

# **EASTHAMPSTEAD BAPTIST CHURCH**

Report of the Trustees and  
Financial Statements  
for the year ended 31 December 2021

**Easthampstead Baptist Church**

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for the year ended 31 December 2021**

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**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

The Trustees present their report with the financial statements of the charity for the year ending 31 December 2021.

The financial statements comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Charity name</b>	Easthampstead Baptist Church
<b>Registered charity number</b>	1129467
<b>Charity's principal address</b>	Easthampstead Baptist Church South Hill Road Easthampstead Bracknell Berkshire RG12 7NS

**Names of the charity Trustees who manage the charity:**

Mr S Lace	Team Leader
Rev A Littlejohn	Minister
Mr R Lea	Treasurer
Mr P Roe	
Mrs E Charlton	Administrator
Mr P Jones	
Mr O Fawole	
Miss P Marsh	Ministry Director
Mr D Emery	

**Principal Bankers**

The Co-operative Bank PLC  
P.O. Box 250  
Delf House  
Southway  
Skelmersdale  
WN8 6WT

**Independent Examiner**

L A Evans BSc FCA  
Stewart & Co. Accountants LLP  
Knoll House  
Knoll Road  
Camberley  
Surrey  
GU15 3SY

**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**The charity**

Easthampstead Baptist Church was registered under a Constitution on 16 October 2008 with the registration number 1129467.

**Recruitment, induction and training of new Trustees**

The charity is controlled by its Constitution, which was agreed at a Church Meeting in October 2008, and put forward to the Charity Commission in mid-April 2009.

The governance of the church is as follows: whole church policy and issues are addressed at church meetings, which happen at least four times per year.

At these, major decisions are made and, when required, Trustees, Church Secretary and Treasurer will be/are appointed. The Church Elders are responsible for spiritual oversight, policy and future direction. The Trustees are responsible for the development and general running of the church and this group consists of the team leader, Treasurer, and elected individuals from the church membership.

Induction and training for new trustees includes "on the job" coaching/mentoring and the requirement to read through and understand the Baptist Union Guideline Leaflet C15 which has been specifically written for Church Secretaries, Treasurers, Ministers, Elders and other Charity Trustees.

**Trust Management**

The Elders are responsible for the oversight of the Church's vision. They keep under review the ministries and other activities of the church and consider any new proposals to ensure that they fit within the overall ethos and contribute to fulfilling vision of the church.

The Elders may from time to time make recommendations to the Trustees Team but as a group they have no direct decision-making powers. They also provide pastoral support to the Team Leader and assist him or her with matters of serious confidential pastoral concern, in which context only do they act independently of the Trustees Team.

Elders include the Team Leader; the remainder are appointed by the church meeting (as with appointments to the Trustees Team, the support of at least 2/3 of the members present and voting is required). Elders are nominated by the Trustees Team, usually in response to advice from the serving Elders. Currently there are four Elders in addition to the Team Leader and Minister.

The Trustees are responsible for the overall leading and management of the church. In recent years, the increasing introduction of specific staff roles to lead individual areas of ministry from day-to-day has meant that the Trustees Team is primarily concerned with broader areas of oversight, staffing and financial management.

Trustees Team members are appointed by the Church Meeting at the AGM following a rigorous nomination process, usually for a period of three years. In the period prior to the AGM, members are asked to prayerfully consider whom they might nominate to serve on the Trustees Team. They will be advised of the number of vacancies and the names of any serving trustees who have reached the end of their term but are willing to stand again. Those individuals who receive at least seven nominations are then approached by the Team Leader who will tell them of their nomination and talk to them about the role, and their suitability for it before they prayerfully decide whether or not to allow their names to go forward.

Although there is no limit on the time an individual may serve on this team, they must be actively re-appointed after their three-year term. There are currently nine members of the Trustees Team.

The church Treasurer is nominated from the Trustees Team. Currently we do not have a specific role for a Church Secretary; our church Administrator is a member of the Trustees Team, and that role covers the work of the traditional Secretary.

From time to time the Trustees will appoint sub-groups to advise them on specific topics, such as building work or staffing reviews.

Mr Lace and Mrs Marsh are the only remunerated Trustee.

**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**Risk management**

Three main areas of risk have been identified against the successful functioning of the Church:

- **Loss of premises and facilities;** this is addressed by comprehensive insurance cover for its buildings, contents and liabilities.
- **Financial risk;** this is addressed by regular monitoring of income and expenditure, the requirement for a second signatory on cheques over £1000, and through approval and support of the budget by the membership.
- **Availability of people** to undertake tasks and to lead activities within the Church. This is addressed through a program of teaching, encouragement, and courses to help people identify, develop and apply their gifts.

Other risks relate to specific events and activities rather than the overall liability and development of the church and are addressed by monitoring by team leaders and oversight by the trustees.

The trustees have complied with the duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission in respect of public benefit.

**Public Benefit**

We continue to review the activities of the Church in order to identify ways in which we can provide a greater service to the community in which it is situated.

The Church has continued to provide public benefit in numerous ways, albeit hampered this year due to the coronavirus pandemic. The church's work normally includes the following activities, which this year have been adapted (and in some cases paused) due to the restrictions imposed due to the virus –

**Storehouse**

For many years now we have run a ministry to the community that we call "Storehouse". We accept donations of good quality furniture and household items. Where we know of someone who is in need (through our own contacts or referred to us by local agencies) we either give them needed items directly if we have them in stock or we use the "Storehouse Fund" to buy things such as white goods, clothing or hygiene items. The Storehouse fund comes from two specific Sunday offerings we have each year.

We have a branded van (provided by a grant from the local authority) that is used to collect and deliver items. We have a vision for this ministry to have a dedicated facility of its own that could handle a wider range of goods and be open throughout the week. In 2021 plans to introduce this dedicated storage were discussed, with the intention of introducing this in a cost-effective way in the first half of 2022.

**Action Sundays**

These help to foster within the church a wider sense of community involvement than just talking about it. In effect, we are giving up something that we love to do in order to do something practical to help others.

The first of these Sunday mornings usually happens in late Spring when there is a "fifth Sunday" in the month. Rather than hold our usual services we head out in small teams to carry out local community projects. These may include, for example, litter picking, tidying up school gardens or helping redecorate a community facility.

On the second occasion, in November, we hold our "Shoe Box Sunday" when we dedicate our service time to filling shoe boxes for Operation Christmas Child, using items that people have donated.

Due to the virus, we were not able to run an Action Sunday in 2020 but were pleased to re-introduce these in December 2021 with our Shoebox Sunday. Plans were made to rebrand our Action Sundays as "SAS" (Social Action Sundays) in 2022.

**Night Shelter**

Along with six other churches in the town, we continue to support the Bracknell "Night Shelter" scheme, in which provision is made during the winter months to enable homeless people from Bracknell and some from nearby areas to have shelter overnight, providing meals and space to sleep. Sponsored and co-ordinated by the Pilgrim Hearts charity, seven different churches in the town host the guests on each night of the week and volunteers from different churches provide the food, supervision and companionship. Easthampstead Baptist Church took a full part in this in 2019, helping with the co-ordination, hosting one night and providing volunteers for other nights, but the scheme was paused by Pilgrim Hearts in 2020, due to the virus, and the scheme did not run in either 2020-21 or 2021-22.

A member of our staff team is employed as our Social Action Team Leader, with responsibility for spearheading our work in areas like Storehouse, Night Shelter, and in the planning of our (Social) Action Sundays.

**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**Local Agencies and Groups**

Because of our support for community projects and ministries such as Storehouse and the lunch clubs, the church is held in generally good regard by the local authorities and our local councillors. Local agencies frequently refer needy folk to us for help and some hire our buildings for training and conferences.

We have good relationships with the local police and PCSOs who sometimes attend our services.

Easthampstead Baptist Church also plays a full role in the ecumenical Bracknell churches group, now known as "Bracknell Christian Network" (BCN), which collectively supports the town centre pastoral group named 'One Step Closer'. As well as engaging in the weekly Zoom meetings of the various church leaders in 2021, Easthampstead Baptist Church has also provided admin support for 'One Step Closer' in the form of our paid Social Action Team Leader, some of whose time is given to this scheme.

In these ways, the trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance issued by the charity Commission in respect of public benefit.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The primary objective for the year was to fulfil the church's stated purpose which is:

"To love God, to love people and to grow together to become more like Jesus"

Each ministry in the church contributes towards that goal

Each year the church sets strategic objectives which are discussed and agreed between the Trustees and the Church Membership in the final quarter of the year for the year ahead. For 2021, the church agreed the following objectives –

**EBC OBJECTIVES 2021: INVITE, ABIDE, ENVIRONMENT**

1. INVITE. As we emerge from lockdown, we will push ahead with our culture of invitation and develop multiple fresh expressions of "frontline" outreach. We will also mitigate the effects of lockdown by further developing our online materials/services  
What will success look like?
  - *Stories will be shared about personal examples of frontline outreach.*
  - *Successes will be celebrated.*
  - *New people will be invited*
  - *New people will come*
  - *Resources will be made available to help, including online access to courses and other resources/opportunities for new members to integrate into the church.*
  - *Personal invitation and outreach will become recognised as a central part of our church DNA.*
2. ABIDE. We will continue to work on personal discipleship including the introduction of clearly signposted resources to help equip people to move on to their Next Step. This will include online access.  
What will success look like?
  - *A clear and obvious Next Steps hub will be created.*
  - *An online version of the Next Steps hub will be created that helps.*
  - *An evolving set of trusted resources will be made available.*
  - *Courses will happen which support discipleship.*
  - *People will report that their faith is deepening.*
3. ENVIRONMENT. We will continue to enhance our physical and digital environments including completion of our next phase of building works.  
What will success look like?
  - *Our online services will be taken to a new level as we develop on learnings from 2020 and invest in new technology.*
  - *Our digital environment will be recognised as our virtual "front door" and be more inviting/exciting.*
  - *The look and feel of our church building and gardens will continue to be enhanced*
4. A CHURCH OF GOOD NEWS. This vision, inspired by Jesus's preaching on Isaiah (Luke chapter 4) and His teaching about the sheep and the goats (Matthew 25), will increasingly be realised in the way EBC people conduct their lives. We will increasingly become known as a church (people) of good news.

**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**ACHIEVEMENTS AND PERFORMANCE**

The income and expenditure budget for the year reflected the desire to achieve our annual objectives, including various charitable and strategic goals. Towards the end of 2021 we assessed how we had done against our objectives and set out slightly revised objectives for 2022. A precis of the review is shown below –

**EBC OBJECTIVES 2021: INVITE, ABIDE, ENVIRONMENT**

1. INVITE.
  - *Community 'Funday Sunday' was run with record numbers of local people attending this completely free family event.*
  - *'Soup & Sandwich' meals for seniors continued with good response.*
  - *New people arrived at EBC and were welcomed.*
  - *Next Steps area now has physical and online resources. Online prayer groups were run. Discovering Membership course was run. Online services have continued – about 50/50 split of online and in-person attendance.*
  - *Personal invitation and outreach will become recognised as a central part of our church DNA. Straw poll indicated around 2/3 of people had personally invited someone this year.*
2. ABIDE. *A clear and obvious Next Steps hub was created in our lobby area, with online resources included at the hub. An evolving set of trusted resources were made available. Membership and prayer courses were run and these resulted in new members joining.*
  - *Straw poll indicated that around 2/3 of people felt that they had experienced spiritual growth personally this year.*
3. ENVIRONMENT.
  - *We moved to live service recordings and had more presence online this year – YouTube, Facebook, Instagram. We recognised we have a virtual 'front door'.*
  - *The look and feel of our church building and gardens was enhanced, with works done on the lobby, hall, gardens, toilets... other items on our wish list identified (roof, path, fences, Storehouse storage)*
  - **A CHURCH OF GOOD NEWS.** We supported a student whom we enabled to take up a university place in California. We continued to support our mission to Sierra Leone as well as our mission partners at CSW and Tearfund, plus support his year for the pro-life charity Brephos. We helped people locally via our Storehouse Ministry, Funday Sunday, and made our building home to the Blood donation service and College Hall. There was further international aid via our involvement with "Shoebox Sunday" and we helped an Afghan family who had been relocated to Bracknell, as well as local 'waifs and strays' needing ad hoc assistance (food parcels etc.)

When lockdowns were lifted we introduced a Covid-safe "soup and sandwich" free event for senior citizens, to provide a meal and company for them, and this continued successfully in 2021.

  - We reminded the church membership of our purpose, mission, vision, values and method.
  - SHR building refurbishment continued with extensive work to our W.C. areas, together with further works on our kitchen, lobby and main hall.
  - Our Team Leader continued formal training as a Baptist Minister at Regent's Park College, Oxford, in 2021, completing his second year of five.
  - Local and International ministries work continued and we managed our finances to budget
  - We continued to focus on discipling and prayer
  - We set new objectives and budget for 2022 that reflect our mission and vision for the future.

**Church Ministries**

During 2021, we continued our Sunday services using a blended approach of online services (on YouTube) and in-person services as and when we were able to do so.

**Mission Support**

The church remains committed to supporting churches and other Christian organisations, both in the UK and overseas. Support is given in terms of finance and leadership support.

**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**Sierra Leone**

Our work with charities and our partner church in Sierra Leone continues and in 2021 we stayed in constant touch with our key contacts, offering financial support and pastoral encouragement as required.

**FINANCIAL REVIEW**

During the year ended 31 December 2021 the church had a total income of £288,425 (2020: £271,934). This total included: offerings and gifts - £158,835 (2020: £148,605); income tax recoverable - £34,636 (2020: £32,770); pastoral needs - £8,281 (2020: £5,375); other causes - £1,440 (2020: £12,900); miscellaneous donations - £2,415 (2020: £654); charitable activities £2,883 (2020: £3,317); church lettings - £59,802 (2020: £57,161); bank interest - £246 (2020: £414).

Total Expenditure for the year was £267,370 (2020: £330,952). Of this total, significant costs were: ministry direct costs - £155,137 (2020: £195,206); missionary & charitable giving direct costs - £17,876 (2020: £33,208); support costs - £56,991 (2020: £64,098); governance costs - £4,662 (2020: £4,242).

**RESERVES POLICIES**

The Church aims to keep minimum reserves of approximately 10% of its annual expenditure. This is partly to cover any excess of expenditure over income, provision for cash flow fluctuations, and so that the Church may meet commitments under contract e.g. to employees, for a reasonable notice period, if it is unable to continue to function.

At the year end, the charity held unrestricted reserves of £396,026 (2020: £385,259), designated reserves of £48,952 (2020: £32,144), and restricted reserves of £230,514 (2020: £237,034).

The designated fund balance is held for ministry activities and works needed at the church.

Of the restricted reserves balance, £214,964 (2020: £225,812) represents sums given since 1995 to fund the development of the Church premises, which was completed in 1997, and to pay off the money borrowed at that time to finance the development; £1,376 (2020: £1,376) is for Future Missions Fund, £5,504 (2020: £5,504) is for the refurbishment of the toilets, £6,076 (2020: £1,316) is for costs relating to Storehouse, and £2,594 (2020: £3,026) is held for costs relating to a stair lift at the Church.



**Easthampstead Baptist Church**  
**Report of the Trustees**  
**for the year ended 31 December 2021**

**RESPONSIBILITIES OF THE TRUSTEES**

The charity's Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

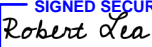
The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, and the applicable Charities (Accounts and Reports) Regulations. The Trustees are also responsible for safeguarding the assets of the charity and hence taking all reasonable steps for the prevention and detection of fraud and other irregularities.

**COMPLIANCE WITH PREVAILING LAW AND REGULATIONS**

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

**BY ORDER OF THE TRUSTEES**

SIGNED SECURELY  
  
12/08/2022 at 1:40:39 PM UTC

Mr R Lea

Date:

**Independent Examiner's Report to the Trustees of  
Easthampstead Baptist Church  
for the year ended 31 December 2021**

**Independent Examiner's Report**

**Independent Examiner's report to the Trustees of Easthampstead Baptist Church**

I report on the accounts of the charity for the year ended 31 December 2021, which are set out on pages eight to nineteen.

**Respective responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act,
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
3. to state whether particular matters have come to my attention.

**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 Easthampstead Baptist Church as required by section 120 of the 2011 act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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



L A Evans BSc FCA  
Stewart & Co. Accountants LLP  
Knoll House  
Knoll Road  
Camberley  
Surrey  
GU15 3SY

Date:

**Easthampstead Baptist Church**  
**Statement of Financial Activities**  
**for the year ended 31 December 2021**

**Statement of Financial Activities**

	<b>Note</b>	<b>Unrestricted £</b>	<b>Designated £</b>	<b>Restricted £</b>	<b>2021 Total funds</b>	<b>2020 Total funds £</b>
<b>INCOME</b>						
Donations and legacies	<b>2</b>	<b>161,848</b>	<b>33,859</b>	<b>9,900</b>	<b>205,607</b>	200,304
Grant income	<b>3</b>	<b>19,887</b>	-	-	<b>19,887</b>	10,738
Income from charitable activities	<b>4</b>	<b>2,883</b>	-	-	<b>2,883</b>	3,317
Income from other trading activities	<b>5</b>	<b>59,802</b>	-	-	<b>59,802</b>	57,161
Investment income	<b>6</b>	<b>246</b>	-	-	<b>246</b>	414
<b>TOTAL INCOME</b>		<b>244,666</b>	<b>33,859</b>	<b>9,900</b>	<b>288,425</b>	271,934
<b>EXPENDITURE</b>						
Expenditure on charitable activities:	<b>7</b>	<b>(201,176)</b>	<b>(17,051)</b>	<b>(16,439)</b>	<b>(234,666)</b>	(296,754)
Expenditure on other trading activities	<b>11/12</b>	<b>(32,704)</b>	-	-	<b>(32,704)</b>	(34,198)
<b>TOTAL EXPENDITURE</b>		<b>(233,880)</b>	<b>(17,051)</b>	<b>(16,439)</b>	<b>(267,370)</b>	(330,952)
<b>NET EXPENDITURE AND NET MOVEMENT IN FUNDS FOR THE YEAR</b>	<b>17</b>	<b>10,786</b>	<b>16,808</b>	<b>(6,539)</b>	<b>21,055</b>	(59,018)
<b>TRANSFERS BETWEEN FUNDS</b>		<b>(19)</b>	-	<b>19</b>	-	-
<b>RECONCILIATION OF FUNDS</b>						
Total Funds brought forward		<b>385,259</b>	<b>32,144</b>	<b>237,034</b>	<b>654,437</b>	713,455
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>396,026</b>	<b>48,952</b>	<b>230,514</b>	<b>675,492</b>	654,437

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 10 to 18 form part of these financial statements

# Easthampstead Baptist Church

## Balance Sheet as at 31 December 2021

### Balance Sheet

	Note	Unrestricted £	Designated £	Restricted £	2021 Total funds	2020 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	14	352,132	-	217,558	569,690	582,285
<b>TOTAL FIXED ASSETS</b>		352,132	-	217,558	569,690	582,285
<b>CURRENT ASSETS</b>						
Debtors	15	7,177	-	-	7,177	14,114
Cash at bank and in hand		65,079	48,952	12,956	126,987	90,324
<b>TOTAL CURRENT ASSETS</b>		72,256	48,952	12,956	134,164	104,438
<b>LIABILITIES</b>						
Creditors falling due within one year	16	(28,362)	-	-	(28,362)	(32,286)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		43,894	48,952	12,956	105,802	72,152
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		396,026	48,952	230,514	675,492	654,437
<b>NET ASSETS</b>		396,026	48,952	230,514	675,492	654,437
<b>THE FUNDS OF THE CHARITY</b>						
Unrestricted income funds	17	396,026	-	-	396,026	385,259
Designated income funds	17	-	48,952	-	48,952	32,144
Restricted income funds	17	-	-	230,514	230,514	237,034
<b>TOTAL CHARITY FUNDS</b>		396,026	48,952	230,514	675,492	654,437

The financial statements were approved and authorised for issue by the Board of Trustees on 12/08/2022 and were signed on its behalf by:

SIGNED SECURELY  
Robert Lea  
12/08/2022 at 1:40:39 PM UTC

SIGNED SECURELY  
12/08/2022  
12/08/2022 at 1:40:39 PM UTC

The notes on pages 10 to 18 form part of these financial statements

**Easthampstead Baptist Church**  
**Notes to the Financial Statements**  
**for the year ended 31 December 2021**

**Notes to the Financial Statements**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2020) - (Charities SORP (FRS 102)), and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The objectives of the charity are to advance the Christian Religion, relieve poverty, hardship and distress, and to advance education. The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the entity.

The church is a registered charity in England and Wales. The Trustees are the members of the church named on page 1.

**1.2 Preparation of the accounts on a going concern basis**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

**1.3 Significant judgements and estimates**

In the opinion of the Trustees, no significant judgements or estimates were made during the preparation of the financial statements that may have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**1.4 Income**

**Income recognition**

Income is recognised in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the Trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

**Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses.

**Donations**

Donations are only included in the SoFA when the general income recognition criteria are met.

**Grants**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

**Tax reclaims on donations and gifts**

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

**Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the Trustees' annual report.

**Income from interest**

This is included in the accounts when receipt is probable, and the amount receivable can be measured reliably.

Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.

## Easthampstead Baptist Church

### Notes to the Financial Statements for the year ended 31 December 2021

#### 1. ACCOUNTING POLICIES (*continued*)

##### 1.5 Expenditure and liabilities

###### **Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

###### **Liability recognition**

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

###### **Governance and support costs**

Support and governance costs incurred are apportioned across the charitable activities based on the time support staff spend working on each one. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

###### **Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

###### **Basic financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Financial assets held at amortised cost comprise cash at bank and in hand, together with other debtors. Cash at bank and in hand is defined as all cash held in instant access bank accounts and used as working capital. Financial liabilities held at amortised cost comprise all creditors except social security and other taxes.

##### 1.6 Tangible fixed assets

All assets costing more than £1,000 are capitalised and valued at historical cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Buildings	-	2% and 1% on cost
Fittings and equipment	-	10% on cost

##### 1.7 Taxation

The charity is a registered charity and is exempt under Part 11 of the Corporation Tax Act 2010 on its income and section 256 of the Taxation of Chargeable Gains Act 1992 on its capital gains.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

##### 1.8 Operating leases

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

##### 1.9 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees. Designated funds represent funds earmarked for specific reasons as decided by the Trustees. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

##### 1.10 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a maturity of one year from the date of acquisition or opening of the deposit or similar account.

##### 1.11 Creditors

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

##### 1.12 Pension costs

The charity operates a defined contribution pension scheme. Contributions payable for the year are charged to the SoFA in the period to which they relate.

<b>2. DONATIONS AND LEGACIES</b>	<b>Unrestricted Funds</b>	<b>Designated Funds</b>	<b>Restricted Funds</b>	<b>Total funds 2021</b>	<b>Total funds 2020</b>
	£	£	£	£	£
Offerings and gifts	130,590	28,245	-	158,835	148,605
Income tax recoverable	27,692	5,614	1,330	34,636	32,770
Pastoral Need Fund donations/Storehouse	-	-	8,281	8,281	5,375
Samaritans Purse	-	-	252	252	320
Sierra Leone support	-	-	-	-	4,528
Sierra Leone trip	-	-	-	-	20
Homestart	111	-	-	111	-
General Mission Support	1,040	-	37	1,077	8,032
Miscellaneous donations, gifts & sundries	2,415	-	-	2,415	654
	<u>161,848</u>	<u>33,859</u>	<u>9,900</u>	<u>205,607</u>	<u>200,304</u>

In 2020, £17,437 of donation income related to restricted funds and £22,176 to designated funds.

<b>3. INCOME FROM GRANTS</b>	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	£	£	£
Government grants	19,887	19,887	10,738
	<u>19,887</u>	<u>19,887</u>	<u>10,738</u>

Income from government grants is in respect of the Coronavirus Job Retention Scheme.

<b>4. INCOME FROM CHARITABLE ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Total funds 2021</b>	<b>Total funds 2020</b>
	£	£	£
Catering	1,224	1,224	2,163
Children and youth	344	344	320
Storehouse sale of goods	25	25	-
Older persons work	1,290	1,290	834
	<u>2,883</u>	<u>2,883</u>	<u>3,317</u>

In 2020, no income from charitable activities related to restricted funds.

<b>5. INCOME FROM OTHER TRADING ACTIVITIES</b>	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	£	£	£
Church lettings	59,802	59,802	57,161
	<u>59,802</u>	<u>59,802</u>	<u>57,161</u>

In 2020 all income from other trading activities related to unrestricted funds.

<b>6. INVESTMENT INCOME</b>	<b>Unrestricted Funds</b>	<b>Total Funds 2021</b>	<b>Total Funds 2020</b>
	£	£	£
Bank Interest	246	246	414
	<u>246</u>	<u>246</u>	<u>414</u>

In 2020 all of the investment income related to unrestricted funds.

**7. EXPENDITURE ON CHARITABLE ACTIVITIES  
BY FUND**

		Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
Missionary and charitable giving	8	18,062	-	700	18,762	34,014
Ministry	9	183,114	17,051	15,739	215,904	262,740
		<u>201,176</u>	<u>17,051</u>	<u>16,439</u>	<u>234,666</u>	<u>296,754</u>

In 2020, £50,840 of the total expenditure on charitable activities related to restricted funds and £7,250 related to designated.

**BY ACTIVITY**

		Activities Undertaken Directly £	Support Costs £	Total funds 2021 £	Total funds 2020 £
Missionary and charitable giving	8	17,876	886	18,762	34,014
Ministry	9	155,137	60,767	215,904	262,740
		<u>173,013</u>	<u>61,653</u>	<u>234,666</u>	<u>296,754</u>

Included in the expenditure analysed above, there are also governance costs of £4,662 (2020: £4,242) which relate directly to charitable activities. See note 10 for further details.

**8. ANALYSIS OF DIRECT EXPENDITURE ON MISSIONARY AND CHARITABLE GIVING**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
BU Home Mission	2,500	-	2,500	4,500
Tear Fund - general	1,200	-	1,200	1,200
Samaritan's Purse – Xmas shoeboxes	218	252	470	470
Dorothy – Springer Trust	7,500	-	7,500	7,200
Storehouse	-	411	411	2,504
Mission support – general	3,745	37	3,782	12,826
Mission support – Sierra Leone	-	-	-	4,000
Others	2,013	-	2,013	508
	<u>17,176</u>	<u>700</u>	<u>17,876</u>	<u>33,208</u>



**9. ANALYSIS OF EXPENDITURE ON MINISTRY ACTIVITIES UNDERTAKEN DIRECTLY**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total funds 2021 £	Total funds 2020 £
Trustees' remuneration	67,691	-	-	67,691	82,988
Trustees' pension costs	1,893	-	-	1,893	(8,554)
Wages and salaries	31,325	-	-	31,325	30,493
Social security costs	2,651	-	-	2,651	9,741
Pension costs	1,319	-	-	1,319	1,405
Travel costs	31	-	-	31	152
Assistant Minister housing allowance	-	-	-	-	5,749
Telephone costs for Ministers	-	-	-	-	406
Conferences and training	473	4,833	-	5,306	7,932
Evangelism & publicity	2,446	-	-	2,446	925
Affiliation fees & worship costs	1,554	-	-	1,554	2,018
Catering	1,114	-	-	1,114	1,340
Youth & Children	1,364	-	-	1,364	834
Older Person's work	913	-	-	913	875
Depreciation	1,315	-	11,280	12,595	20,191
Storehouse	-	-	4,459	4,459	3,731
TV Licence	158	-	-	158	155
Replacement equipment	1,178	-	-	1,178	29,711
Sundries	4,290	-	-	4,290	2,076
Ministry materials	35	-	-	35	400
Ministry unto Church	1,585	-	-	1,585	1,163
Hall hire	1,012	-	-	1,012	1,475
Gift Day – 2020	-	2,218	-	2,218	-
Gift Day – 2021	-	10,000	-	10,000	-
	<u>122,347</u>	<u>17,051</u>	<u>15,739</u>	<u>155,137</u>	<u>195,206</u>

**10. ANALYSIS OF SUPPORT COSTS  
BY FUND**

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Support Costs</b>			
Heat, light, power and water	4,358	4,358	4,997
Insurance and maintenance	10,412	10,412	10,472
Cleaning	6,315	6,315	6,494
Website costs	1,045	1,045	1,067
Office & Administration costs	12,524	12,524	18,869
HR Consultancy	1,729	1,729	975
Wages & Salaries – Caretaker	19,589	19,589	19,205
Social security costs	494	494	1,443
Pension costs	525	525	576
	<u>56,991</u>	<u>56,991</u>	<u>64,098</u>
<b>Governance costs</b>			
Independent examiner's fee	4,662	4,662	4,242
	<u>4,662</u>	<u>4,662</u>	<u>4,242</u>
	<u>61,653</u>	<u>61,653</u>	<u>68,340</u>

**10. ANALYSIS OF SUPPORT COSTS (continued)  
BY ACTIVITY**

	Missionary & Charitable Giving £	Ministry £	Total Funds 2021 £	Total Funds 2020 £
<b>Support Costs</b>				
Heat, light, power and water	-	4,358	4,358	4,997
Insurance and maintenance	-	10,412	10,412	10,472
Cleaning	-	6,315	6,315	6,494
Website costs	-	1,045	1,045	1,067
Office & Administration costs	-	12,524	12,524	18,869
HR Consultancy	-	1,729	1,729	975
Wages & Salaries – Caretaker	-	19,589	19,589	19,205
Social security costs	-	494	494	1,443
Pension costs	-	525	525	576
	-	56,991	56,991	64,098
<b>Governance costs</b>				
Independent examiner's fee	886	3,776	4,662	4,242
	886	3,776	4,662	4,242
	886	60,767	61,653	68,340

**11. EXPENDITURE ON OTHER TRADING ACTIVITIES**

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Salaries	27,136	27,136	26,520
Social security costs	828	828	2,453
Pension costs	752	752	796
Heat, light, power and water	2,791	2,791	3,218
Consumables & other	1,197	1,197	1,211
	32,704	32,704	34,198

**12. NET EXPENDITURE FOR THE YEAR**

This is stated after charging:	2021 £	2020 £
Trustees' remuneration	67,691	82,988
Trustees' pension costs (defined contribution scheme)	1,893	(8,554)
Housing allowance	-	5,749
Depreciation	12,595	20,191
Independent examiner's remuneration:	4,662	4,242

**13. ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

<b>Total staff costs were as follows</b>	2021 £	2020 £
Wages and salaries	145,740	158,923
Social security costs	3,973	13,637
Pension costs (defined contribution scheme)	4,489	(5,777)
Housing allowance	-	5,749
	154,202	172,532

**Particulars of employees:**

The average number of employees during the year was as follows:	2020 No	2020 No
Ministry	5	7
Upkeep of Church Premises	1	1
	6	8

No employees received employee benefits (excluding employer pension costs) in excess of £60,000 (2020: £nil).

### Key management personnel and trustee remuneration

The charity's key management personnel comprise the Trustees. Total employment benefits including employer pension contributions of the key management personnel was £69,584 (2020: £76,664).

The Assistant Minister and Trustee, Rev S. Littlejohn, received a stipend of £nil (2020: £16,253) and housing allowance of £nil (2020: £5,749).

The Team Leader and Trustee, Mr S. Lace, received £38,558 (2020: £37,673) and the Ministry Director and Trustee, Mrs P Marsh received £29,133 (2020: £29,062).

The Church pays pension contributions for its Assistant Minister under a defined contribution scheme. The total pension contribution from the Church for the Assistant Minister was £625 (2020: £2,500).

No pension contributions were outstanding at the balance sheet date.

### Trustees' expenses

During the year, no Trustees were reimbursed expenses incurred in fulfilling their duties (2020: £nil).

14. TANGIBLE FIXED ASSETS	Church	Fixtures, fittings and equipment	Total
	Premises £	£	£
<b>COST</b>			
As at 1 January 2021	761,720	96,110	857,830
Additions	-	-	-
<b>As at 31 December 2021</b>	<b>761,720</b>	<b>96,110</b>	<b>857,830</b>
<b>DEPRECIATION</b>			
As at 1 January 2021	187,909	87,636	275,545
Depreciation eliminated on disposal	-	-	-
Charge for the year	10,848	1,747	12,595
<b>As at 31 December 2021</b>	<b>198,757</b>	<b>89,383</b>	<b>288,140</b>
<b>NET BOOK VALUE</b>			
As at 1 January 2021	573,811	8,474	582,285
<b>As at 31 December 2021</b>	<b>562,963</b>	<b>6,727</b>	<b>569,690</b>
<b>15. DEBTORS</b>	<b>2021</b>	<b>2020</b>	
	£	£	
Income tax recoverable	2,239	2,367	
Prepayments	-	4,833	
Other debtors	4,938	6,914	
	<b>7,177</b>	<b>14,114</b>	
<b>16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2021</b>	<b>2020</b>	
	£	£	
Other creditors	1,500	473	
Defined contribution pension liability	22,200	27,571	
Accruals	4,662	4,242	
	<b>28,362</b>	<b>32,286</b>	

## 17. ANALYSIS OF MOVEMENT IN FUNDS

	Balance 1 Jan 2021 £	Incoming resources £	Resources expended £	Transfers £	Funds 31 Dec 2021 £
<b>Unrestricted funds</b>					
General fund	385,259	244,666	(233,880)	(19)	396,026
	<u>385,259</u>	<u>244,666</u>	<u>(233,880)</u>	<u>(19)</u>	<u>396,026</u>
<b>Restricted funds</b>					
Church Building Fund	225,812	-	(10,848)	-	214,964
Other donations	3,026	-	(432)	-	2,594
External Causes	-	289	(289)	-	-
Storehouse	1,316	9,611	(4,870)	19	6,076
Toilets	5,504	-	-	-	5,504
Future Missions Fund	1,376	-	-	-	1,376
	<u>237,034</u>	<u>9,900</u>	<u>(16,439)</u>	<u>-</u>	<u>230,514</u>
<b>Designated funds</b>					
Gift Day 2016	17,218	-	-	-	17,218
Gift Day 2020	14,926	-	(7,051)	-	7,875
Gift Day 2021	-	33,859	(10,000)	-	23,859
	<u>32,144</u>	<u>33,859</u>	<u>(17,051)</u>	<u>-</u>	<u>48,952</u>
<b>TOTAL FUNDS</b>	<u>654,437</u>	<u>288,425</u>	<u>(267,370)</u>	<u>-</u>	<u>675,492</u>

### Unrestricted funds

Unrestricted funds are available to be spent for any of the purposes of the charity.

### Restricted Funds

The Church Building Fund represents sums given since 1995 to fund the development of the Church premises, which was completed in 1997, and to pay off the money borrowed at that time to finance the development.

The other small restricted fund balances are held for the purpose of that described in the headings.

### Designated funds

These funds relate to monies raised during the annual Gift Day's which are then set aside for specific purposes depending on the yearly requirements.

The funds from Gift Day 2016 are held for ministry activities e.g. older persons work, children and youth work.

The funds from Gift Day 2020 were held for works needed at the church.

The funds from Gift Day 2021 are held for works needed at the church.

## 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets/ (liabilities) £	Total £
Unrestricted funds	352,132	43,894	396,026
Designated funds	-	48,952	48,952
Restricted funds	217,558	12,956	230,514
	<u>569,690</u>	<u>105,802</u>	<u>675,492</u>

## 19. RELATED CHARITIES

The custodian Trustee of the Church is the Baptist Union Corporation Limited (charity number 249635), which is controlled by the Baptist Union Council. The Church is also a member of the Baptist Union of Great Britain, and the Southern Counties Regional Baptist Association.

The Church made donations to the Baptist Union Home Mission Scheme as set out in note 7.

## 20. DEFINED BENEFIT PENSION

The Church is a participating employer the Baptist Pension Scheme ("the Scheme"), which is a separate legal entity administered by the Pension Trustee (Baptist Pension Trust Limited). The assets of the Scheme are held separately from those of the Employer and the other participating employers.

The Scheme, previously known as the Baptist Ministers' Pension Fund, started in 1925, but was closed to future accrual of defined benefits on 31 December 2011. Prior to this date the main benefit provided through the Defined Benefit (DB) Plan was a pension of one eightieth of final minimum pensionable income for each year of pensionable service together with additional pension in respect of premiums paid on Pensionable Income in excess of Minimum Pensionable Income.

From January 2012, pension provision is being made through the Defined Contribution (DC) Plan within the Scheme. In general, members pay 8% of their Pensionable Income and employers pay 6% of members' Pensionable Income into individual pension accounts, which are operated and managed on behalf of the Pension Trustee by Legal and General Life Assurance Society Limited. In addition, the employer pays a further 4% of Pensionable Income to cover Death in Service Benefits, administration costs, and an associated insurance policy which provides income protection for Scheme members in the event that they are unable to work due to long-term incapacity. This income protection policy has been insured by the Baptist Union of Great Britain with Aviva plc. [Members of the Basic Section pay reduced contributions of 5% of Pensionable Income, and their employers also pay a total of 5%.] The further 4% contribution rate is reduced to 3% for Employer contributions made to the Segregated DC Arrangement.

The Scheme is considered to be a multi-employer scheme as described in Section 28 of FRS 102. Because it is not possible to attribute the Scheme's assets and liabilities to specific employers, the scheme is accounted for as if the Scheme were a defined contribution scheme. The Minister(s) are eligible to join the Scheme.

### Actuarial valuation as at 31 December 2019

A formal valuation of the DB Plan as at 31 December 2019 was carried out by a professionally qualified Actuary using the Projected Unit Method. At the valuation date the market value of the DB Plan assets was £298 million, whilst the level of assets needed to pay benefits was £316m, giving a deficit of £18m (equivalent to a past service funding level of 94%). The Church and the other participating employers in the DB Plan are collectively responsible for funding this deficit.

The key financial assumptions underlying the valuation were as follows:

Type of Assumption	% pa
RPI price inflation assumption	3.20
CPI price inflation assumption	2.70
Minimum Pensionable Income increases (CPI plus 1.0% pa)	0.50
Assumed investment returns	
- Pre-retirement (gilt yield plus 1.75% pa)	2.95
- Post retirement (including benefits matched by the insurance policy) (gilt yield plus 0.5% pa)	1.70
Deferred pension increases	
- Pre April 2009	3.20
- Post April 2009	2.50
Pension increases	
- Based on CPI with an annual floor of 0% and annual cap of 5%	2.70

Mortality is assumed in accordance with 80% of the S3NA standard mortality table. Future improvements projected from 2013 in line with the "CMI 2019" projection with a long-term rate of improvement of 1.75% p.a. for males and 1.5% p.a. for females with the core smoothing parameter and with additional initial mortality improvement factor A=0.5%.

The next actuarial valuation of the DB Plan within the Scheme is due to take place not later than as at 31 December 2022.

## 20. DEFINED BENEFIT PENSION (continued)

### Recovery Plan

In addition to the contributions to the DC Plan set out above, where a valuation of the DB Plan reveals a deficit the Trustee and the Council agree to a rate of deficiency contributions from churches and other employers involved in the DB Plan.

Under the current Recovery Plan signed in September 2020, deficiency contributions are payable until June 2026. These contributions are broadly based on the employer's membership at 31 December 2014 and increase annually in line with increases to Minimum Pensionable Income as defined in the Rules.

### Movement in Balance Sheet liability

Section 28.11A of FRS 102 requires agreed deficit recovery payments to be recognised as a liability. The movement in the provision is set out in the table below.

Accounting date (year ending):	31 Dec 2021	31 Dec 2020
	£	£
Balance sheet liability at year start	27,571	44,148
Minus deficiency contributions paid	(4,733)	(3,520)
Interest cost (recognised in SoFA)	101	721
Remaining change to balance sheet liability* (recognised in SoFA)	(739)	(13,778)
Balance sheet liability at year end	22,200	27,571

\* Comprises any change in agreed deficit recovery plan and change in assumptions between year-ends.

This liability represents the present value of the deficit contributions agreed as at the accounting date and has been valued using the following assumptions set by reference to the duration of the deficit recovery payments:

Accounting date	31 Dec 2021	31 Dec 2020	31 Dec 2019
Discount rate	2.0%	0.4%	1.7%
Future increases to Minimum Pensionable Income	4.1%	3.0%	3.2%