

LARKFIELD COMMUNITY CHURCH

England & Wales · Charity number 1120956

Details

Status Registered

Legal form Other

Registered 2007-09-24

Register [View on the Charity Commission register](#)

Contact

Address 55 The Ferns
Larkfield
Aylesford
ME20 6NE

Phone 01732 846164

Email info@larkfieldcommunitychurch.co.uk

Website www.larkfieldcommunitychurch.co.uk

Activities

Objects: A) TO ADVANCE THE CHRISTIAN FAITH IN ACCORDANCE WITH THE STATEMENT IN SUCH WAYS AND IN SUCH PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE CHURCH COUNCIL FROM TIME TO TIME MAY THINK FIT; B) TO RELIEVE SICKNESS AND FINANCIAL HARDSHIP AND TO PROMOTE AND PRESERVE GOOD HEALTH BY THE PROVISION OF FUNDS, GOODS OR SERVICES OF ANY KIND INCLUDING THROUGH THE PROVISION OF COUNSELLING AND SUPPORT IN SUCH PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE CHURCH COUNCIL FROM TIME TO TIME THINK FIT; AND C) TO ADVANCE EDUCATION IN SUCH WAYS AND IN SUCH PARTS OF THE UNITED KINGDOM OR THE WORLD AS THE CHURCH COUNCIL FROM TIME TO TIME MAY THINK FIT.

Activities: 2 meetings/week for fellowship, worship and bible teaching. Weekly Youth/Children's/Elderly clubs. Work with Church and Schools Together (CAST) provide Safe Space and Mentoring. Food bank. Community Alpha Course. Building available free of charge for other community groups/schools e.g. girl guides, weekly coffee morning for childminders. Approx. 10% funds given for missions / charities.

Classification

- **How:** Provides Other Finance, Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Overseas Aid/famine Relief, Religious Activities, Environment/conservation/heritage, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE LARKFIELD, AYLESFORD, MALLING, LEYBOURNE, DITTON, SNODLAND, MAIDSTONE, KENT.
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£46,623	£55,064	-	-
2023-12-31	£51,887	£50,362	-	-
2022-12-31	£47,017	£42,223	-	-
2021-12-31	£48,456	£31,399	-	-
2020-12-31	£39,173	£43,701	-	-

Trustees

Name	Role	Appointed
MARK ANDREW HAYTON	Chair	2012-01-16
Paul Martin Jacobs		2022-03-29
ROGER ANTHONY BEDFORD		
STEVEN FREDERICK JOHNSON		

LARKFIELD COMMUNITY CHURCH

England & Wales - Charity number 1120956

Accounts

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2024

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

Information

Trustees Report

Independent Examiners Report

Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS: Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES:

Mark Hayton (Pastor and Lead Elder)

Steve Johnson (Elder)

Roger Bedford (Elder)

Paul Jacobs (Elder)

REGISTERED ADDRESS:

55, The Ferns,

Larkfield,

Aylesford,

Kent,

ME20 6NE.

INDEPENDENT EXAMINER:

Stewardship,

1, Lamb's Passage,

London,

EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2024

AIM

The primary aims of Larkfield Community Church (LCC) are to provide a Church where every adult and child can understand the good news of Jesus Christ and grow in their faith and service for the glory of God.

OBJECTIVES

The principal objects of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

LCC has a longstanding relationship with the Assemblies of God (AoG) UK; a Christian organisation of over 500 Churches that pursue similar objectives in the UK and overseas. LCC works with the AoG to support other Churches where needed. During the year, 3 % of LCC's income has been given to help the objectives of the AoG, which can be done on a much larger scale than LCC could do independently. LCC is also an active member of Churches Together in Malling, a local inter-denominational group of some 25 Churches.

The four Trustees of LCC are also the Church Elders. One of them is the nominated 'Lead' Elder who has Accredited Ministerial Status with the AoG. In keeping with the constitution of the AoG, the Pastor is also the Trustee Chair. The Pastor was in full time secular employment through 2024 and aligned with the other Trustees to serve the Church in a voluntary capacity, thus allowing all funds to be directed where needed.

The life and teaching of the Church is governed by the wider LCC Leadership Team, comprising of the Church Elders/Trustees, three of their wives, the Treasurer/Administrator, and the Children's Leader.

The Trustees meet at least bi-monthly with the wider LCC Leadership Team, to receive reports and financial statements detailing the opportunities and risks faced, enabling them to plan or curtail activities accordingly. Day to day decisions on expenditure are decided by the Trustees. The powers of appointment or removal of a Trustee rests with the Trustees. They are selected from the LCC Leadership Team to ensure the Trustee body is homogeneous with LCC's mission.

The Church currently employs three people on a PAYE basis, namely:

- Treasurer/Administrator/Trainee Pastor. This person is employed for 21 hours per week and is studying for ministerial accreditation through the AoG.
- Cleaner. This person is employed for 8 hours per week to clean and service the Church building - The Dorcas Centre.

- Children's Leader. This person is employed for 10 hours per week heading up the children's teaching and undertakes some mentoring of children who attend the local primary School.

It is the involvement of every member of LCC, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through:

- being 'salt and light' in the community, amongst the people they interact with day to day;
- by praying,
- by visiting the sick and helping those in need,
- being involved in training others,
- through public teaching and worship, and
- administration.

The financial resources of LCC are mainly given by its members. Much of the work achieved happens privately and without recognition; the hours and value of that time cannot be quantified.

LCC has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation, reviewed annually by the Safeguarding lead. Training and refresher training in Safeguarding for members/staff is an ongoing constant and a standing item at each Leadership/Trustees meeting. One Sunday service per annum is devoted as 'Safeguarding Sunday' to further highlight this key policy.

ACHIEVEMENTS AND PERFORMANCE

During Lent LCC participated in a Churches Together evangelism teaching series called '123Go' that built towards an Easter Saturday Outreach event in the local shopping precinct. Sunday Service attendance over the year was consistent following the reduction experienced post-covid and some new people have been seen regularly. As can be seen below in the Financial Review section, annual giving has remained about the same. In summary fewer volunteers are doing more and visiting speakers often comment how as a church we, 'Punch above our weight'.

LCC have an excellent ongoing relationship with Brookfield Junior School and continue to meet each Sunday morning in the school hall for sung worship, prayer, bible teaching, fellowship and J Team (for children). As in previous years, LCC members helped to raise school funds at the school summer fete and bonfire night events by running the refreshment stands.

Since 1999, for mid-week outreach work, LCC have leased and maintain a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre', also located on the Brookfield School site. Main mid-week Church activities through 2024 included:

- 'Refreshment Plus' – a popular Wednesday morning 'drop-in' breakfast bible study prayer and fellowship group.
- Foodbank - several LCC volunteers gather, sort and pack donated food for individuals and families in crisis. Through 2024, 326 people were helped equating to nearly 5000 meals. This ministry extends to additional welfare support on a case-by-case basis decided by Trustees.
- 'Let's do Lunch', for senior citizens/lonely people - at least 7 LCC members regularly volunteer with this ministry alongside people from other Churches and the community. A free taxi service is provided where needed.

The Dorcas Centre was made available for use, free of charge, to the 3 Schools on the site and to other community groups such as a Monday Child Minders coffee morning, a Tuesday elderly social group, and an evening community choir group.

LCC also partnered with and gave some funding and/or volunteers to:

- The Family Trust - several LCC members volunteer for this Christian Charity providing prayer spaces, lunch/after school Christian clubs and mentoring in primary and secondary Schools.
- Street Pastors - several LCC members are involved with this ministry in Maidstone.
- 'New Life' Christian Newspaper – LCC fund 50 copies per month that contain uplifting stories for the inmates of HMP Elmley.
- Compassion - through this Christian Charity, at the last count, LCC members sponsored 28 children overseas, helping to lift them out of poverty in Jesus' name.
- Tearfund - two fund raising quiz nights were organised over the year.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for LCC remain the same, however in September 2019 the Trustees became aware of a housing scheme on land now known as Pippins Place, East Malling (about a mile from our current site) that includes a new community building. The Trustees reached out to the developers, Wates Ltd., and have held positive discussions with them regarding the feasibility of the community building becoming LCC's permanent home. At the time of writing, negotiations with Wates' building division, Vistry Homes, are still ongoing, however currently the building and conditions proposed by them fall short of the Churches multi-functional needs e.g. no breakout room space for the children to name but one. Meanwhile LCC acknowledge that our current church venue continues to meet our needs well.

In early 2025 some aesthetic improvements to the school hall and a new sound system are planned. Some maintenance work of The Dorcas Centre is also required (painting of the fascia boards and ramp repairs).

A 10-week Alpha Course (an exploration of the basics of Christianity) is intended from Easter 2025.

The search for a youth leader continues and at the time of writing we are excited that another AoG church are moving their mid-week youth program to The Dorcas Centre where our young people can join in.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme. Modest Foodbank grants were received from John Lewis and Tonbridge and Malling Borough Council.

Despite the reported decrease in attendance/membership since the Covid restrictions were lifted, members continued to be generous, and overall income was like previous years.

Total receipts for the year were **£46,623** (2023: £51,887) with expenditure amounting to **£55,064** (2023: £50,362) resulting in an overspend of **£8,440 (2023: surplus £1,525)**. The Trustees were sighted that there would be an overspend in 2024 and mindful that there were sufficient surplus funds in the current account to cover this and a significant Gift Aid claim outstanding.

At the year end, the charity held total reserves of **£95,607** (2023: £104,047) of which **£72,976** were designated for specific purposes (2023: £75,802) and **£2,901** was held in restricted funds (2023: NIL), and **£19,730** available for general use (2023: £28,245).

The Trustees have reviewed the Reserves policy and retain in the current account a minimum of **£15,000**, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the trustees on the basis of need and fulfilment of the charitable objectives. The Trustees aim to gift 10% of their annual income. They are reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the Trustees in conjunction with volunteers responsible for the area of activity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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.

Approved by the Board of Trustees on: Oct 20, 2025
and signed on its behalf by:

A handwritten signature in black ink that reads "M. Hayton". The signature is written in a cursive style and is positioned above a thin blue horizontal line.

[M. Hayton \(Oct 20, 2025 17:03:18 GMT+1\)](#)

Mark Hayton MA FHEA
LCC Trustee Chair

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2024 on pages 10 to 13 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 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 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 respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Lisa Darby

[Lisa Darby \(Oct 21, 2025 13:48:22 GMT+1\)](#)

Lisa Darby FCA

For and on behalf of:

Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: Oct 21, 2025

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS
FOR THE PERIOD 1ST JANUARY 2024 to
31ST DECEMBER 2024
PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson
Treasurer for Accounting Year

	Notes	Unrestricted Funds			Unrestricted Funds		
		General Fund	Designated Funds	Restricted Funds	General Fund	Designated Funds	Total Funds
		2024	2024	2024	2023	2023	2023
		£	£	£	£	£	£
Receipts							
<i>Voluntary Receipts</i>							
Offerings and Donations		2,352.00	-	-	2,352.00	2,301.61	2,301.61
Gift Aid Donations		30,512.34	-	-	30,512.34	31,966.46	31,966.46
Tax Refunds under Gift Aid		7,950.71	-	-	7,950.71	8,186.18	8,186.18
Total Voluntary Receipts		40,815.05	-	-	40,815.05	42,454.25	42,454.25
Other Receipts							
Interest received			710.14		710.14	898.51	898.51
Foodbank Donations				546.00	546.00	6,920.98	6,920.98
Foodbank Grants				2,400.00	2,400.00	-	-
Other		2,152.48			2,152.48	1,612.96	1,612.96
Total Receipts		42,967.53	710.14	2,946.00	46,623.67	44,067.21	51,886.70
Payments							
Payments in furtherance of Church's objectives							
Direct Costs		49,884.18	-	3,580.92	53,465.10	43,953.94	48,041.53
Grants to Individuals					-		
Grants to Institutions		1,598.61	-	-	1,598.61	2,320.00	2,320.00
Total Payments		51,482.79	-	3,580.92	55,063.71	46,273.94	50,361.53
Net Receipts / (Payments) before Transfers		(8,515.26)	710.14	(634.92)	(8,440.04)	(2,206.73)	1,525.17
Transfers in Funds			(3,535.76)	3,535.76			
Cash funds as at last year end		28,245.09	75,801.57	-	104,046.66	30,451.82	102,521.49
Cash funds as at this year end		£ 19,729.83	£ 72,975.95	£ 2,900.84	£ 95,606.62	£ 28,245.09	£ 75,801.57
							£ 104,046.66

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st DECEMBER 2024**

1. FIXED ASSETS	Insurance Value 2024 £	Insurance Value 2023 £
The values of the assets owned or leased are:		
Leasehold Building	156,576.00	151,427.00
Moveable Contents	30,125.00	30,125.00
Total	£ 186,701.00	£ 181,552.00

The property and contents are part of the charity's general funds.
Since June 2023, the Dorcas Centre lease was renewed for 5 years.

2. BANK AND CASH BALANCES	2024 £	2024 £	2024 £	2023 £
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Held at Bank	19,729.83	2,900.84	22,630.67	31,780.85
Funds On Deposit	52,467.72		52,467.72	52,102.01
Deposit Account	20,508.23		20,508.23	20,163.80
	£ 92,705.78	£ 2,900.84	£ 95,606.62	£104,046.66

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES	2024 £	2023 £
<u>Assets</u>		
AOG Conference 2025 paid in advance	1,014.00	2,850.84
Gift Aid recovery not yet received	3,781.13	4,053.69
	£ 4,795.13	£ 6,904.53
<u>Liabilities</u>		
HMRC	91.08	110.47
Independent Examination Fee	900.00	800.00
	£ 991.08	£ 910.47

There is a rolling amount of non-perishable/dried food stock retained at the Dorcas Centre which varies according to demand.

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

M. Hayton

[M. Hayton \(Oct 20, 2025 17:03:18 GMT+1\)](#)

Mark Hayton (Trustee)

Date: Oct 20, 2025

NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2024 TO 31st DECEMBER 2024

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.

2. Direct Costs

	2024	2024	2023	2023
	£	£	£	£
Property Rent/Lease	2,635.00		2,633.30	
Gas/Electricity	1,179.46		1,035.62	
Insurance / Licences	1,745.30		1,672.04	
Subscriptions	1,812.20		1,694.85	
Mission and Ministry	1,847.10		1,706.13	
Conference and Courses	4,187.97		4,780.11	
Church Activities	320.94		566.57	
Equipment / Furnishing	2,006.87		200.00	
Administration (including salary)	19,311.63		16,131.35	
Childrens work (including salary)	7,257.81		6,342.38	
Maintenance (Dorcas - including salary)	7,579.90		7,191.59	
Foodbank Expenses	3,580.92		4,087.59	
		53,465.10		48,041.53

3. Grants Paid

Individuals	-	-
Institutions	1,598.61	2,320.00
Total	£55,063.71	£50,361.53

4. Employees

During 2024, The Church employed three part time members of staff.

- Children's Pastor
- Treasurer/Administrator/Minister In Training since June
- Caretaker

5. Payments to Trustees

No payments were made to trustees or related parties during 2024, other than the direct reimbursement of expenses incurred with no profit element.

6. Movement of Funds

	Balance at 31 Dec 2023 £	Receipts £	Payments £	Transfers £	Balance at 31 Dec 2024 £
General funds	28,245.09	42,967.53	(51,482.79)		19,729.83
Designated funds					
Vision Fund	72,265.81	710.14	-	-	72,975.95
Foodbank Fund	3,535.76	-	-	(3,535.76)	-
	<u>75,801.57</u>	<u>710.14</u>	<u>-</u>	<u>(3,535.76)</u>	<u>72,975.95</u>
Total Unrestricted Funds	<u>104,046.66</u>	<u>43,677.67</u>	<u>(51,482.79)</u>	<u>(3,535.76)</u>	<u>92,705.78</u>
Restricted funds					
Foodbank Project Fund	-	2,946.00	(3,580.92)	3,535.76	2,900.84
Total funds	<u>104,046.66</u>	<u>46,623.67</u>	<u>(55,063.71)</u>	<u>-</u>	<u>95,606.62</u>

Designated Funds

The Foodbank Fund held monies designated by the charity for use in the foodbank, either for food purchases or for the welfare needs of the foodbank clients. This fund was transferred to a new restricted fund during this year.

The Vision Fund was created by the designation of funds for a potential future building project.

Restricted Funds

The Foodbank Project Fund holds monies given for use in the foodbank, either for foodbank operational expenses or purchases relating to the welfare needs of the foodbank clients.

LARKFIELD COMMUNITY CHURCH

England & Wales - Charity number 1120956

Accounts

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2023

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

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Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

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TRUSTEES:

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Steve Johnson (Elder)
Roger Bedford (Elder)
Paul Jacobs (Elder)

REGISTERED ADDRESS:

55, The Ferns,
Larkfield,
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Kent,
ME20 6NE.

INDEPENDENT EXAMINER:

Lisa Darby FCA
Stewardship,
1, Lamb's Passage,
London,
EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2023

AIM

The primary aim of Larkfield Community Church (LCC) is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their service for the glory of God.

OBJECTIVES

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1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

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The four Trustees of LCC are also the four Church Elders. One of them is the nominated 'Lead' Elder who has Accredited Ministerial Status with the AoG. In keeping with the constitution of the AoG, the Minister is also the Trustee Chair. The Minister of LCC is in full time secular employment and aligns with the other Trustees to serve the Church in a voluntary capacity, thus allowing all funds to be directed where needed.

The life and teaching of the Church is governed by the wider LCC Leadership Team, comprising of the four Church Elders (Trustees), three of their wives, the Treasurer/Administrator, and the Children's Leader.

The Trustees meet at least bi-monthly with the wider LCC Leadership Team, to receive reports and financial statements detailing the opportunities and risks faced, enabling them to plan or curtail activities accordingly. Day to day decisions on expenditure are decided by the Trustees. The powers of appointment or removal of a Trustee rests with the Trustees. They are selected from the LCC Leadership Team to ensure the Trustee body is homogeneous with the mission.

The Church currently employs three people on a PAYE basis, namely:

- Treasurer/Administrator. In June 2023 this person commenced a 3-year Minister in Training (MiT) Course with the AoG. Correspondingly, their hours of paid employment rose from 10 to 21 per week to help cover their additional responsibilities.

- Cleaner. This person is employed for 8 hours per week (to clean and service the church building - The Dorcas Centre).
- Children's Leader. This person is employed for 10 hours per week (within the Church and in some local Primary Schools clubs, formal mentoring, holiday activities and school assemblies).

It is the involvement of every member of LCC, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through:

- being 'salt and light' in the community, amongst the people they interact with every day;
- by praying,
- by visiting the sick and helping those in need,
- being involved in training others,
- through public teaching and worship, and
- administration.

The financial resources of LCC are mainly given by its members. Much of the work achieved happens privately and without recognition; the hours and value of that time cannot be quantified.

LCC has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation. Training and refresher training in Safeguarding for members/staff is an ongoing constant and a standing item at each Leadership/Trustee meeting. The policy is reviewed annually by the Safeguarding Lead. One Sunday service per annum is devoted as 'Safeguarding Sunday' to further highlight this key policy.

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31st DECEMBER 2023

ACHIEVEMENTS AND PERFORMANCE

LCC have an excellent relationship with Brookfield Junior School and continued to meet free of charge each Sunday morning in the school hall for sung worship, prayer and bible teaching. After the decline in numbers attending 'in person' services post-Covid (approximately halved) reported in 2022, the number of attendees through 2023 have steadied and a small number of new people are attending regularly. Indeed, a highlight of the year was 5 water baptisms.

Although the Children's Leader was on maternity leave from February 2023, the children's ministry (J Team) was able to continue with volunteers and the crèche facility was also available.

Some LCC members continued to meet online mid-week for further friendship, prayer and bible teaching.

As in previous years, LCC members helped Brookfield Junior School to raise funds at their school summer fete and bonfire night events by running the refreshment stands.

For their mid-week outreach work, since 1999, LCC have leased and maintain a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the Brookfield School site. A further extension of the lease has been negotiated this year until mid-2028. Mid-week activities included:

- A popular Wednesday morning 'drop-in' breakfast bible study group called Refreshment Plus.
- Foodbank. Volunteers gather, sort, pack and deliver donated food to people (individuals and families) in crisis. This ministry extends to additional welfare support on a case-by-case basis.
- 'Let's do Lunch', for senior citizens/lonely people. At least 7 LCC members regularly volunteer with this ministry alongside people from other Churches and the community. A free taxi service is provided where needed.

The Dorcas Centre was also made available for use, free of charge, to the 3 Schools on the site and to other community groups such as a Monday Child Minders coffee morning, a Tuesday elderly social group, and an Amateur Dramatics group.

LCC also partnered with and gave some funding and/or volunteers to:

- The Family Trust. Several LCC members volunteer for this Christian Charity providing prayer spaces, lunch/after school Christian clubs and mentoring in primary and secondary Schools.
- Street Pastors. Several LCC members are involved with this ministry in Maidstone.

- ‘New Life’ Christian Newspaper (fund 50 copies per month) containing uplifting stories for inmates of HMP Elmley.
- Compassion. Through this Christian Charity, at the last count, LCC members sponsored 28 children overseas, helping to lift them out of poverty in Jesus name.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for LCC remain the same, however in September 2019 the Trustees became aware of a housing scheme on land called 40 Acres, East Malling (about a mile from our current site) that included a new community building. The Trustees reached out to the developers, Wates Ltd., and held discussions with them regarding the feasibility of the community building becoming LCC’s permanent home.

At the time of writing, the detailed planning proposal for the development has been approved and construction on the site is well under way. Wates’ building division, Vistry Homes, have offered LCC the community building, ‘shell and core’ (this means LCC will need to fit out the interior in its entirety) and a good-sized carpark freehold for £1. Further negotiations are ongoing as the current suggested building lacks the space for a breakout room from the hall for the Sunday children/youth work or for a foyer and an office. If this can be overcome it is anticipated that LCC will acquire possession of the Community Building, car park and some adjoining land around December 2026.

LCC have identified a company that can undertake the internal fitting of the building for £200-350K depending on the specification. This remains an exciting opportunity for LCC and will result being able to upscale its community provision.

The LCC Leadership Team advertised their Youth Leader vacancy to all churches across the region without success. Again, at the time of writing, this appointment remains a priority and thankfully an appointment is imminent on a voluntary basis.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme.

Despite the reported decrease in attendance/membership since the Covid restrictions were lifted, remaining members continued to be generous and overall income was similar to previous years.

Total receipts for the year were **£51,887** (2022: £47,017) with expenditure amounting to **£50,362** (2022: £42,223) resulting in net increase **£1,525** (2022: £4,794). The funds carried forward at the year-end amounted to **£104,047** (2022: £102,521). Of these funds, **£75,802** have designated purposes (2022: £72,070).

The Trustees have reviewed the Reserves Policy and retain in the current account a minimum of £15,000, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the trustees on the basis of need and fulfilment of the charitable objectives. The trustees aim to gift 10% of their annual income. They are reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the Trustees in conjunction with volunteers responsible for the area of activity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

Approved by the Board of Trustees on: Oct 21, 2024
and signed on its behalf by:

Mark Hayton MA

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2023 on pages 10 to 13 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 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 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 respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Lisa Darby FCA

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: Oct 22, 2024

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS
FOR THE PERIOD 1ST JANUARY 2023 to
31ST DECEMBER 2023
PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson
Treasurer for Accounting Year

<i>Notes</i>	Unrestricted General Fund 2023 £	Designated Funds 2023 £	Total Funds 2023 £	Unrestricted General Fund 2022 £	Designated Funds 2022 £	Total Funds 2022 £
Receipts						
<i>Voluntary Receipts</i>						
Offerings and Donations	2,301.61	-	2,301.61	3,317.19	-	3,317.19
Gift Aid Donations	31,966.46	-	31,966.46	31,075.35	-	31,075.35
Tax Refunds under Gift Aid	8,186.18	-	8,186.18	7,638.15	-	7,638.15
Total Voluntary Receipts	42,454.25	-	42,454.25	42,030.69	-	42,030.69
Other Receipts						
Interest received	-	898.51	898.51	-	83.06	83.06
Foodbank Donations		6,920.98	6,920.98	-	660.00	660.00
Other	1,612.96	-	1,612.96	4,242.82	-	4,242.82
Total Receipts	44,067.21	7,819.49	51,886.70	46,273.51	743.06	47,016.57
Payments						
Payments in furtherance of Church's objectives						
Direct Costs	43,953.94	4,087.59	48,041.53	37,437.50	545.18	37,982.68
Grants to Individuals				-	-	-
Grants to Institutions	2,320.00		2,320.00	4,240.21	-	4,240.21
Total Payments	46,273.94	4,087.59	50,361.53	41,677.71	545.18	42,222.89
Net Receipts / (Payments) before Transfers	(2,206.73)	3,731.90	1,525.17	4,595.80	197.88	4,793.68
Cash funds as at last year end	30,451.82	72,069.67	102,521.49	25,856.02	71,871.79	97,727.81
Transfers in Funds						-
Cash funds as at this year end	£ 28,245.09	£ 75,801.57	£ 104,046.66	£ 30,451.82	£ 72,069.67	£ 102,521.49

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st DECEMBER 2023**

1. FIXED ASSETS	Insurance Value 2023 £	Insurance Value 2022 £
The values of the assets owned or leased are:		
Leasehold Building	151,427.00	140,210.00
Moveable Contents	30,125.00	30,125.00
Total	£181,552.00	£170,335.00

The property and contents are part of the charity's general funds.
The Dorcas Centre lease has been renewed in June 2023 for another 5 years.

2. BANK AND CASH BALANCES	2023 £	2022 £
Held at Bank	31,780.85	31,154.19
Funds On Deposit	52,102.01	51,530.46
Deposit Account	20,163.80	19,836.84
	£104,046.66	£102,521.49

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

AOG Conference 2024 paid in advance	2,850.84	2,333.59
Gift Aid recovery not yet received	4,053.69	4,243.89
	£ 6,904.53	£ 6,577.48

Liabilities

HMRC	110.47	
Independent Examination Fee	800.00	780.00
	£910.47	£780.00

There is a rolling amount of non-perishable/dried food stock retained at the Dorcas Centre which varies according to demand.

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


M.Hayton (Oct 21, 2024 18:28 GMT+1)

Mark Hayton (Trustee)

Oct 21, 2024

Date:

NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2023 TO 31st DECEMBER 2023

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.

2. Direct Costs

	2023	2023	2022	2022
	£	£	£	£
Property Rent/Lease	2,633.30		2,635.00	
Gas/Electricity	1,035.62		507.93	
Insurance / Licences	1,672.04		1,552.42	
Subscriptions	1,694.85		1,570.85	
Mission and Ministry	1,706.13		2,566.37	
Conference and Courses	4,780.11		4,004.69	
Church Activities	566.57		-	
Equipment / Furnishing	200.00		2,562.84	
Administration	16,131.35		10,159.28	
Youth Work	-		-	
Childrens work	6,342.38		6,500.26	
Maintenance (Dorcas)	7,191.59		5,377.86	
Foodbank (Designated Fund)	4,087.59		545.18	
Other Costs			-	
	<u>£48,041.53</u>	£48,041.53	<u></u>	£37,982.68

3. Grants Paid

Individuals			-
Institutions		2,320.00	4,240.21
Total		<u>£50,361.53</u>	<u>£42,222.89</u>

4. Employees

During 2023, The Church employed three part time members of staff.

- Children's Pastor
- Treasurer/Administrator/Minister In Training since June
- Caretaker

5. Payments to Trustees

No payments were made to trustees or related parties during 2023, other than the direct reimbursement of expenses incurred with no profit element.

6. Movement of Funds

	Balance at 31 Dec 2022 £	Receipts £	Payments £	Transfers £	Balance at 31 Dec 2023 £
General funds	30,451.82	44,067.21	(46,273.94)		28,245.09
Designated funds					
Vision Fund	71,367.30	898.51			72,265.81
Foodbank Fund	702.37	6,920.98	(4,087.59)		3,535.76
	<u>72,069.67</u>	<u>7,819.49</u>	<u>(4,087.59)</u>		<u>75,801.57</u>
Total funds	<u>102,521.49</u>	<u>51,886.70</u>	<u>(50,361.53)</u>		<u>104,046.66</u>

LARKFIELD COMMUNITY CHURCH

England & Wales - Charity number 1120956

Accounts

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2022

Registered Charity Number: 1120956

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS: Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES:

Mark Hayton (Minister and Lead Elder)

Steve Johnson (Elder)

Roger Bedford (Elder)

Paul Jacobs (Elder)

REGISTERED ADDRESS:

55, The Ferns,

Larkfield,

Aylesford,

Kent,

ME20 6NE.

INDEPENDENT EXAMINER:

Stewardship,

1, Lamb's Passage,

London,

EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

AIM

The primary aim of Larkfield Community Church (LCC) is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their service for the glory of God.

OBJECTIVES

The principle objects of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

LCC has a longstanding relationship with the Assemblies of God (AoG) UK; a Christian organisation of over 600 Churches that pursue similar objectives in the UK and overseas. LCC works with the AoG to support other Churches where needed. During the year, 3 % of LCC's income has been given to help the objectives of the AoG, which can best be done on a larger scale than LCC could do independently. LCC is also an active member of Churches Together in Malling, a local inter-denominational group of 25 Churches.

The four Trustees of LCC are also the four Church Elders. One of them is the nominated Lead Elder who has Accredited Ministerial Status with the AoG. In keeping with the constitution of the AoG, the Lead Elder is also the Trustee Chair. The Lead Elder of LCC, is in full time secular employment and aligns with the other Trustees who all serve the Church in a voluntary capacity, thus allowing funds to be directed where needed.

The life and teaching of the Church is governed by the LCC Leadership, comprising of the four Church Elders (Trustees), the Treasurer/Administrator, the Children's Leader and three of the four Elders' wives.

The Trustees meet at least bi-monthly with the wider LCC Leadership Team, to receive reports and financial statements detailing the opportunities and risks faced, enabling them to plan or curtail activities accordingly. Day to day decisions on expenditure are decided by the Trustees. The powers of appointment or removal of a Trustee rests with the Trustees. They are selected from the LCC Leadership Team to ensure the Trustee body is homogeneous with the mission.

The Church currently employs three people, namely:

- Treasurer/Administrator on a PAYE basis for 10 hours per week,
- Caretaker/Cleaner for 8 hours per week (to clean and service the church building - The Dorcas Centre).

- Children's Leader for 10 hours per week (within the Church and in some local Primary Schools clubs, holiday activities, assemblies).

It is the involvement of every member of LCC, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through:

- being 'salt and light' in the community, amongst the people they interact with every day;
- by praying,
- by visiting the sick and others in need,
- being involved in training others,
- through public teaching and worship, and
- administration.

The financial resources of LCC are mainly given by its members. Much of the work achieved is done so privately and without recognition; the hours and value of that time cannot be quantified.

LCC has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation. Training and refresher training in Safeguarding for members/staff is an ongoing constant and a standing item at each Leadership/Trustee meeting. The policy is reviewed annually by the LCC Safeguarding Lead. One Sunday service per annum is devoted as 'Safeguarding Sunday' to further highlight this key policy.

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31st DECEMBER 2022

ACHIEVEMENTS AND PERFORMANCE

LCC continued to meet in Brookfield Junior School Hall each Sunday morning for sung worship, prayer and bible teaching. There was a noticeable decline in numbers attending 'in person' services post-Covid (approximately halved). Through 2021/2022, several families decided to move to a church nearer home and two key families relocated to Norfolk and South Wales respectively.

The children's ministry continued called J Team for juniors. A crèche facility was also available and a baby changing unit installed.

Some Church members met online mid-week for further friendship, prayer and bible teaching.

Post lockdown, the Church began to rebuild their relationship with the 3 Primary Schools that are on the site and, as in previous years, helped them to raise funds at their school summer fetes by running a refreshment stand.

The Church lease a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the School site for use during the week. This building was derelict but has been completely restored by the Church. It is maintained by a part-time paid Caretaker/Cleaner and volunteers from the Church. Mid-week Church activities included:

- A popular mid-week morning breakfast bible study group called Refreshment Plus.
- Food Bank. The LCC foodbank volunteers gather, sort, pack and deliver donated food to people (individuals and families) in crisis. Through the reporting period 573 food parcels were delivered which equates to 8595 meals.
- A lunchtime and after-school club called, 'JAM' (Jesus and me) for the children of Brookfield Junior School – approx. 30 attendees.

The Dorcas Centre was also made available for use free of charge to the Schools on the site and to other community groups such as a Child Minders weekly coffee morning, a weekly elderly social group, an elderly lunch club called, 'Let's do Lunch', and a local charity delivering 'buddy' training for volunteers to visit the lonely.

LCC partnered with and gave some funding and/or volunteers to:

- 'Known and Loved'. A Churches Together in Malling outreach week around Pentecost with countless planned acts of kindness and community events.
- Christian Comedian Mark Ritchie by hosting a Comedy Night outreach.
- The Family Trust. Several LCC members volunteer for this Christian Charity providing mentoring in primary and secondary Schools.

- Street Pastors. Two LCC members are involved with this work in Maidstone.
- 'New Life' Christian Newspaper (50 copies per month) containing uplifting stories for inmates of HMP Elmley.
- 'Let's do Lunch', for senior citizens. At least 7 LCC members regularly volunteer with this work alongside people from other Churches and the community. A free taxi service is provided where needed.
- Compassion. At the last count, LCC members sponsored 28 children overseas, helping to lift them out of poverty in Jesus name.
- Christmas Connect. A combined Medway Churches Christmas Carol concert that included community choirs, a primary school choir singing competition and Christian Comedian/Speaker Mark Richie.
- Churches Together in Malling Warm Space. LCC helped fund and staff a coffee shop 'warm area' through the winter months where people could come and offset their winter fuel bills.
- AoG Ukraine Appeal. LCC provided funding for 10 oil fueled radiators.
- AoG Earthquake Appeal for Turkey/Syria.
- Brookfield Junior School. LCC contributed to the funding of a new projector in the hall (also used by LCC during Sunday services).

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for LCC remain the same, however in September 2019 the Trustees became aware of a housing scheme on land called 40 Acres, East Malling (about a mile from our current site) that included a new community building. The Trustees reached out to the developers, Wates Ltd., and discussions with them regarding the feasibility of the community building becoming the churches new base, have been very positive.

The detailed planning proposal for the development has been approved and at the time of writing construction has just commenced. Wates' building division, Vistry Homes, have been in consultation with the LCC Trustees regarding a detailed plan for the community building to ensure it is fit for their purpose. It is anticipated that LCC will acquire freehold possession of the Community Building, car park and some adjoining land around December 2026.

This is an exciting development and will result in the church being able to upscale its community provision.

The LCC Leadership Team is looking to reappoint a Youth Leader for up to 20 hours per week. The previous Youth Leader stood down during the Covid Lockdown period having gained full time employment with another Christian Organisation. At the time this enabled LCC to curtail its outgoings at a financially challenging time but with no provision in this important area currently, it has become a key priority for 2023.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme.

Despite the reported decrease in attendance/membership since the Covid restrictions were lifted, remaining members continue to be generous and overall income was consistent with that of previous years. As mentioned, a significant saving was made by delaying the reappointment of a Youth Leader until events returned to normal.

Total receipts for the year were **£47017** (2021: £48,455) with expenditure amounting to **£42223** (2021: £31,399) resulting in a gain of **£4,794**.

Funds carried forward at the year-end amounted to **£30452**.

Further invested reserves amount to £72070

The Trustees have reviewed the Reserves Policy and retain in the current account a minimum of £15,000, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the trustees on the basis of need and fulfilment of the charitable objectives. The trustees aim to gift 10% of their annual income. They are reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the trustees in conjunction with volunteers responsible for the area of activity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

**Approved by the Board of Trustees on:
and signed on its behalf by:**

Mark Hayton MA 18/10/2023

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2022 on pages 10 to 13 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 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 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 respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Lisa Darby FCA

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: 23/10/2023

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS
FOR THE PERIOD 1ST JANUARY 2022 to
31ST DECEMBER 2022
PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson
Treasurer for Accounting Year

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 1ST JANUARY 2022 to 31ST DECEMBER 2022

Notes	Unrestricted General Fund 2022 £	Designated Funds 2022 £	Total Funds 2022 £	Unrestricted General Fund 2021 £	Designated Funds 2021 £	Total Funds 2021 £
Receipts						
<i>Voluntary Receipts</i>						
Offerings and Donations	3,317.19	-	3,317.19	4,750.00	-	4,750.00
Gift Aid Donations	31,075.35	-	31,075.35	31,764.68	-	31,764.68
Tax Refunds under Gift Aid	7,638.15	-	7,638.15	7,366.74	37.50	7,404.24
Total Voluntary Receipts	42,030.69	-	42,030.69	43,881.42	37.50	43,918.92
Other Receipts						
Interest received	-	83.06	83.06	-	961.63	961.63
Foodbank Donations	-	660.00	660.00	-	220.00	220.00
Furlough Grants	-	-	-	2,697.53	-	2,697.53
Other	4,242.82	-	4,242.82	657.74	-	657.74
Total Receipts	46,273.51	743.06	47,016.57	47,236.69	1,219.13	48,455.82
Payments						
Payments in furtherance of Church's objectives						
Direct Costs	37,437.50	545.18	37,982.68	29,113.51	425.75	29,539.26
Grants to Individuals	-	-	-	-	-	-
Grants to Institutions	4,240.21	-	4,240.21	1,860.00	-	1,860.00
Total Payments	41,677.71	545.18	42,222.89	30,973.51	425.75	31,399.26
Net Receipts / (Payments) before Transfers	4,595.80	197.88	4,793.68	16,263.18	793.38	17,056.56
Balance at 31 December 2022	25,856.02	71,871.79	97,727.81	9,592.84	71,078.41	80,671.25
Net Movement in Funds 2022	4,595.80	197.88	4,793.68	16,263.18	793.38	17,056.56
Transfers in Funds			-			-
Balance at 31 December 2022	£ 30,451.82	£ 72,069.67	£ 102,521.49	£ 25,856.02	£ 71,871.79	£ 97,727.81

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st DECEMBER 2022**

1. FIXED ASSETS	Insurance Value	Insurance Value
	2022	2021
	£	£
The values of the assets owned or leased are:		
Leasehold Building	140,210.00	124,631.00
Moveable Contents	30,125.00	25,000.00
Total	<u>£170,335.00</u>	<u>£149,631.00</u>

The property and contents are part of the charity's general funds.
Dorcas Centre lease has been renewed in June 2023 for another 5 years.

The

2. BANK AND CASH BALANCES	2022	2021
	£	£
Held at Bank	31,154.19	26,443.57
Funds On Deposit	51,530.46	51,530.46
Deposit Account	19,836.84	19,753.78
	<u>£102,521.49</u>	<u>£97,727.81</u>

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

AOG Conference 2023 paid in advance	2,333.59	-
Gift Aid recovery not yet received	4,243.89	3,891.00
	<u>£ 6,577.48</u>	<u>£ 3,891.00</u>

Liabilities

Independent Examination Fee	780.00	690.00
	<u>£780.00</u>	<u>£690.00</u>

There is a rolling amount of non-perishable/dried food stock retained at the Dorcas Centre which varies according to demand.

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

Mark Hayton (Trustee)

Date:
18/10/2023

**NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2022 TO 31st DECEMBER 2022**

1. Accounting Policies

The accounts have been prepared on the receipts and payments basis with a statement of assets and liabilities.

2. Direct Costs

	2022	2022	2021	2021
	£	£	£	£
Property Rent/Lease	2,635.00		2,635.00	
Gas/Electricity	507.93		871.96	
Insurance / Licences	1,552.42		1,512.41	
Subscriptions	1,570.85		1,437.55	
Mission and Ministry	2,566.37		1,348.35	
Conference and Courses	4,004.69		59.99	
Church Activities	-			
Equipment / Furnishing	2,562.84		1,383.15	
Administration	10,159.28		8,374.75	
Youth Work	-		40.00	
Childrens work	6,500.26		6,425.70	
Maintenance (Dorcas)	5,377.86		5,024.65	
Foodbank (Designated Fund)	545.18		425.75	
Other Costs	-		-	
	<u>-</u>	£37,982.68	<u>-</u>	£29,539.26

3. Grants Paid

Individuals	-	-
Institutions	<u>4,240.21</u>	<u>1,860.00</u>
Total	<u>£42,222.89</u>	<u>£31,399.26</u>

4. Employees

During 2022, The Church employed three part time members of staff.

- Children's Pastor
- Treasurer/Administrator
- Caretaker

5. Payments to Trustees

No payments were made to trustees or related parties during 2022, other than the direct reimbursement of expenses incurred with no profit element.

6. Movement of Funds

	Balance at 31 Dec 2021 £	Receipts £	Payments £	Transfers £	Balance at 31 Dec 2022 £
General funds	25,856.02	46,273.51	(41,677.71)	-	30,451.82
Designated funds					
Vision Fund	72,040.04	83.06	-	(755.80)	71,367.30
Foodbank Fund	(168.25)	660.00	(545.18)	755.80	702.37
	<u>71,871.79</u>	<u>743.06</u>	<u>(545.18)</u>	<u>-</u>	<u>72,069.67</u>
Total funds	<u>97,727.81</u>	<u>47,016.57</u>	<u>(42,222.89)</u>	<u>-</u>	<u>102,521.49</u>

LARKFIELD COMMUNITY CHURCH

England & Wales - Charity number 1120956

Accounts

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2021

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

Information

Trustees Report

Independent Examiners Report

Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS: Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES:

Mark Hayton (Minister and Lead Elder)
Steve Johnson (Elder)
Roger Bedford (Elder)

REGISTERED ADDRESS:

55, The Ferns,
Larkfield,
Aylesford,
Kent,
ME20 6NE.

INDEPENDENT EXAMINER:

Stewardship,
1, Lamb's Passage,
London,
EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2021

AIM

The primary aim of Larkfield Community Church is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their service for the glory of God.

OBJECTIVES

The principle objects of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

The Church is a member of the Evangelical Alliance and has a longstanding relationship with "Assemblies of God (AoG) UK"; a Christian organisation that pursues similar objectives in the UK and overseas. The Church works with AoG in assisting other Churches and receives voluntary help itself where needed. During the year, 3 % of Church offerings have been given to help the objectives of AoG, which can best be done on a larger scale than Larkfield Community Church could do independently. The Church is also an active member of the local inter-denomination group of churches called Churches Together in Malling.

Directions relating to the Charity are made by the Trustees who are also Church Elders. They meet at least bi-monthly to receive reports and financial statements detailing the opportunities and risks the Church faces, enabling them to plan or curtail activities accordingly. The Church Elders together with their wives, the Treasurer/Administrator and the Children's Leader form the Church Leadership Team responsible for governing the life and teaching of the Church. Day to day decisions on expenditure and activities are decided by the Trustees. The powers of appointment or removal of Trustees rests with the Trustees. Trustees are selected from the Church Leadership Team, since this means the Trustee body is whole heartedly involved in seeing the mission of the Church worked out in practice.

The Church has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation and is reviewed annually by the Church Safeguarding Lead.

The Lead Elder (Ministerial status with the AoG) is in receipt of a full work pension. He has agreed with the other Trustees to serve the Church in a voluntary capacity and therefore allow funds to be directed where needed.

The Church employs 3 people, namely:

- Treasurer/Administrator on a PAYE basis for 10 hours per week,
- Caretaker/Cleaner for 8 hours per week (to clean and service the church building - The Dorcas Centre). For much of the year this employee has been subject to the Government Furlough Scheme.
- Children's Leader for 10 hours per week (within the Church and in some local Primary Schools clubs, holiday activities, assemblies)

It is the work of every member of the Church, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through:

- being 'salt and light' in their communities, amongst the people they interact with every day;
- by praying,
- by visiting the sick and others in need,
- being involved in training others,
- public teaching and worship, and
- administration.

The financial resources of the Church are mainly given by its members and their private assets and equipment are regularly used in the work of the Church. Much of this work is done privately, without recognition, and the hours and value of that time cannot be quantified.

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

ACHIEVEMENTS AND PERFORMANCE

From January until July the Church continued to meet 'virtually' on Sunday mornings via 'Zoom' as per Government Covid guidelines for worship (streamed or pre-recorded) and live prayer/communion and bible teaching. This was preceded by a children's service also held online.

During this time Lunsford Primary School notified the church they were planning a complete refurbishment which meant their school hall would not be available for at least 12 months. The adjacent Brookfield Junior School offered use of their premises – free of charge. Some additional cost was incurred upgrading sound equipment for the new hall.

In person gatherings recommenced on Sunday mornings through August in an outdoor setting within the school grounds and then resumed indoors from September with the appropriate recommended Government safeguards in place. A mid-week virtual service/bible study continued for those unable to attend in person on a Sunday. Also, in September the children's lunch and after school clubs for school years 3/4 and 5/6 respectively, called JAM, (run by the church Children's worker) resumed in Brookfield Junior School with 25 children regularly attending the lunchtime club.

The church continued to lease a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the School site for use during the week. This building was derelict but in 1999 was completely restored by the church. It is maintained by a part-time paid Caretaker/Cleaner and volunteers from the church. Mid-week church activities in this building have been restricted for much of the year due to Covid. Its main use was as the food store for the very busy church food bank.

The church foodbank volunteers gather, sort, pack and deliver donated food to people (individuals and families) in crisis. Through the reporting period over 1,000 food parcels were delivered which equates to over 5,000 meals.

The Church partnered with and/or gave some funding and/or volunteers to:

- **Christmas Connect** – a Medway Churches Christmas Carol Event that incorporates a Primary School carol competition. It was held in person and online and was hosted by the Christian comedian Mark Ritchie. 655 people attended in person and 907 online.
- **Known and Loved** - a Malling Churches Together community outreach initiative planned for May 2022. Some 25 inter-church groups of 12 people are following a study together through Lent in 2022 which leads to them planning an event together in their community during the last week of May 2022 that lets people know they are 'Known and Loved'.
- **Compassion** - 17 children overseas are sponsored through this charity by members of the church, lifting them out of extreme poverty.

- **Churches and Schools Together (CAST)** – several church members volunteer with this Christian charity that provide lunch clubs, student mentoring schemes and prayer/reflection spaces in local Secondary Schools.
- **The Family Trust** – Several church members work/volunteer for this Christian charity providing lunch time / after school clubs and assemblies in Primary Schools.
- The church sponsors a newspaper publication called, **'New Life'** (50 copies per month) containing uplifting stories for inmates of HMP Elmley.
- The church host **'Let's do Lunch'** – a club for the elderly/lonely. At least 7 Church members regularly volunteer with this work alongside people from other local churches and the community. A free taxi service is provided where needed.

The trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for the church remain the same, however in September 2019 the trustees became aware of a proposed new housing scheme on land called 40 Acres, East Malling by the developers Wates Ltd that included a new community building. The trustees reached out to Wates and discussions with them and the Parish Council about the feasibility of the community building becoming the churches new base, have been positive.

At the time of writing the outline planning proposal for the development has been approved. Wates have completed the purchase of the land and a detailed planning proposal has been submitted and is under consideration. Wates building division, Vistry Homes, have been in consultation with the church trustees regarding an outline plan for building. Wates are hopeful the scheme will begin in early 2023.

This is an exciting development and will result in the church being able to upscale its community provision.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme.

Total receipts for the year were £48,456 (2020: £39,174) with expenditure amounting to £31,399 (2020: £43,701) resulting in a gain of **£17,057**.

Funds carried forward at the year-end amounted to **£97,728**.

The trustees have reviewed the Reserves Policy and increased the amount retained in the current account from £5,000 to £15,000, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the trustees on the basis of need and fulfilment of the charitable objectives. The trustees aim to gift 10% of their annual income. They are reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the trustees in conjunction with volunteers responsible for the area of activity.

AFFECTS OF COVID-19

Government Covid-19 restrictions since March 2020 have had a significant impact on activities but no impact on income. Until August 2021 activities in the school hall and the Dorcas Centre had to close or be moved online. Members continue to be generous and overall income was up 23% compared with 2020. A significant saving was made by delaying the reappointment of a youth leader until events return to normal.

The trustees have been able to continue to take advantage of the Furlough Scheme to keep the caretaker employed. The treasurer/administrator and children's worker have been able to fulfil their contracted work from home/online during any lockdown periods.

The church greatly upscaled their foodbank activity to meet the increased demand in this service.

The trustees were able to hold the 2021 AGM in person and enabled others to join online via Zoom.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

**Approved by the Board of Trustees on:
and signed on its behalf by:**

Mark Hayton MA

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2021 on pages 10 to 13 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 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 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 respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Lisa Darby ACA

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

Date: 19/10/2022

LARKFIELD COMMUNITY CHURCH

**STATEMENT OF ACCOUNTS
FOR THE PERIOD 1ST JANUARY 2021 to
31ST DECEMBER 2021
PREPARED ON THE RECEIPTS AND PAYMENTS BASIS**

Prepared by C.L.Dobson
Treasurer for Accounting Year

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 1ST JANUARY 2021 to 31ST DECEMBER 2021**

	Notes	Unrestricted General Fund 2021 £	Designated Funds 2021 £	Total Funds 2021 £	Unrestricted General Fund 2020 £	Designated Funds 2020 £	Total Funds 2020 £
Receipts							
<i>Voluntary Receipts</i>							
Offerings and Donations		4,750.00	-	4,750.00	3,993.00	-	3,993.00
Gift Aid Donations		31,764.68	-	31,764.68	25,384.77	-	25,384.77
Tax Refunds under Gift Aid		7,366.74	37.50	7,404.24	5,938.98	-	5,938.98
Total Voluntary Receipts		43,881.42	37.50	43,918.92	35,316.75	-	35,316.75
Other Receipts							
Interest received		-	961.63	961.63	-	152.76	152.76
Foodbank Donations		-	220.00	220.00	-	903.01	903.01
Furlough Grants		2,697.53	-	2,697.53	1,645.88	-	1,645.88
Other		657.74	-	657.74	1,155.33	-	1,155.33
Total Receipts		47,236.69	1,219.13	48,455.82	38,117.96	1,055.77	39,173.73
Payments							
Payments in furtherance of Church's objectives							
Direct Costs		29,113.51	425.75	29,539.26	41,872.22	147.21	42,019.43
Grants to Individuals		-	-	-	-	-	-
Grants to Institutions		1,860.00	-	1,860.00	1,682.00	-	1,682.00
Total Payments		30,973.51	425.75	31,399.26	43,554.22	147.21	43,701.43
Net Receipts / (Payments) before Transfers		16,263.18	793.38	17,056.56	(5,436.26)	908.56	(4,527.70)
Balance at 31 December 2020		9,592.84	71,078.41	80,671.25	5,029.10	80,169.85	85,198.95
Net Movement in Funds 2021		16,263.18	793.38	17,056.56	(5,436.26)	908.56	(4,527.70)
Transfers in Funds				-	10,000.00	(10,000.00)	-
Balance at 31 December 2021		£ 25,856.02	£ 71,871.79	£ 97,727.81	£ 9,592.84	£ 71,078.41	£ 80,671.25

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st DECEMBER 2021**

1. FIXED ASSETS	Insurance Value	Insurance Value
	2021	2020
	£	£
The values of the assets owned or leased are:		
Leasehold Building	124,631.00	118,022.00
Moveable Contents	25,000.00	27,399.00
Total	<u>£149,631.00</u>	<u>£145,421.00</u>

The property and contents are part of the charity's general funds.
The Dorcas Centre lease is due to expire in 2023 - Trustees are aware.

2. BANK AND CASH BALANCES	2021	2020
	£	£
Held at Bank	26,443.57	10,348.64
Funds On Deposit	51,530.46	50,650.00
Deposit Account	19,753.78	19,672.61
	<u>£97,727.81</u>	<u>£80,671.25</u>

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

Gift Aid recovery not yet received	3,891.00	3,347.87
	<u>£ 3,891.00</u>	<u>£ 3,347.87</u>

Liabilities

Independent Examination Fee	690.00	690.00
	<u>£690.00</u>	<u>£690.00</u>

There is a rolling amount of non-perishable/dried food stock retained at the Dorcas Centre which varies according to demand

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

Mark Hayton (Trustee) 17/10/2022

**NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2021 TO 31st DECEMBER 2021**

1. Accounting Policies

The accounts have been prepared on the receipts and payments basis with a statement of assets and liabilities.

2. Direct Costs

	2021	2021	2020	2020
	£	£	£	£
Property Rent/Lease	2,635.00		2,674.50	
Gas/Electricity	871.96		1,447.39	
Insurance / Licences	1,512.41		1,475.56	
Subscriptions	1,437.55		1,432.45	
Mission and Ministry	1,348.35		3,657.23	
Conference and Courses	59.99		665.00	
Church Activities			-	
Equipment / Furnishing	1,383.15		648.96	
Administration	8,374.75		7,449.27	
Youth Work	40.00		10,963.47	
Childrens work	6,425.70		6,221.73	
Maintenance (Dorcas)	5,024.65		5,236.66	
Foodbank (Designated Fund)	425.75		147.21	
Other Costs	-		-	
		£29,539.26		£42,019.43

3. Grants Paid

Individuals		-		-
Institutions		1,860.00		1,682.00
Total		£31,399.26		£43,701.43

4. Employees

During 2021, The Church employed three part time members of staff.

- Children's Pastor
- Treasurer/Administrator
- Caretaker (Due to Covid, furlough was claimed for in June, July, August and December 2020. Then in 2021, full furlough was claimed until June, with flexible Furlough being claimed from July to September)

5. Payments to Trustees

No Payments were made to trustees or related parties during 2021

6. Movement of Funds

	Balance at 31 Dec 2020 £	Receipts £	Payments £	Transfers £	Balance at 31 Dec 2021 £
General funds	9,592.84	47,236.69	(30,973.51)		25,856.02
Designated funds					-
Vision Fund	71,078.41	962	-		72,040.04
Foodbank Fund		258	(425.75)	- -	168.25
	<u>71,078.41</u>	<u>1,219.13</u>	<u>(425.75)</u>	<u>-</u>	<u>71,871.79</u>
Total funds	<u>80,671.25</u>	<u>48,455.82</u>	<u>(31,399.26)</u>	<u>-</u>	<u>97,727.81</u>

LARKFIELD COMMUNITY CHURCH

England & Wales - Charity number 1120956

Accounts

Larkfield Community Church

Trustees Report and Accounts

For Year Ended 31st December 2020

Registered Charity Number: 1120956

Larkfield Community Church

Headings:

Information

Trustees Report

Independent Examiners Report

Statement of Financial Activities

LARKFIELD COMMUNITY CHURCH TRUSTEES REPORT
INFORMATION

STATUS: Constituted by a Deed of Trust and is a registered charity No: 1120956

TRUSTEES: Mark Hayton (Minister and Lead Elder)
Steve Johnson (Elder)
Roger Bedford (Elder)

REGISTERED ADDRESS: 55, The Ferns,
Larkfield,
Aylesford,
Kent,
ME20 6NE.

INDEPENDENT EXAMINER: Stewardship,
1, Lamb's Passage,
London,
EC1Y 8AB.

BANKERS: Barclays Bank

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31 DECEMBER 2020

AIM

The primary aim of Larkfield Community Church is to provide a Church where every man, woman and child can understand the good news of Jesus Christ and grow in their service for the glory of God.

OBJECTIVES

The principle objects of the charity are:

1. The advancement of the Christian religion both in the UK and overseas.
2. The advancement, for the public benefit, of religious or other education.
3. The relief of the poor, sick, disabled, lonely or homeless.

The Church is a member of the Evangelical Alliance and has a longstanding relationship with "Assemblies of God (AoG) UK"; a Christian organisation that pursues similar objectives in the UK and overseas. The Church works with AoG in assisting other Churches and receives voluntary help itself where needed. During the year, 3 % of Church offerings have been given to help the objectives of AoG, which can best be done on a larger scale than Larkfield Community Church could do independently. The Church is also an active member of the local ecumenical group, Churches Together in Malling.

Directions relating to the Charity are made by the trustees who are also Church Elders. They meet at least bi-monthly to receive reports and financial statements detailing the opportunities and risks the Church faces, enabling them to plan or curtail activities accordingly. The Church Elders together with their wives, the Treasurer/Administrator and the Children and Youth Leaders form the Church Leadership Team responsible for governing the life and teaching of the Church. Day to day decisions on expenditure and activities are decided by the trustees. The powers of appointment or removal of trustees rests with the trustees. Trustees are selected from the Church Leadership Team, since this means the trustee body is whole-heartedly involved in seeing the mission of the Church worked out in practice.

The Church has an operational Safeguarding Policy approved by the Thirtyone:eight Safeguarding Organisation and is reviewed annually by the Church Safeguarding Lead.

The Lead Elder (Ministerial status with the AoG) is in receipt of a full work pension. He has agreed with the other trustees to serve the Church in a voluntary capacity and thus allow funds to be directed where needed.

For most of the reporting period the Church employed 4 people, a:

- Treasurer/Administrator on a PAYE basis for 10 hours per week,
- Caretaker/Cleaner for 8 hours per week (to clean and service the church building - The Dorcas Centre). From June 2020 this employee has been subject to the Government Furlough Scheme.
- Children's Leader for 10 hours per week (within the Church and in some local Primary Schools clubs, holiday activities, assemblies)

- Youth Leader for 20 hours per week (to provide youth work within the Church and in some local Primary and Secondary Schools clubs, holiday activities, assemblies, mentoring). During November 2020 the Youth Leader started full time work with another Christian organisation but continued her Youth Leader role voluntarily with the church albeit curtailed from meeting in person due to Covid 19 restrictions.

It is the work of every member of the Church, whether receiving some remuneration or not, that will make the difference in the Church achieving its aims. This is done through being 'salt and light' in their communities, amongst the people they interact with every day; by praying, by visiting the sick and others in need, being involved in training others, public teaching and worship, and also administration. The financial resources of the Church are given by the members and their private assets and equipment are regularly used in the work of the Church. Much of this work is done privately, without recognition, and the hours and value of that time cannot be quantified.

LARKFIELD COMMUNITY CHURCH
TRUSTEES REPORT FOR THE YEAR ENDED 31st DECEMBER 2020

ACHIEVEMENTS AND PERFORMANCE

Until the Covid restrictions commenced on 16th March, the Church continued to meet in Lunsford Primary School on the Brookfield School Site each Sunday morning for sung worship, prayer and bible teaching, including bespoke teaching groups called, 'J Tots, J Team and J Teens' for toddlers, juniors and teenagers, respectively. A crèche facility was also available. Some Church members also met mid-week in someone's home called, 'House Group' for further friendship, prayer and bible teaching.

During the first lockdown Sunday services immediately moved online initially by being pre-recorded and streamed over YouTube then held live via Zoom. A Zoom based mid-week bible teaching, prayer and fellowship group was also established, and a 7-week Relationship Course was attended by over a dozen couples. The move to church online caused some unforeseen expenditure of just over £500 for a streaming copyright licence and additional technical equipment.

To support families and single members during the first Covid lockdown period the trustees agreed to fund 'survival boxes' that were put together by the church leadership team containing various small gifts and bible verses. This was very gratefully received by members and their families and a big morale booster. £1794 was spent in total on this project

The Church continued to lease a double classroom sized timber building from Kent County Council called, 'The Dorcas Centre' located on the School site for use during the week. This building was once derelict but in 1999 was completely restored by the Church. Mid-week Church activities prior to the Covid restrictions included:

- A popular mid-week breakfast club called 'Brekkie Time' - free bacon roll/toast and drink; this is a 'drop in' club for parents and children who attend the on-site Schools.
- A mid-week Morning prayer and bible teaching group.
- A Food Bank (see below).
- An after-school club called, 'JAM' (Jesus and me) for the children of Brookfield Junior School.
- 2 Youth Groups on a Friday for school years 5 to 8 and 9 to 11.

Prior to the Covid restrictions, the Dorcas Centre was made available for use free of charge to the 3 Schools on the site and other community groups such as a Child Minders weekly coffee morning, a weekly elderly 'craft and chat' group, the Girl Guides, and Larkfield Community Group (no connection with the church) for their elderly buddy scheme training and a support group for families with children with special needs.

The Church partnered with and gave some funding and/or volunteers to:

- Christmas Connect – a combined Churches Christmas Carol Service online programme, hosted by Christian comedian Mark Ritchie. This attracted 4000+ viewings.
- Churches and Schools Together (CAST) – several church members volunteer with this charity that provide lunch clubs, student mentoring schemes and prayer/reflection spaces in local Secondary Schools.
- The Family Trust – Several Church members work/volunteer for this Charity in providing lunch time / after school Christian clubs and assemblies in Primary Schools.
- The Church sponsors a newspaper publication called, 'New Life' (50 copies per month) containing uplifting stories for inmates of HMP Elmley.
- 'Let's do Lunch', a lunch club for senior citizens. At least 7 Church members regularly volunteer with this work alongside people from other Churches and the community.
- Food Bank – since February 2015 the Church have partnered with the Medway Food Bank (Trussell Trust) scheme providing a volunteer Centre Manager and volunteers to pack and distribute emergency food on a voucher scheme basis to those in financial crisis. During March/April 2020, the Medway Foodbank ceased supporting the Larkfield Church foodbank due to the colossal demand for its services in Medway. This enabled the Larkfield Church Foodbank to forge its own connections with local supermarkets, other churches and community groups to continue this vital provision during the pandemic. Initially there were a lot of independent groups that sprung up to help supply food to people shielding or in isolation or experiencing financial difficulties, so the foodbank was not as busy as first thought. However, from August to December 2020, 111 parcels were delivered which is approximately equivalent to 2220 meals.

The Trustees have complied with the duty under the Charities Acts to have due regard to the public benefit guidance published by the Charity Commission.

PLANS FOR THE NEW YEAR

The key strategies for the Church remain the same, however in September 2019 the trustees became aware of a proposed new housing scheme on land called 40 Acres, East Malling by the developers Wates Ltd that incorporated a new community building. The trustees reached out to Wates and discussions with them and the Parish Council about the feasibility of the community building becoming the Church's new base, have been very positive. The outline planning proposal was approved following appeal on 22nd March 2021. Verbal agreement has been reached that the community building will belong to and be managed by the church. This is an exciting development and will result in the church being able to upscale its community provision. A date has not yet been set for the development to start, but discussions with Wates about the design of the community building are about to get underway.

FINANCIAL REVIEW

Finances required to fund activities are raised through regular giving and one-off donations from Church members, supplemented by the refund of income tax from HM Revenue and Customs through the Gift Aid Scheme.

Total receipts for the year were **£39,173** (2019: £37,931) with expenditure amounting to **£43,701** (2019: £82,202) resulting in a deficit of **£4,528** (2019: £44,271). In February 2020, foreseeing a difficult year the trustees agreed to transfer **£10,000** from Discretionary Fund held at the Kingdom Bank to the General Fund, which has proved beneficial.

Unrestricted Funds carried forward at the year-end amounted to **£80,671** (2019: £85,199) of which **£9,593** (2019: £5,029) is in the General Fund.

The Trustees have set a policy of retaining **£5,000** reserves in the current account, sufficient for the foreseeable needs of the Church.

GRANT MAKING POLICY

Gifts to external organisations and individuals are considered by the trustees on the basis of need and fulfilment of the charitable objectives. There are no upper or lower limits of support. They are generally reactive to requests after careful consideration.

RISK MANAGEMENT

All major insurable risks are subject to Public and Employer's Liability Insurance. Contractual risks are reviewed before being entered into to assess that they could not significantly impact upon the Churches ability to fulfil its objectives. An annual review of areas of risk is undertaken by the trustees in conjunction with volunteers responsible for the area of activity.

EFFECTS OF COVID-19

Government Covid-19 restrictions since March 2020 have had a significant impact on activities but no impact on income. Services in the School Hall and activities in The Dorcas Centre have had to close or be move online wherever possible. Members continue to be generous and overall income is up 4% from 2019 compared with the same period last year. The trustees have been able to take advantage of the Furlough Scheme to keep the Caretaker employed. The Treasurer and Youth/Children's workers have been able to fulfil their contracted work from home/online. The church has greatly upscaled their foodbank activity to meet the increased demand in this service. The Trustees were also able to hold the 2020 AGM (and 2021) virtually via Zoom. In November 2020 the Youth Worker found alternative full-time employment and returned to continuing in her youth role voluntarily. This represented a significant financial saving to offset some the financial impact of the pandemic on the Charity.

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit and loss of the Charity for that period. In preparing these accounts, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently.
- Make adjustments and estimates that are reasonable and prudent.

- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Acts. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees confirm that the accounts comply with current statutory requirements and those of the Charity's Trust Deed.

**Approved by the Board of Trustees on: 11 October 2021
and signed on its behalf by:**

Mark Hayton MA

Living life, loving God and serving our community.

**Independent Examiner's Report
To the Trustees of
Larkfield Community Church**

I report to the trustees on my examination of the accounts of Larkfield Community Church (the charity) for the year ended 31 December 2020 on pages 9 to 12 following.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 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 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 respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Lisa Darby ACA

12 October 2021

For and on behalf of:
Stewardship
1 Lamb's Passage
London
EC1Y 8AB

LARKFIELD COMMUNITY CHURCH

STATEMENT OF ACCOUNTS
FOR THE PERIOD 1ST JANUARY 2020 to
31ST DECEMBER 2020
PREPARED ON THE RECEIPTS AND PAYMENTS BASIS

Prepared by C.L.Dobson
Treasurer for Accounting Year

RECEIPTS AND PAYMENTS ACCOUNT
FOR THE PERIOD 1ST JANUARY 2020 to 31ST DECEMBER 2020

	Notes	Unrestricted General Fund 2020 £	Designated Funds 2020 £	Total Funds 2020 £	Unrestricted General Fund 2019 £	Designated Funds 2019 £	Total Funds 2019
Receipts							
<i>Voluntary Receipts</i>							
Offerings and Donations		3,993.00	-	3,993.00	5,608.12	-	5,608.12
Gift Aid Donations		25,384.77	-	25,384.77	21,835.51	-	21,835.51
Tax Refunds under Gift Aid		5,938.98	-	5,938.98	7,891.70	-	7,891.70
Total Voluntary Receipts		35,316.75	-	35,316.75	35,335.33		35,335.33
Other Receipts							
Interest received		-	152.76	152.76	-	650.00	650.00
Foodbank Donations			903.01	903.01	-	-	-
Furlough Grants		1,645.88		1,645.88			
Other		1,155.33	-	1,155.33	1,946.00	-	1,946.00
Total Receipts		38,117.96	1,055.77	39,173.73	37,281.33	650.00	37,931.33
Payments							
Payments in furtherance of Church's objectives							
Direct Costs	2	41,872.22	147.21	42,019.43	51,549.34	-	51,549.34
Grants to Individuals		-	-	-	1,883.69	-	1,883.69
Grants to Institutions	3	1,682.00	-	1,682.00	2,287.35	26,482.00	28,769.35
Total Payments		43,554.22	147.21	43,701.43	55,720.38	26,482.00	82,202.38
Net Receipts / (Payments) before Transfers		(5,436.26)	908.56	(4,527.70)	(18,439.05)	(25,832.00)	(44,271.05)
Balance at 31 December 2019		5,029.10	80,169.85	85,198.95	10,538.15	118,931.85	129,470.00
Net Movement in Funds 2020		(5,436.26)	908.56	(4,527.70)	(18,439.05)	(25,832.00)	(44,271.05)
Transfers in Funds		10,000.00	(10,000.00)	-	12,930.00	(12,930.00)	
Balance at 31 December 2020	6	£ 9,592.84	£ 71,078.41	£ 80,671.25	£ 5,029.10	£ 80,169.85	£ 85,198.95

**STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st DECEMBER 2020**

	Insurance Value 2020	Insurance Value 2019
	£	£
1. FIXED ASSETS		
The values of the assets owned or leased are:		
Leasehold Building	118,022.00	113,592.00
Moveable Contents	27,399.00	27,317.00
Total	<u>£145,421.00</u>	<u>£140,909.00</u>

The property and contents are part of the charity's general funds

	2020	2019
	£	£
2. BANK AND CASH BALANCES		
Held at Bank	10,348.64	5,029.09
Funds On Deposit	50,650.00	50,650.00
Deposit Account	19,672.61	29,519.85
	<u>£80,671.25</u>	<u>£85,198.94</u>

The analysis of the bank and cash balances between funds is shown on the face of the receipts and payments account.

3. OTHER ASSETS AND LIABILITIES

Assets

Gift Aid recovery not yet received	3,347.87	2,770.92
	<u>£ 3,347.87</u>	<u>£ 2,770.92</u>

Liabilities

Independent Examination Fee	630.00	540.00
	<u>£630.00</u>	<u>£540.00</u>

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

Mark Hayton (Trustee)

Date: 11 October 2021

**NOTES TO THE ACCOUNTS
FOR THE PERIOD 1st JANUARY 2020 TO 31st DECEMBER 2020**

1. Accounting Policies

The accounts have been prepared on the receipts and payments basis with a statement of assets and liabilities.

2. Direct Costs

	2020	2020	2019	2019
	£	£	£	£
Property Rent/Lease	2,674.50		3,850.44	
Gas/Electricity	1,447.39		1,109.72	
Insurance / Licences	1,475.56		1,463.56	
Subscriptions	1,432.45		4,728.40	
Mission and Ministry	3,657.23		5,685.69	
Conference and Courses	665.00		1,985.89	
Church Activities	-		184.00	
Equipment / Furnishing	648.96		166.17	
Administration	7,449.27		8,034.84	
Youth Work	10,963.47		12,594.17	
Childrens work	6,221.73		5,418.64	
Maintenance (Dorcas)	5,236.66		6,327.82	
Foodbank (Designated Fund)	147.21		-	
Other Costs	-		-	
		£42,019.43		£51,549.34

3. Grants Paid

Individuals	-	1,883.69
Institutions	1,682.00	28,769.35
Total	£43,701.43	£82,202.38

4. Employees

During 2020, The Church employed four part time members of staff.

- Youth pastor
- Children's Pastor
- Treasurer/Administrator
- Caretaker (Due to Covid, furlough was claimed for in June, July, August and December 2020. Then in 2021, full furlough was claimed until June, with flexible Furlough being claimed from July to date)

5. Payments to Trustees

Laura Arnold, who is related to the trustee Mark Hayton, was employed by the church during the year as the Youth Pastor until her resignation in November 2020. During the year she received reimbursement for expenses incurred during the course of her duties as in previous years. As she is a connected person, Mark Hayton was not involved in her recruitment in 2019 and the Charity Commission was notified as required.

6. Movement of Funds

	Balance at 31 Dec 2019 £	Receipts £	Payments £	Transfers £	Balance at 31 Dec 2020 £
General funds	5,029.10	38,117.96	(43,554.22)	10,000.00	9,592.84
Designated funds					
Vision Fund	80,169.85	153	-	(10,000.00)	70,322.61
Foodbank Fund	-	903	(147.21)	-	755.80
	<u>85,198.95</u>	<u>1,055.77</u>	<u>(147.21)</u>	<u>(10,000.00)</u>	<u>71,078.41</u>
Total funds	<u>85,198.95</u>	<u>39,173.73</u>	<u>(43,701.43)</u>	<u>-</u>	<u>80,671.25</u>

In February 2020, foreseeing a difficult year the trustees agreed to transfer £10,000 from Designated funds held at the Kingdom Bank into the General Fund, which has proved beneficial.

During 2020, with Covid restrictions preventing people leaving homes and trying to restrict contact between households, some chose to make donations to the foodbank via BAC transfer instead of dropping off food physically. It was agreed this money should be kept for the purpose of the foodbank as was the intention of the donation when it was made. Therefore, the sums of money donated for foodbank are labelled designated so we are aware of a budget for the foodbank should it be needed. Meanwhile, we had deliveries of donations from Morrisons, Leybourne Church and other similar donations which has meant these funds have not been required so far.