b>(8,216)</b>	<b>(181)</b>	<b>14,164</b>	<b>1,047</b>	<b>(262,351)</b>	<b>(131,709)</b>



**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020****2. ANALYSIS OF INCOME AND EXPENDITURE (continued)**

	<b>Church £</b>	<b>Academy £</b>	<b>Conferences and Choir £</b>	<b>Book Shop £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total 2019 £</b>
<b>Income</b>							
Donations and legacies	296,210	2,359	-	-	25,882	33,263	357,714
Operating activities	-	-	-	5,385	-	-	5,385
Investment income	460	-	-	-	-	-	460
Other income	65,822	292	-	-	-	-	66,114
Furlough Receipts	-	-	-	-	-	-	-
	-----	-----	-----	-----	-----	-----	-----
<b>Total income</b>			-	5,385	25,882	33,263	429,673
<b>Expenditure</b>							
Staff costs	113,895	(426)	-	-	-	-	113,469
Premises and equipment	75,575	48,328	-	84	-	-	123,987
Operating costs	62,575	11,421	-	4,492	-	-	78,488
Depreciation	73,618	7,925	-	-	-	-	81,543
Finance costs	3,911	208	-	509	-	-	4,628
Governance	63,139	1,394	-	-	-	-	64,533
Other costs	17,361	-	17,294	150	-	40,853	75,658
	-----	-----	-----	-----	-----	-----	-----
	410,074	68,850	17,294	5,235	-	40,853	542,306
Grants and donations	31	-	-	-	19,045	-	19,076
	-----	-----	-----	-----	-----	-----	-----
<b>Total expenditure</b>	410,105	68,850	17,294	5,235	19,045	40,853	561,382
	-----	-----	-----	-----	-----	-----	-----
<b>Net income/ (expenditure)</b>	(47,613)	(71,419)	(17,294)	150	6,837	(7,590)	(131,709)
	=====	=====	=====	=====	=====	=====	=====

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020****3. TRUSTEES AND EMPLOYEES****2020****2019****£****£**

Staff costs during the period were as follows:

Gross salaries and wages	121,685	102,593
Social security costs	6,490	5,543
Pension costs	4,341	3,428
Benefits	1,113	1,905
Redundancy and termination payments	-	-
	-----	-----
	133,629	113,469
	=====	=====

**2020  
Number****2019  
Number**

Ministry and ministry support	2	1
Administration	2	7
Premises and Other	2	3
	-----	-----
	6	11
	=====	=====

No employees received emoluments exceeding £60,000 during the year (2019: none).

The charity contributed to a Defined Contribution Pension Scheme on behalf of the above employee during the prior financial year.

Details of remuneration and reimbursement of expenses received by Trustees in connection with their duties as Trustees of the Charity are disclosed in Note 14.

In 2020 and 2019 all key management members were Trustees and were unremunerated, with the exception of Rev Wesley Vaughan who, as a minister of religion, is permitted by the Articles of Association to be remunerated.

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020**

<b>4. TANGIBLE FIXED ASSETS</b>	<b>Land and Buildings £</b>	<b>Plant and Equipment £</b>	<b>Furniture and fittings £</b>	<b>Motor Vehicles £</b>	<b>Total £</b>
<b>Cost</b>					
At 1 September 2019	4,263,089	779,902	338,193	155,376	5,536,560
Additions	-	6,998	-	-	6,998
	-----	-----	-----	-----	-----
At 31 August 2020	4,263,089	786,900	338,193	155,376	5,543,558
	-----	-----	-----	-----	-----
<b>Depreciation</b>					
At 1 September 2019	1,392,071	747,105	333,193	152,156	2,624,525
Charge for the year	72,731	6,869	150	849	80,599
	-----	-----	-----	-----	-----
At 31 August 2020	1,464,802	753,974	333,343	153,005	2,705,124
	-----	-----	-----	-----	-----
<b>Net Book Value</b>					
At 31 August 2020	2,798,287	32,927	4,850	2,371	2,838,434
	=====	=====	=====	=====	=====
At 31 August 2019	2,871,018	32,797	5,000	3,220	2,912,035
	=====	=====	=====	=====	=====
<b>5. DEBTORS</b>				<b>2020 £</b>	<b>2019 £</b>
Trade debtors				-	8,223
Prepayments and accrued income				12,108	17,306
Other debtors				-	21,998
				-----	-----
				12,108	47,527
				=====	=====
<b>6. CREDITORS: amounts falling due within one year</b>				<b>2020 £</b>	<b>2019 £</b>
Trade creditors				21,635	31,876
Accruals				9,842	7,338
Taxation and social security				-	2,900
Other creditors				-	44,111
Bank loans				12,377	12,376
Brizes Deposit				310,000	310,000
				-----	-----
				353,854	408,601
				=====	=====

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020**

<b>7. CREDITORS: amounts falling due after more than one year</b>	<b>2020 £</b>	<b>2019 £</b>
Bank loans repayable in:		
1 - 2 years	12,377	12,376
2 - 5 years	37,130	37,129
Over 5 years	50,754	65,107
	-----	-----
Bank loan	100,261	114,612
	=====	=====

The charity had one bank loan at the year end. This bank loan is secured against the freehold property for which the loan was obtained in November 2007 and bears an interest of 1.45% above Bank of England base rate. Only interest was payable on the loan for the first 5 years with capital and interest repayment commencing from November 2013. The loan is to be repaid in full by November 2027. The amount owing on this loan was £112,638 at 31 August 2020 (2019: £126,988).

<b>8. NET ASSETS BETWEEN FUNDS</b>	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
Fixed assets	2,838,434	-	-	2,838,434
Current assets	99,605	40,969	16,654	157,288
Current liabilities	(353,854)	-	-	(353,854)
Liabilities due in more than one year	(100,261)	-	-	(100,261)
	-----	-----	-----	-----
	2,483,984	40,969	16,654	2,541,607
	=====	=====	=====	=====

<b>. NET ASSETS BETWEEN FUNDS 2019</b>	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>Total £</b>
Fixed assets	2,912,035	-	-	2,912,035
Current assets	261,287	19,968	18,967	415,136
Current liabilities	(408,601)	-	-	(408,601)
Liabilities due in more than one year	(6,535)	-	-	(6,535)
	-----	-----	-----	-----
	2,758,186	19,968	26,557	2,935,667
	=====	=====	=====	=====

<b>9. DESIGNATED FUNDS</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance £</b>
Special Projects fund	26,805	21,580	(7,416)	-	40,969
	=====	=====	=====	=====	=====

The special projects fund represents 10% of unrestricted donations that have been designated towards worthy causes at the discretion of the church's Leadership Group and Ministry Teams. The year-end balance is held in cash.

<b>DESIGNATED FUNDS 2019</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance £</b>
Special Projects fund	19,968	25,882	(19,045)	-	26,805
	=====	=====	=====	=====	=====

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020**

<b>10. RESTRICTED FUNDS</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance £</b>
Bursary Fund	9,323	-	-	-	9,323
School Nursery	110	-	-	-	110
Medical Fund	3,709	-	-	-	3,709
Athletes in Action Fund	307	2,002	(1,082)	-	1,226
Restricted Book Shop Funds	(410)	282	(282)	-	(410)
Music Funds	1,979	-	-	-	1,979
Conference in Turkey	507	-	(507)	-	-
Trinity Grounds Fund	82	1,540	(906)	-	-
Heater Donation	3,360	-	-	(3,360)	-
Conference in Turkey	-	9,960	(9,960)	-	-
Neal Morse	-	1,000	(1,000)	-	-
CFM	-	1,610	(1,610)	-	-
Kenya Mission	-	2,049	(2,049)	-	-
Other Restricted Funds	-	3,000	(3,000)	-	-
	<u>18,967</u>	<u>21,443</u>	<u>(20,396)</u>	<u>(3,360)</u>	<u>16,654</u>

The Bursary Fund represents donations received from members of the church to provide financial assistance to parents who wish to send their children to the Trinity School. The Trustees work alongside a Bursary Committee to award the bursaries.

The School Nursery fund represents donations received to be attributed to the work of the school nursery.

The Medical Fund represents donations received to be attributed to those who attend the church and are in need of financial assistance towards their medical bills.

The Mission in Jos Fund consists of donations to Christian Faith Ministries International for its bible college in the city of Jos in Nigeria.

The Athletes in Action Fund represents donations received to provide organised sporting activities to young people in the local community. Such activities to be regular, affordable and supported by adults from this and other local churches. Where the teaching and sharing of the Christian faith and lifestyle is integral to each sports session.

The Music Fund represents donations received to help support the choir.

The Conference in Turkey Fund represents a team from the Church assisting with a Mission Conference in Turkey. Donations were received from members of the Church to help defray costs associated with this outreach.

The Trinity Grounds Fund represents £1,000 specifically set aside for maintaining the Church grounds.

The Heater Donation Fund represents donations received to replace the heaters in the Church hall that were no longer working.

Other restricted funds with £nil opening and closing balance represent income received for specific projects that has all been spent on those projects in the year.

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020**

<b>11. RESTRICTED FUNDS 2019</b>	<b>Opening Balance £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Closing Balance £</b>
Bursary Fund	14,557	-	(5,234)	-	9,323
School Nursery	110	-	-	-	110
Medical Fund	3,709	-	-	-	3,709
Athletes in Action Fund	1,142	10	(845)	-	307
Restricted Book Shop Funds	(485)	935	(860)	-	(410)
Choir Funds	1,979	-	-	-	1,979
Conference in Turkey	1,450	16,022	(16,965)	-	507
Trinity Grounds Fund	575	89	(582)	-	82
Matt Maguire	-	150	(150)	-	-
Heater Donation	3,360	-	-	-	3,360
SNW Support	-	7,120	(7,120)	-	-
Neal Morse	-	1,153	(1,153)	-	-
Manna Meals	--	120	(120)	-	-
Other Restricted Funds	160	7,664	(7,824)	-	-
	-----	-----	-----	-----	-----
	26,557	33,263	(40,853)	-	18,967
	=====	=====	=====	=====	=====

**12. CAPITAL COMMITMENTS**

There were £nil capital commitments as at 31 August 2020 (2019 £nil).

**13. INDEMNITY INSURANCE**

The trustees have taken up indemnity insurance to cover losses arising from any claims made against them by reason of any wrongful act in their capacity of trustees.

**14. TRANSACTIONS WITH TRUSTEES AND OTHER RELATED PARTIES**

The aggregate of donations received from trustees in the year was £21,402.80 (2019: £30,553).

No Trustees were reimbursed for any expenses incurred during the year (2019: £364).

**TRINITY CHURCH BRENTWOOD****NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31 AUGUST 2020****15. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2019 £
<b>INCOME FROM:</b>					
<b>Charitable activities:-</b>					
Church		362,492	25,882	32,328	420,702
School		2,651	-	-	2,651
Book Shop		5,385	-	935	6,320
		-----	-----	-----	-----
<b>Total income</b>	2	370,528	25,882	33,263	429,673
		-----	-----	-----	-----
<b>EXPENDITURE ON:</b>					
<b>Charitable activities:-</b>					
Church		410,105	19,045	34,759	463,909
School		68,850	-	5,234	74,084
Conferences and Music		17,294	-	-	17,294
Book Shop		5,235	-	860	6,095
		-----	-----	-----	-----
<b>Total expenditure</b>	2	501,484	19,045	40,853	792,102
		-----	-----	-----	-----
<b>Net income/expenditure</b>		(130,956)	6,837	(7,590)	(131,709)
Transfers between funds	9,11	-	-	-	-
		-----	-----	-----	-----
Net movement in funds		(130,956)	6,837	(7,590)	(202,139)
Funds brought forward		2,889,142	19,968	26,557	2,935,667
		-----	-----	-----	-----
Funds carried forward		2,758,186	26,805	18,967	2,803,958
		=====	=====	=====	=====